



Request for Proposal

No.: GERMI/PRWDIC/2018/013

**Gujarat Energy Research  
and Management Institute  
(GERMI)**

**Request for Proposal for selection of  
Contractor for carrying out Geophysical  
Logging for GERMI's R&D Project**

**Issued On:**

**06.06.2018**

**Last date for Submission of Proposal:**

**12.06.2018**

**Address:**

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## Request for Proposals

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Gujarat Energy Research and Management Institute (GERMI), is undertaking an R&D project on Seismic Data Processing, Interpretation and Identification of thin Coal Seams and is keen to hire qualified and experienced Contractor for conducting Geophysical Logging..

Sealed bids are invited through this Request for Proposal No. No.: GERMI/PRWDIC/2018/013 dated 06.06.2018 from all organizations working as Contractors with considerable geophysical logging experience.

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 12<sup>th</sup> June, 2018 by 1600 Hrs.**

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

Dr. Anirbid Sircar  
(Director General, GERMI)

## Table of Contents

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|      |   |    |
|------|---|----|
| 1    | Important Dates and Amounts .....                                 | 4  |
| 1.1  | Important Dates .....   | 4  |
| 1.2  | Important Amounts.....  | 4  |
| 2    | Introduction .....  | 5  |
| 2.1  | Gujarat Energy Research and Management Institute.....             | 5  |
| 2.2  | About the project and the location.....                           | 5  |
| 3    | Instruction to Bidders.....                                       | 6  |
| 3.1  | General.....  | 6  |
| 3.2  | Eligibility .....   | 7  |
| 3.3  | Earnest Money Deposit.....  | 7  |
| 3.4  | Bid Deadline .....  | 7  |
| 3.5  | Submission of the Bid.....  | 7  |
| 3.6  | Bid Price .....   | 8  |
| 3.7  | Bid Opening and Evaluation .....                                  | 8  |
| 3.8  | Right to Accept or Reject Any or All Bids .....                   | 8  |
| 3.9  | Negotiations with Bidders.....                                    | 8  |
| 3.10 | Award of Contract .....   | 9  |
| 4    | Scope of Work and Location .....                                  | 10 |
| 4.1  | Scope of work.....  | 10 |
| 4.2  | Validity Period .....   | 10 |
| 5    | General Terms and Conditions.....                                 | 11 |
| 5.1  | Nomination of Technical Expert.....                               | 11 |
| 5.2  | Insurances .....  | 11 |
| 5.3  | Payment Terms .....   | 11 |
| 5.4  | Confidentiality.....  | 11 |
| 5.5  | Intellectual Property .....                                       | 12 |
| 5.6  | Assignment.....   | 12 |
| 5.7  | Indemnity .....   | 12 |
| 5.8  | Cancellation/ Termination .....                                   | 12 |
| 5.9  | Governing Law.....  | 12 |
| 5.10 | Penalty.....  | 12 |
| 5.11 | Performance Security Deposit (PSD).....                           | 13 |
| 5.17 | Other general terms.....  | 13 |
|      | Annexure 1: Format of Covering Letter for Submission of Bid ..... | 14 |
|      | Annexure 2: Format of Financial Bid.....                          | 16 |
|      | Annexure 3: List of Similar Projects .....                        | 17 |

## 1 Important Dates and Amounts

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### 1.1 Important Dates

- |  |                               |
|--|-------------------------------|
| a. Date of floating of RFP                                       | : 06 June 2018                |
| b. Last date for requesting clarification pertaining to this RFP | : 08 June 2018, 1700 Hrs IST  |
| c. Last date of submission of Bid                                | : 12 June 2018, 1600 Hrs IST  |
| d. Date of Opening of Technical Bid                              | : 12 June 2018, 1630 Hrs IST  |
| e. Date of Opening of Financial Bid                              | : 15 June 2018, 1730 Hrs IST* |

\* If there is any change, same will be intimated to qualified bidders.

### 1.2 Important Amounts

- |  |                                |
|--|--------------------------------|
| a. Tender Processing Fees (non-refundable) | : Rs. 1,000.00                 |
| b. Earnest Money Deposit (EMD)             | : Rs. 20,000.00 INR through DD |

## 2 Introduction

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### 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.

The Data Interpretation Centre of GERMI possesses top expertise and performs application oriented Research in areas related to Geoscience domain, such as: Seismic attributes, Complicated fault block interpretation, well-seismic correlation, Post and Pre-stack inversion, Texture attribute analysis and TOC mapping. There is a strong focus on new techniques from various disciplines, with a high potential for the advancement of technology related to oil and gas industry. In particular, the Centre provides a unique environment that incubates multidisciplinary collaborations among GERMI Researchers and collaborator interested in exploring the technology development for enhancing the understanding of the hydrocarbon plays.

### 2.2 About the project and the location

GERMI is continuously working towards development of its R&D activities in Gujarat and other parts of the country as part of its mandate and therefore receive various R&D assignments from the Government and various other organisations working towards the same goal.

The Data Interpretation Centre of GERMI is carrying out an R&D project in association with Central Mine Planning and Design Institute (CMPDI). Under this project GERMI needs logging data from 6 bore wells. These bore wells will be drilled and cored by CMPDI and we require GR, Sonic (P and S), Resistivity, Density, SP and Caliper logs. The hole size as informed by CMPDI is 3". The drilling is expected to be started in couple of weeks. We are looking for a logging team.

Detailed financial offers are invited from interested and eligible to undertake this tasks.

### 3 Instruction to Bidders

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#### 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 Tender processing fee has to be submitted along with the RFP document in Envelop no. 1 in the form of a DD or cheque drawn on Gujarat Energy Research and Management Institute, payable at Gandhinagar.
- 3.1.5 The Bid shall also contain all the information asked in this RFP with supportive data wherever necessary.
- 3.1.6 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.
- 3.1.7 Failure to comply with all amounts and timeline indicated in this RFP shall automatically make the Bid liable for rejection.
- 3.1.8 The Bid submitted is to be signed by a person who is a duly authorized representative of the Bidding organization.
- 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 Ninety (90) 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. P.H. Rao**, PRS, DIC GERMI ([phrao@germi.res.in](mailto:phrao@germi.res.in)).

**Mr. P.H. Rao**

Gujarat Energy Research and Management Institute  
1<sup>st</sup> Floor, Energy Building  
Pandit Deendayal Petroleum University Campus  
Gandhinagar, Gujarat – 382 007, INDIA  
Phone: (+91) 79 2327 5764  
Fax: (+91) 79 2327 5380  
Email: [phrao@germi.res.in](mailto:phrao@germi.res.in)

### 3.2 Eligibility

- 3.2.1 Bidders demonstrating at least five (05) years of experience in relevant work shall qualify to Bid for this RFP. Please provide details of the job undertaken with certificate from client.
- 3.2.2 The Bidder should have participated in at least three projects for reputed companies (to be supported with certificate of completion from respective authority).
- 3.2.3 The Bidder should have a minimum turnover of Rs. 20 Lacs/annum.

### 3.3 Earnest Money Deposit

- 3.3.1 The 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 LoA issued.
- 3.3.5 The EMD of Successful Evaluated Bidder can be forfeited if it delays to accept the LoA 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. Technical Proposal: Covering letter for submission of Bid with confirmation that the Bidder has completely understood the RFP and agrees to all the provisions in the RFP as per the format given in Annexure 1: Format of Covering Letter for Submission of Bid.
  - b. List of Similar Projects carried out by the Bidder as per the format given in Annexure 3: List of Similar Projects. The Bidder shall annexe a letter of award for such projects; certificate of satisfactory completion of the projects (if available) or status of the projects.
  - c. Curriculum Vitae of the qualified manpower that will be directly involved in the Project.
  - d. Any other related document.
- 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 2: Format of Financial Bid .
- 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 as Contractor for Geophysical Logging activities of GERMI"
  - b) "Envelope-2: Financial Bid for selection as Contractor for Geophysical Logging activities of GERMI"

- 3.5.5 All the above envelopes shall be placed in a general sealed envelope  
“Bid for selection of Contractor for Geophysical Logging activities 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 General**  
**Gujarat Energy Research and Management Institute**  
**1<sup>st</sup> 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 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 the Contractor 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 Contractor for negotiation could be held up to L2 bidders based on their total value. 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 work as a whole will be allotted in a single part to the bidder who is finally evaluated as L1, however, the decision of Director General GERMI shall be final in this regard.

### **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 Letter of Award (LoA).

## 4 Scope of Work and Location

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### 4.1 Scope of work

- 4.1.1 DIC GERMI has been awarded a collaborative R&D Project with M/S CMPDI on Seismic Data Processing, Interpretation and Identification of thin Coal Seams using Inverse Continuous Wavelet Transform Deconvolution (ICWT-Decon) for Resource Estimation by M/s CMPDI Ltd. The project aims to develop a software for enhancement o seismic data processing and interpretation along with development of methods for effective seismic data processing and interpretations for coal characterization.
- 4.1.2 As a part of the project, GERMI has o acquire geophysical logs in six boreholes within 1<sup>st</sup> phase of the project (3 months). These boreholes will be drilled by CMPDI. Locations for proposed boreholes are already sent to CMPDI.
- 4.1.3 The following are the requirements of logs to be acquired by GERMI:
1. Density log
  2. Calliper log
  3. Natural gamma Ray
  4. DT-Both P&S Waves 9Fuel Wave Sonic)
  5. SP
  6. Resistivity (LLD & LLS)
- 4.1.4 The area is Bheraband (Madhya Pradesh). The logging is to be carried upto 600 mts. The core well dimension in 3 inches. Duration of engagement will be for logging six bore wells and the exact period will be informed.
- 4.1.5 Complete address of site along with a few photographs of site with safe storage facility for radioactive source (Cs137) for Gamma-Gamma dual density logging shall be provided by GERMI.
- 4.1.6 Final deliverable will be log data in LAS format with all the runs edited and integrated. Only the operation report will be required.

### 4.2 Validity Period

- 4.2.1 Validity of the contract shall be until the completion of entire scope of work only.
- 4.2.2 The Contractor shall accept the Work Order within seven (7) working days otherwise they will be liable for necessary action from GERMI.

## 5 General Terms and Conditions

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### 5.1 Nomination of Technical Expert

- 5.1.1 The Bidder shall nominate a person as the “Technical Expert” for the project, who shall coordinate with GERMI for the work. The Curriculum Vitae of the Technical Expert should be included in the Bid.

### 5.2 Insurances

- 5.2.1 The responsibility of all types of applicable and required insurance coverage for the Bidder’s personnel, material, equipment, etc. deployed for the scope of services shall rest with the Bidder and in no way GERMI shall be responsible for any liability or damages, whatsoever.

### 5.3 Payment Terms

- 5.3.1 Payments shall be made to the Contractor on completion of the deliverables as per the Work Order.
- 5.3.2 The appropriate person in GERMI shall first verify the invoice and in case of any discrepancy has the rights to ask justifications from the Contractor.
- 5.3.3 This representative shall also have right to restrict the payment of the Contractor to a particular amount and deduct penalty from the invoice, if any, for that particular month.
- 5.3.4 Payments shall be made to the Contractor within sixty (60) days of receipt of Invoice through cheques/RTGS.
- 5.3.5 Final payment bifurcation shall be decided based on the mutual decision of both the parties. However, in case there is any advance payment, it shall be provided against a bank guarantee.

### 5.4 Confidentiality

- 5.4.1 All reports, drawings, diagrams, designs, specifications, material lists, flow sheets, patterns and other documents collected / prepared in connection with the services hereunder shall at all stages be termed as Confidential Information and remain the property of GERMI and while in the custody of the Contractor shall be fully available to GERMI and its duly authorized representatives.
- 5.4.2 Similarly, all the drawings, designs, calculations, specifications, lists, photographs etc. pertaining to the project, furnished by the Contractor shall also be a part of the Confidential Information and be the properties of GERMI and shall be delivered to GERMI on completion of the work.
- 5.4.3 On completion of the assignment, all Confidential Information shall be handed over by the Contractor to GERMI.
- 5.4.4 The Contractor/ Bidder shall hold in confidence this assignment and all activities relating to the Project and all documents and other information whether technical or commercial which is of a confidential nature supplied by or on behalf of GERMI relating to the design, construction, insurance, operation, maintenance, management and financing of the Project and shall not, save as required by law or appropriate Competent Authorities disclose the same to any third party without any written approval from GERMI.
- 5.4.5 Literature, drawings, reports, instruction manuals etc. of different manufacturers, suppliers, bidders and other Confidential Information, which are made available to the Contractor shall be used exclusively for the project activities only and shall not be used for any other purpose. The same shall also be carefully preserved by the Contractor till the completion of the project and returned to GERMI in good condition, prior to closing of the contract.
- 5.4.6 The Contractor shall not mention the name of our client in any of its communications or documents without prior permission of the GERMI.

## 5.5 Intellectual Property

- 5.5.1 Any and all works of authorship, inventions, discoveries, processes, machines, manufactures, compositions of matter, formulas, techniques, computer programs, systems, software, source code, firmware, object code, hardware systems, mask works, trade secrets, proprietary information, schematics, flow charts, databases, customer lists, marketing plans, product plans, business strategies, financial information, forecasts, trademarks, service marks, brand names, trade names, compilations, documents, data, notes, reports, findings, recommendations, designs, drawings, sketches, notebooks, ideas, concepts, technical data and/or training materials, and improvements to or derivatives from any of the above, whether or not patentable, or subject to copyright or trademark or trade secret protection, shall be collectively termed as "Intellectual Property."
- 5.5.2 All Intellectual Property arising out of the Contractor's services towards fulfilling the Scope of Work and the rights thereto ("Intellectual Property Rights") free and clear of any encumbrance, shall be owned by GERMI.

## 5.6 Assignment

- 5.6.1 This being a skilled contractual assignment, considering expertise, experience and resourcefulness of the Contractor, all the services for the comprehensive work shall be provided by the Contractor.
- 5.6.2 The rights and liabilities of the Contractor shall not be assigned or transferred by them.
- 5.6.3 However, if it is decided that the project shall be executed by other agency/organization, GERMI shall have rights to assign this order to the other agency.

## 5.7 Indemnity

- 5.7.1 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.

## 5.8 Cancellation/ Termination

- 5.8.1 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 ten (10) days notice without assigning reasons during the tenure of the Contract, which shall be binding to the Contractor and the Contractor shall be paid fees only for the actual work carried out based on discussion, agreements, justification, documents, etc.
- 5.8.2 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.

## 5.9 Governing Law

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

## 5.10 Penalty

- 5.10.1 The Contractor shall have to carry out the Scope of work within the time duration given in Work Order.
- 5.10.2 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%.

### 5.11 Performance Security Deposit (PSD)

- 5.12 The Bidder shall furnish to GERMI within seven (7) days from the date of notification of the award of the Contract an unconditional and irrevocable Performance Security Deposit in the form of Demand Draft on the name of Gujarat Energy Research and Management Institute, payable at Gandhinagar from any of the following banks for the due performance of the contract for 10% of Quoted Contract value.
- 5.12.1 All Nationalized Banks including the Public Sector Bank-IDBI Ltd.
  - 5.12.2 Private Sector Banks - Axis Bank, HDFC Bank, ICICI Bank
  - 5.12.3 Commercial Banks –Kotak Bank , YES Bank , Ratnakar Bank , IndusInd Bank , karur Vysya Bank , DCB Bank , ING Vysya Bank .
  - 5.12.4 Co-Operative Banks –The Kalupur Commercial Co-operative Bank , Rajkot Nagrik Sahkari Bank Ltd , The Mehsana Urban Co-Operative Bank Ltd , Nutan Nagrik Sahakari Bank Ltd.
- 5.13 The PSD shall be valid for a period for 60 days beyond the contract completion date.
- 5.14 GERMI shall have an unqualified option under this agreement to invoke the PSD and claim the amount there under, in any event, if the Contractor fails to honour any of the obligations and commitments under the contract regarding the performance of the services to the satisfaction of GERMI or with respect to the liability and claims for damages.
- 5.15 Non submission of the PSD shall be considered as a valid reason for cancelling the award of the contract and forfeiture of the EMD. The contract shall then be awarded to L2/L3/L4 bidders and so on as per their tender quote.
- 5.16 Failure to submit the Performance Security Deposit and execution of the Contract within stipulated period shall invite disqualification for the Bidder for future quotations apart from forfeiture of Bid Security and being liable for penalty as deemed fit by GERMI in relation to the Bid under process.

### 5.17 Other general terms

- 5.17.1 A work order shall be issued to the Successful Bidder and on acceptance of the same, the Contractor will have to submit a Performance Bank Guarantee to GERMI in the form of a Demand Draft of 10% of the work order value.
- 5.17.2 Validity of the price given in financial bid shall be for 6 months from the date of issuance of Work order.
- 5.17.3 No deviation from the terms and conditions is allowed.
- 5.17.4 Any specific conditions emphasised by CMPDI under which GERMI is bound, same shall apply on the Contractor as well.

## Annexure 1: Format of Covering Letter for Submission of Bid

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

[Reference No.]

From:

[Address of the Contractor]

[Telephone No., Fax No., Email]

[Date]

To:

**The Director General**

Gujarat Energy Research and Management Institute

1<sup>st</sup>, Floor Energy Building

Pandit Deendayal Petroleum University Campus

Gandhinagar, Gujarat 382 007

INDIA

**Sub: Bid for selection of Contractor for Geophysical Logging activities of GERMI.**

**Ref. No.: GERMI RFP Document No. GERMI/PRWDIC/2018/013**

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 Contractor for Geophysical Logging activities of GERMI.

We give our unconditional and irrevocable acceptance to the RFP including but not limited to all its instructions, terms and conditions, and formats attached thereto, issued by GERMI, as amended. In token of our acceptance to the RFP, the same have been initialled by us and enclosed to the Bid. We accept that all decisions made by GERMI in respect of any matter regarding or arising out of the RFP shall be binding on us. We hereby expressly waive any and all claims in respect of the Bid process.

We undertake that we fulfil the requirement enabling us to become eligible for bidding for the RFP. We also provide our unconditional consent to GERMI's any decision regarding our disqualification based on our eligibility without GERMI assigning any reasons for disqualification thereof.

We have enclosed the requisite Tender Processing Fees of Rupees..... as per the provisions of the RFP in the form of Demand Draft No. .... [Demand Draft No. here] from ..... [Bank name] dated ..... [date] and Earnest Money Deposit of Rupees ..... as per the provisions of the RFP in the form of Demand Draft No. .... [Demand Draft No. here] from ..... [Bank name] dated ..... [date].

We confirm that there have no litigations or disputes against us, which materially affect our ability to fulfil our obligations with regard to fulfilling our obligations as per the RFP. We also confirm that we are not blacklisted by any company, private or government.

The information submitted in our Bid is complete, strictly as per the requirements stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.

We confirm that all the prices, terms and conditions, etc. of our Bid are valid for acceptance for a period of 6 (six) months from the Bid Submission Deadline.

\_\_\_\_\_  
Sign and Stamp

Details of the contact person representing our organization for the Bid process are as follows:

Name : .....  
Designation : .....  
Organization : .....  
Address : .....  
.....  
.....  
Mobile : .....  
Phone : .....  
Fax : .....  
Email : .....

All the necessary submissions are attached herein as per the formats and methods specified in this RFP as indicated in the attached Bid Submission Checklist.

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

Thanking you,

Sincerely yours,

Name, Sign., Designation.....

Stamp .....

## Annexure 2: Format of Financial Bid

[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]

To:

**The Director General**

Gujarat Energy Research and Management Institute

1<sup>st</sup> Floor, Energy Building,

Pandit Deendayal Petroleum University Campus,

Gandhinagar, Gujarat 382 007

INDIA

**Sub: Financial Bid for selection of Contractor for Geophysical Logging activities of GERMI.**

**Ref: GERMI RFP Document No. GERMI/PRWDIC/2018/013**

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 Contractor for Geophysical Logging activities of GERMI, hereby submit our Financial Bid as follows:

Price quotation/bid reference no. :

Valid upto:

| Sr. No.         | Particulars | Units/numbers | Amount (INR) | Tax (INR) | Total Amount (INR) |
|-----------------|-------------|---------------|--------------|-----------|--------------------|
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
|                 |             |               |              |           |                    |
| Total (INR)     |             |               |              |           |                    |
| Total in Words: |             |               |              |           |                    |

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

Thanking you,  
Sincerely yours,

[signature & stamp]

\_\_\_\_\_  
[name] & [designation]

\_\_\_\_\_  
Sign and Stamp



## Annexure 3: List of Similar Projects

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| Sr. No. | Details of Client   | Brief Description of the Overall Project | Scope of Work of Contractor | Work Order attached? | Completion Certificate attached? |
|---------|---|--|-----------------------------|----------------------|----------------------------------|
| 1.      | 1 [Name]<br>[Contact Person]<br>[Designation]<br>[Phone, Email] |  |                             | Yes/No               | Yes/No                           |
| 2.      |   |  |                             |                      |                                  |
| 3.      |   |  |                             |                      |                                  |

### Notes:

1. Description of Project can be included in a separate attachment. Please note that the scope of work of the Contractor should be clearly highlighted to be considered as experience during evaluation of this RFP.
2. It is mandatory to attach Work Order if particular project experience is to be considered during evaluation of this RFP.
3. Attachment of Completion Certificate is optional, but desirable.
4. The Bidder may highlight at least three (3) projects with no limit on the maximum number of projects.