



Request for Proposal

No.: GERMI/SRW/SERVICES/2016/02

Gujarat Energy Research
and Management Institute
(GERMI)

Request for Proposal for Selection of Surveyor for Solar Power Projects

Issued On:

25.06.2016

Last date for Submission of Proposal:

30.06.2016

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Request for Proposals

Gujarat Energy Research and Management Institute (GERMI), is undertaking a few projects for design and development of megawatt size solar power plants. As part of one of its projects related to Development of Solar Power plant, we are looking forward to select one Surveyor for the Survey Work.

Sealed bids are invited through this Request for Proposal No. GERMI/SRW/SERVICES/2016/02 dated 25th June 2016 from all organizations/individuals working as Surveyor with background of having experience of demarcating the boundaries and topographical survey in the hectares.

The RFP Document can be downloaded from GERMI website <http://germi.org/tenders.html>. All relevant documents along with the RFP Document is required to be submitted in physical form to GERMI office on or **before 30th June 2016 by 16:00 Hrs.**

GERMI reserves the right to reject any or all offers without assigning any reasons thereof.

Sd/-
Prof. (Dr.) T. Harinarayana
Director, GERMI

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1 Important Dates and Amounts

1.1 Important Dates

- a. Date of floating of RFP : 25 June 2016
- b. Last date for requesting clarification pertaining to this RFP : 27 June 2016 , 1700 Hrs IST
- c. Last date of submission of Bid : 30 June 2016, 1600 Hrs IST
- d. Date of Opening of Technical Bid : 1 July 2016, 1630 Hrs IST
- e. Date of Opening of Financial Bid : 1 July 2016, 1730 Hrs IST

1.2 Important Amounts

- a. Cost of Purchase of RFP : INR 1,500 through DD
- b. Earnest Money Deposit (EMD) : INR 5,000 through DD

2 Introduction

2.1 Gujarat Energy Research and Management Institute

Gujarat Energy Research and Management Institute (GERMI), an ISO 9001: 2008 certified institute, is a Centre for Excellence in industry learning, research & development and education. It is set up to develop human resource assets to cater to both renewable and non-renewable energy sectors, improve knowledge base of policy makers and technologists, and provide a competitive edge to leaders to compete in the global arena. GERMI was brought into existence and is promoted by Gujarat State Petroleum Corporation Limited (GSPC), a Government of Gujarat Undertaking.

GERMI has already established specialized research, education, management and training institutes, and is continually expanding its horizons to cater to the allied energy sectors. GERMI is a registered Society and a Trust under the Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950. GERMI is a recognized Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research (DSIR), Government of India.

GERMI solar and renewable energy mandates include:

- Techno-commercial/ regulatory advisory and support at various levels to governments to undertake renewable energy programmes and projects;
- Techno-commercial support to both private and government undertakings for establishing solar and allied renewable power and manufacturing projects;
- Fundamental and applied research in the field of energy ranging from functional materials and devices to commercial-scale project performance including auditing;
- Both vocational and professional training along with allied activities to proliferate the trainings by providing institutional support.

2.2 About the project and the location

GERMI is continuously working towards development of Solar Power plants in Gujarat as part of its mandate and therefore receive technical consultancy assignments from the Government and various other organisations or companies working towards the same goal.

GERMI has currently received a project of development of Solar Power Plant, Gujarat Solar Park, Charanka, Distt: Patan, Gujarat.

Gujarat Energy Research & Management Institute (GERMI or "Client") is engaged in design and execution of utility scale solar PV power plant projects in the state of Gujarat, under different capacities. Current RFP is for hiring competent Surveyor for one of its project of development of solar power plant.

Detailed financial offers are invited from interested and eligible Surveyor to be hired to undertake Surveying and Levelling tasks.

3 Instruction to Bidders

3.1 General

- 3.1.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and GERMI shall, in no case be responsible or liable for these costs regardless the conduct or outcome of the bidding and contracting process. The Bidder is expected to examine all instructions, forms, terms and conditions in the Bid carefully.
- 3.1.2 GERMI reserves the right to cancel any or all the Bids as per its discretion without assigning and giving any reason thereof. GERMI also reserves the right to rescind the process of this RFP at any time before placement of the order for the said Scope of Work herein.
- 3.1.3 The Bidder shall prepare the Bid based on the information furnished and terms and conditions provided in the RFP.
- 3.1.4 The Bid shall also contain all the information asked in this RFP with supportive data wherever necessary.
- 3.1.5 Failure to furnish all information required by the RFP or submission of a Bid not substantially responsive to the RFP will be at the Bidder's risk and may result in rejection of the Bid.
- 3.1.6 Failure to comply with all amounts and timeline indicated in this RFP shall automatically make the Bid liable for rejection.
- 3.1.7 The Bid submitted is to be signed by a person who is a duly authorized representative of the Bidding organization.
- 3.1.8 The Bid shall be typed or written in indelible ink and Stamped & signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink.
- 3.1.9 This RFP is non-transferable. Each bidder shall submit only one Bid by itself.
- 3.1.10 At any time prior to the deadline for submission of Bids, for any reason, whether at its sole initiative or any response to a clarification requested by a Bidder, GERMI may modify the RFP by amendment(s) thereto. The amendment(s) will be notified publically and/ or in writing to all prospective Bidders.
- 3.1.11 The prospective Bidder requiring any clarification shall write to GERMI on or before the last date for such clarification as indicated in Clause above so as to ensure timely response by GERMI and timely submission of the Bids.
- 3.1.12 Bid Validity: The Bids shall be kept valid for at least for One Hundred and Eighty (180) days from the last date of submission of Bid. A Bid with validity for a shorter period than the above may be rejected by GERMI. If required, GERMI may solicit the Bidder's consent to an extension of the period of Bid validity.
- 3.1.13 Deviations: No deviations shall be taken by the Bidder to the RFP especially with regard to the Scope of Work and the terms and conditions. Bids with any deviation are liable to be summarily rejected.
- 3.1.14 Language of correspondence and Bid: The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged between the Bidder and GERMI shall be written in English language only.
- 3.1.15 For any clarification emails can be sent to **Mr. Ashish Jasani**, Civil Engineer, Solar Wing, GERMI (Ashish.j@germi.res.in).

3.2 Eligibility

- 3.2.1 Bidders demonstrating completed atleast three (03) projects includes Surveying and Levelling work. Necessary completion certificate is required to be submitted.
- 3.2.2 Annual Turnover of each year shall be INR.3 lakh (INR Three Lakhs) for past Three (03) years.
- 3.2.3 Bidder should have atleast 3 total station owned by him.
- 3.2.4 Bidder should have atleast 3 surveyor in his firm/organisation/team.
- 3.2.5 Bidder should have surveyed atleast plot size of 3 hectare.

3.3 Earnest Money Deposit

- 3.3.1 Bidder shall be required to submit Earnest Money Deposit (EMD) of the amount mentioned in clause 1.2b in the form of a Demand Draft in favour of Gujarat Energy Research and Management Institute payable at Gandhinagar, valid for a period of ninety (90) days from the last date of submission of Bid.
- 3.3.2 The EMD shall be from any Nationalised bank in India.
- 3.3.3 GERMI shall not be liable to pay any interest on the Earnest Deposit Money made and the same shall be interest free.
- 3.3.4 The EMD of all the bidders shall be returned once the Successful Evaluated Bidder accepts the work order issued.
- 3.3.5 The EMD of Successful Evaluated Bidder can be forfeited if it delays to accept the work order within the stipulated period, and the contract shall be allotted to next best/lowest quoted bidder.

3.4 Bid Deadline

- 3.4.1 Any Bid received by GERMI after the last date for submission of Bid as indicated in Clause 1.1c shall be summarily rejected. GERMI shall not be responsible for any delay in submission of the Bid whether caused by the Bidder or/and other third party.
- 3.4.2 Any change in the last date for submission of the Bid shall be intimated to the Bidders accordingly.

3.5 Submission of the Bid

- 3.5.1 The Bid prepared by the Bidder shall be submitted in one envelope comprising of:
Envelope-1 shall comprise of Technical Bid.
Envelope-2 shall comprise of the duly filled-up Financial Bid.
- 3.5.2 Envelope-1 (Technical Bid) shall contain the following details and documents:
 - a. Completion Certificates of the Project.
 - b. Details of the Equipment and Surveyor team.
 - c. Details of the turnover of last three years.
- 3.5.3 Envelope-2 (Financial Bid) shall contain only the duly filled up, signed and stamped Financial Bid as per format enclosed in Annexure 1: Format of Financial Bid for S.
- 3.5.4 Envelope-1 and Envelope-2, containing the above information shall be sealed individually and labelled clearly on top of the envelopes as follows:
 - a) "Envelope-1: Technical Bid for selection of Surveyor for Solar Power Projects of GERMI"
 - b) "Envelope-2: Financial Bid for selection of Surveyor for Solar Power Projects of GERMI"
- 3.5.5 All the above envelopes shall be placed in a general sealed envelope
"Bid for selection of Surveyor for Solar Power Projects of GERMI"
- 3.5.6 All envelopes shall clearly indicate the name and address of the Bidder.
- 3.5.7 All Bids shall be addressed to:
The Director
Gujarat Energy Research and Management Institute
1st Floor, Energy Building
Pandit Deendayal Petroleum University Campus
Gandhinagar, Gujarat 382 007, INDIA
- 3.5.8 All pages of the Bid submitted including this RFP shall be duly signed and sealed by the Bidder as a mark of acceptance of all terms and conditions and should be properly numbered.

3.6 Bid Price

- 3.6.1 The price quoted by the Bidder shall be all inclusive considering the total Scope of Work as indicated in the RFP.
- 3.6.2 Bid price shall be quoted in Indian Rupee only.
- 3.6.3 The Financial Bid shall be inclusive of all taxes and duties.
- 3.6.4 Quoted rate should be inclusive of Transportation, Lodging, Boarding and Mobilisation of equipment and staff.
- 3.6.5 The price quoted in Indian Rupees shall be written both in words and figures and in case of any discrepancy between the two, prices in words shall be valid and binding.

3.7 Bid Opening and Evaluation

- 3.7.1 The Bidding Committee of GERMI will open Envelope-1 (Technical Bid) in the presence of the Bidders or of their representatives who choose to attend the opening, on the last date for submission of bid at GERMI.
- 3.7.2 If required, GERMI may ask for any information or clarification while evaluating their Technical Bid.
- 3.7.3 Any Bidder who has not complied with the condition of this RFP shall be liable for rejection.
- 3.7.4 Upon evaluation of the Technical Bids, Envelope-2 (Financial Bid) of only the technically qualified Bidders will be opened.
- 3.7.5 The Successful Evaluated Bidder shall be the technically qualified bidder with the lowest Bid Price.

3.8 Right to Accept or Reject Any or All Bids

- 3.8.1 GERMI is not bound to accept the lowest or any bid and may at any time by notice in writing to the Bidders terminate the bidding process.
- 3.8.2 GERMI may terminate the contract if it is found that Surveyor is blacklisted on previous occasions by the any of the Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc.

3.9 Negotiations with Bidders

- 3.9.1 The selection of Contractors for negotiations could be held up to L2 bidders. In cases where the L1 bidder refuses to further reduce his offered price and the L2 bidder come forward to offer a price which is better than the price offered by L1 bidder, then that bidder will be considered as L1 bidder. However, in such a situation, the original L1 bidder shall be given one more opportunity to match the discovered price. In case of acceptance, it would be treated as the L1 bidder.
- 3.9.2 The Bidder is not allowed to revise the price, before opening of the Financial Bid, once it is submitted to GERMI.
- 3.9.3 The merit order of L1 and L2 bidder will be decided as described in Section: **Error! Reference source not found..**

3.10 Award of Contract

- 3.10.1 GERMI shall award the contract to the Successful Evaluated Bidder whose Bid has been found to be responsive and who is eligible and qualified to perform the Scope of Work satisfactorily as per the terms and conditions incorporated in the RFP.
- 3.10.2 GERMI shall intimate Successful Evaluated Bidder for commencement of work through a Work Order.

4 Scope of Work and Location

4.1 Site details

- a. Location: Gujarat Solar Park, Charanka, District: Patan, Gujarat.

4.2 Scope of work

- 4.2.1 Surveyor is being provided with Auto-Cad file of the plot. Based on that Co-ordinates of the boundary points is to be identified.
- 4.2.2 Fixing of the boundary point with help of total station or any other relevant equipment.
- 4.2.3 Supplying and Fixing the 200 x 200 x 600mm precast or Cast in situ concrete pillar with painting and Numbering(Oil Paint) on the top.

4.3 Completion Period

- 4.3.1 The entire scope of Work should be completed within a period of 10 (Ten) days from the date of acceptance of work order by the Surveyor or the date intimated by GERMI to start the work.

4.4 Payment Terms

- 4.4.1 100% Payments shall be made to the Surveyor on full completion of Work.
- 4.4.2 Payments shall be made to the Surveyor within twenty (20) days of receipt of Invoice through cheques.

4.5 Indemnity

- 4.5.1 The Bidder shall indemnify GERMI in respect of all claims, damages or injury or damage to any representative of Bidder and/ or property assigned to this Project.

4.6 Cancellation/ Termination

- 4.6.1 GERMI at its discretion reserves the right to cancel/ terminate the contract partly or wholly or reduce the Scope of Work, at its discretion, by giving Three (03) days notice without assigning reasons during the tenure of the Contract, which shall be binding to the Surveyor and the Surveyor shall be paid fees only for the actual work carried out based on discussion, agreements, justification, documents, etc.
- 4.6.2 Whereas, against scope reduction, if any, the justified reduction in contract price shall be bided, discussed and agreed and accordingly contract price shall be amended.

4.7 Governing Law

- 4.7.1 The Order shall be governed by the Law of India. The Gandhinagar/ Ahmedabad courts shall be the exclusive jurisdiction.
- 4.7.2 In case of the arbitration, the place of Arbitration shall be Gandhinagar/ Ahmedabad.

4.8 Penalty

- 4.8.1 The Surveyor shall have to carry out the Surveying work within the time duration given in clause 4.3.
- 4.8.2 In case of delay in execution of work, a penalty of 1% shall be charged on that particular work per week upto a maximum of 5%.

5 Annexure 1: Format of Financial Bid for Surveyor

[Covering Letter shall be on the official letterhead of the Bidder.]

[Reference No.]

From:

[Address of the Lead Consortium Member]

[Telephone No., Fax No., Email]

[Date]

To:

The Director

Gujarat Energy Research and Management Institute

1st Floor, Energy Building,

Pandit Deendayal Petroleum University Campus,

Gandhinagar, Gujarat 382 007

INDIA

Sub: Financial Bid for selection of Surveyor for the Solar Power Plants

Ref: GERMI RFP Document No. GERMI/SRW/SERVICES/2016/02

Dear Sir,

I,..... [Name of Authorized Representative], the authorized representative of..... [Name of Company], having read, examined and understood in detail the RFP for selection of Surveyor for Solar Power Projects of GERMI, hereby submit our Financial Bid as follows:

Sr.	Item Description	Number	Rate	Tax	Total
1	Surveying, Supplying and Fixing the boundary pillars including, Numbering and Painting.(Size of Concrete Pillar 200 x 200 x600 mm)	275			
Bid Price (In Numbers):					
Bid Price (In Words):					

Note: Quoted rate should be inclusive of Transportation, Lodging, Boarding and Mobilisation of equipment and staff.

Dated the [day of the month] day of [month, year] at [place].

Thanking you,

Sincerely yours,

[signature & stamp]

[name]

[designation]

Sign and Stamp