

CENTRE FOR ENVIRONMENT EDUCATION (CEE)

REQUEST FOR QUOTATION (RFQ)

BOREWELL DRILLING AND GROUNDWATER SOURCE DEVELOPMENT

MRF & MRC, Ghatiya Block, Ujjain, Madhya Pradesh

RFQ Particular	Details
RFQ No.	
Date of Issue	
Last Date & Time for Submission	04-10-2026
Place of Work	MRF & MRC, Ghatiya Block, Ujjain, Madhya Pradesh
Employer / Procuring Organization	Centre for Environment Education (CEE)
Quotation Validity	30 days from submission deadline
Indicative Work Duration	7 days from Work Order, subject to site conditions or statutory permissions

PACKAGE BOUNDARY – IMPORTANT: This RFQ is strictly limited to borewell drilling and groundwater-source development. Supply/installation of submersible pump, electrical works, storage tanks, water-transfer/distribution piping to the MRF/MRC, taps/fixtures, shed labour, cleaning labour and other downstream water-use infrastructure are expressly excluded and shall be procured separately.

This RFQ comprises:

- Section 1 – Procurement Conditions
- Section 2 – Bill Of Quantities (BOQ)
- Section 3 – Annexures / Bidder Forms
 - Annexure 1 – Bidder Information Forms
 - Annexure 2 – Similar Work Experience
 - Annexure 3 – Technical Proposal
 - Annexure 4 – Document Checklist
 - Annexure 5 – Bidder Declaration
 - Annexure 6 – Technical / Commercial Deviation Sheet
 - Annexure 7 – Signature Page
 - Annexure 8 – Borewell Completion Datasheet

This procurement shall be undertaken through a transparent and competitive quotation process, in accordance with the approved RFQ requirements and CEE procurement procedures. Contractors shall be evaluated based on their technical compliance, relevant experience, statutory registrations, commercial offer, delivery capability, warranty and after service support.

Thank you and we look forward to receiving your quotations via email at purchase@ceeindia.org.

The bidder should submit the bids latest by 4 of October, 2026 within 6 pm.

Issued by:

Snehal Bhatt
Purchase Officer.

SECTION 1 – PROCUREMENT CONDITIONS

1. Invitation for Quotation

CEE invites sealed/email quotations from eligible and experienced borewell drilling contractors/agencies for site investigation, borewell drilling, casing, borewell development, pumping/yield testing, borewell-head protection and completion documentation for establishment of a groundwater source at the MRF and MRC at Ghatiya Block, Ujjain, Madhya Pradesh.

2. Background

The MRF/MRC requires a reliable non-potable groundwater source primarily for cleaning and housekeeping. The indicative requirement is approximately 2,000 litres/day. Regional CGWB observations indicate shallow groundwater in parts of Ghatiya, while groundwater occurrence in the basaltic terrain is controlled by weathered/fractured formations. Accordingly, this RFQ does not prescribe a guaranteed water-bearing depth; the contractor shall establish the borewell based on site conditions and approved technical methodology.

3. Objective

To establish and commission a properly drilled, developed, tested and protected borewell capable of providing a sustainable groundwater yield adequate for the stated MRF/MRC requirement, subject to actual hydrogeological conditions.

4. Scope of Work – Included

The scope shall include, as applicable: site reconnaissance; hydrogeological assessment; geophysical investigation where recommended/approved; setting out and mobilization; drilling; temporary/permanent casing; sealing; gravel/filter packing where required; borewell development; airlifting/compressor development; pumping/yield and recovery testing; static/dynamic water-level measurements; borewell-head protection/platform; site restoration; water-quality sample collection and laboratory testing if included in BOQ; drilling and completion logs; and final borewell completion report.

5. Scope of Work – Expressly Excluded

The following are NOT part of this RFQ: submersible pump and motor; pump starter/control panel; electrical connection/cabling; solar power system; storage tanks/tank stands; water-transfer/distribution pipelines from borewell to MRF/MRC; taps/valves/fixtures beyond the borewell head; plumbing; shed labour or cleaning/operational labour; water-use infrastructure inside the MRF/MRC; civil works unrelated to borewell head protection; and operation/maintenance after the warranty period.

6. Site Inspection

Bidders shall inspect the site before quoting and satisfy themselves regarding access, drilling-rig movement, ground conditions, existing structures/utilities, working space and disposal of drilling spoil. Failure to inspect shall not ordinarily constitute grounds for additional payment.

7. Indicative Drilling Depth

For pricing and planning, an initial drilling envelope of approximately 100–150 metres is anticipated, with provision for technically justified deeper drilling up to approximately 220 metres. These figures are indicative and shall not be interpreted as a guarantee of groundwater at any particular depth. Additional drilling beyond the approved quantity/depth requires prior written approval from CEE.

8. No Guarantee of Groundwater

CEE does not guarantee groundwater occurrence, yield or quality at any specified depth. The contractor shall exercise professional care in locating and developing the borewell. Where an approved drilling location is unsuccessful or yields insufficient water, the procedure in Clause 24 shall apply.

9. Contractor Eligibility

The bidder should have at least three years' relevant experience and should have completed at least three similar borewell/groundwater-source works during the last three financial years. CEE may verify references and supporting documents.

10. Bid Submission

The bidder shall submit the signed quotation, technical proposal, BOQ, bidder forms, statutory documents, experience details and declarations in the format prescribed in the Annexures. The quotation shall be on the bidder's letterhead and signed/stamped by an authorised signatory.

11. Quotation Validity

The quotation shall remain valid for 90 days from the submission deadline unless otherwise specified in the RFQ or extended by mutual written agreement.

12. Rates and Taxes

Rates shall be quoted in Indian Rupees. The bidder shall separately identify GST and any other applicable statutory taxes/levies. Unless expressly excluded in the BOQ, rates shall include labour, drilling equipment, mobilisation/demobilisation, transportation, consumables, tools, development, testing and all incidental costs necessary to complete the included scope.

13. Variations

CEE may increase, decrease or omit quantities. No variation or additional work shall be undertaken without written approval from CEE. Approved additional drilling shall be paid at the accepted per-metre rate, subject to applicable taxes and certified measurements.

14. Statutory Compliance

The contractor shall comply with applicable Central and Madhya Pradesh requirements relating to groundwater abstraction/drilling, labour, safety, environmental protection, electrical safety where applicable, and disposal of drilling spoil. Where a permission/NOC is to be obtained by CEE, the contractor shall provide technical details and assistance required for the application. The contractor shall not commence regulated groundwater abstraction without required permissions.

15. Drilling Methodology

The contractor shall use drilling equipment suitable for the local overburden and hard-rock/basaltic conditions. The proposed drilling method, rig type, bore diameter, casing specification and anticipated drilling sequence shall be included in the technical proposal.

16. Casing and Bore Protection

Casing shall be installed wherever necessary to maintain bore stability and isolate unstable/weathered zones. The contractor shall specify casing material, diameter, thickness/class and proposed installation depth. Final casing shall be subject to site conditions and approval.

17. Borewell Development

Following drilling and casing, the borewell shall be properly developed by airlifting, surging, compressor development or another suitable method until discharge is sufficiently clear and the bore demonstrates stable recovery and acceptable sand/silt production.

18. Pumping/Yield Test

The contractor shall carry out a pumping/yield and recovery test after development. The test shall record static water level, pumping water level, discharge, drawdown, pumping duration, recovery and sustainable yield. For design purposes, the source should demonstrate an equivalent sustainable capacity of at least 500 litres/hour for a 4-hour operating window, or another technically justified regime capable of meeting approximately 2,000 litres/day. The final pump selection is expressly outside this RFQ.

19. Water Quality

If included in the BOQ, the contractor shall collect a representative groundwater sample after development/testing and arrange testing through a competent laboratory for parameters relevant to non-potable cleaning use. Water shall not be represented as potable under this RFQ.

20. Borewell Head Protection

The contractor shall provide a secure and sanitary borewell head, seal, concrete platform/protection and safe drainage around the borewell, as included in the BOQ. The arrangement shall protect the borewell from surface runoff and accidental contamination. The borewell head shall be handed over safe and protected.

21. Measurement

Bore depth, casing length, drilling method/depth, development duration, pumping discharge and other measurable items shall be jointly recorded by the contractor and CEE/authorised representative. Payment shall be based on certified quantities and/or approved milestones.

22. Completion Documentation

Before final payment, the contractor shall submit a borewell completion report containing location, total depth, bore diameter, casing details, geological/drilling log, water-bearing zones encountered, static and dynamic water levels, pumping test results, sustainable yield, development details, photographs and as-built borewell-head details.

23. Safety and Environmental Management

The contractor shall provide PPE, barricading and safe working arrangements; prevent access to open boreholes; control dust/noise as reasonably practicable; prevent oil/fuel contamination; manage drilling slurry and cuttings responsibly; protect existing MRF/MRC assets; and restore the work area after completion. Any damage caused by the contractor shall be repaired at its cost.

24. Unsuccessful / Low-Yield Borewell

If the borewell reaches the approved maximum depth without establishing a technically viable source, the contractor shall submit drilling and geological logs, water-level observations and test results. CEE may instruct the contractor to stop, conduct further investigation, deepen the borewell, or drill at an alternative location. A second borewell shall not be drilled without written approval. Where abandonment is required, the bore shall be safely secured/abandoned in accordance with applicable requirements.

25. Completion Period

The intended completion period is 7 days from the Work Order, subject to statutory permissions, access and site conditions. The bidder shall provide a work programme. Any extension shall require written approval from CEE.

26. Payment Terms

Indicative milestone payments: 20% after mobilisation and approved work plan; 30% after approved drilling/casing and development; 30% after completion of yield/recovery testing and submission of test records; and 20% after satisfactory completion, handover and submission of completion documentation. CEE may modify the payment schedule in the Work Order.

27. Warranty / Defect Liability

The contractor shall provide a minimum 12-month workmanship warranty for the borewell head, casing-related workmanship and other permanent works included in the package. Natural groundwater depletion or changes in regional groundwater levels shall not constitute a workmanship defect. Defects caused by poor workmanship shall be rectified at the contractor's cost.

28. Liquidated Damages

For delay attributable to the contractor and not covered by an approved extension, CEE may levy liquidated damages at 0.5% of the value of the delayed portion per week or part thereof, subject to a maximum of 10% of the total contract value, or such rate as stated in the Work Order.

29. Subcontracting

Subcontracting of the principal drilling work shall not be permitted without prior written approval of CEE. The bidder shall remain fully responsible for the performance of any approved subcontractor.

30. CEE Rights

CEE reserves the right to accept or reject any or all quotations, seek clarifications, verify credentials, negotiate technical/commercial aspects where appropriate, modify quantities, cancel the RFQ, or reject technically unsuitable bids. Submission of a quotation does not create any entitlement to award.

31. Conflict of Interest and Non-Blacklisting

The bidder shall disclose any actual or potential conflict of interest and certify that it has not been blacklisted/debarred by CEE or a competent government/public institution, except where disclosed in writing.

32. Confidentiality

The contractor shall keep project information and documents confidential and shall not use the project for publicity or release photographs/information without prior written permission from CEE.

33. Dispute Resolution

Any dispute shall first be addressed through mutual consultation between CEE and the contractor. If unresolved, the mechanism specified in the Work Order/contract shall apply.

34. Acceptance

The bidder's submission of the signed quotation and declarations shall constitute acceptance of the RFQ terms, subject to any deviations expressly identified in the bidder's offer and accepted by CEE in writing.

SECTION 2 – BILL OF QUANTITIES (BOQ)

Bidders shall quote only for the borewell-drilling package. Items expressly excluded under Clause 5 shall not be included in the BOQ.

S. No.	Descriptions	Unit	Quantity	Rate (₹)	Amount (₹)
1	Site reconnaissance and hydrogeological assessment	LS	1		
2	Geophysical investigation/VES or equivalent, if recommended and approved	LS	1		
3	Mobilisation and demobilisation of drilling rig and equipment	LS	1		
4	Drilling through overburden/weathered formation	m	As required		
5	Drilling through hard rock/basalt formation	m	As required		
6	Temporary/permanent casing pipe – supply and installation	m	As required		
7	Gravel/filter packing, where required	LS	1		
8	Sanitary seal / borewell sealing	LS	1		
9	Borewell development by compressor/airlifting/suitable method	LS	1		
10	Pumping/yield and recovery test with water-level/discharge measurements	LS	1		
11	Borewell head protection/platform and safe sealing	LS	1		
12	Groundwater sample collection and laboratory testing (non-potable parameters)	Set	1		
13	Site restoration, removal of drilling spoil/debris and cleaning	LS	1		
14	Additional drilling beyond approved initial depth	m	As approved		
15	Other essential borewell completion item not otherwise listed	LS	1		

Price Summary	Amount (₹)
Subtotal	
GST (as applicable)	
Other applicable taxes/levies	
Grand Total	
Grand Total (in words)	

SECTION 3 – ANNEXURES / BIDDER FORMS

ANNEXURE 1 – BIDDER INFORMATION FORM

Particular	Bidder's Response
Name of Firm/Company	
Registered Address	
Contact Person	
Mobile / Telephone	
Email	
GST Registration No.	
PAN	
Firm/Company Registration No.	
Year Established	
Years of Borewell/Groundwater Experience	
Annual Turnover – FY 2023–24	₹
Annual Turnover – FY 2024–25	₹
Annual Turnover – FY 2025–26	₹
Bank Name / Branch	
Account No.	
IFSC	

Authorized Signatory: _____ Date: _____ Seal: _____

ANNEXURE 2 – SIMILAR WORK EXPERIENCE

S. No.	Client / Organisation	Location	Nature of Work	Year	Contract Value (₹)	Completion Status	Reference Contact
1							
2							
3							
4							

ANNEXURE 3 – TECHNICAL PROPOSAL

1. Drilling rig make/model and ownership/availability details:

2. Proposed drilling method:

3. Proposed initial drilling depth:

4. Maximum drilling depth offered:

5. Proposed bore diameter:

6. Proposed casing material, diameter, thickness/class and anticipated length:

7. Proposed groundwater investigation/geophysical method:

8. Proposed borewell development method:

9. Proposed pumping/yield and recovery test method:

10. Proposed water-level measurement method:

11. Proposed borewell-head protection arrangement:

12. Proposed completion period:

13. Relevant equipment list:

14. Key technical personnel:

15. Deviations/assumptions, if any:

ANNEXURE 4 – DOCUMENT CHECKLIST

S. No.	Document	Submitted (Yes/No)
1	Signed covering letter / quotation	
2	Firm/company profile	
3	GST certificate	
4	PAN	
5	Firm/company registration	
6	Details of minimum three similar works	
7	Work orders/completion certificates/client references	
8	Drilling rig/equipment details	
9	Technical proposal	
10	Filled and signed BOQ	
11	Non-blacklisting declaration	
12	Conflict-of-interest declaration	
13	Bank details/cancelled cheque	
14	Applicable statutory licences/registrations	
15	Any other document requested by CEE	

ANNEXURE 5 – BIDDER DECLARATION

I/We hereby certify that the information submitted in this quotation is true and correct; we have understood the site and scope; we possess the equipment and experience required for the work; our rates include all costs necessary for the included scope; we shall comply with applicable groundwater, environmental, labour and safety requirements; we shall not undertake additional drilling without written approval; we accept the RFQ terms subject to expressly stated deviations; and we understand that submission of a quotation does not guarantee award of work.

Particular	Details
Name of authorized signatory	
Designation	
Name of firm/company	
Signature	
Date	
Company seal	

ANNEXURE 6 – TECHNICAL / COMMERCIAL DEVIATION SHEET

Bidders shall list every deviation. Silence shall be interpreted as acceptance of the RFQ requirement, subject to CEE's written acceptance.

S. No.	RFQ Clause / Requirement	Bidder's Proposed Deviation	Reason / Remark
1			
2			
3			
4			
5			

ANNEXURE 7 – SIGNATURE PAGE

We, the undersigned, have carefully read and understood the complete RFQ for Borewell Drilling and Groundwater Source Development for the MRF & MRC at Ghatiya Block, Ujjain, Madhya Pradesh, including the scope, exclusions, BOQ, terms and conditions and annexures. We hereby submit our quotation in accordance with the RFQ.

For the Bidder	For CEE / Authorised Representative
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Seal: _____	Seal: _____

ANNEXURE 8 – BOREWELL COMPLETION DATA SHEET

Parameter	Completion Record
Project / Site	MRF & MRC, Ghatiya Block, Ujjain
Borewell Identification No.	
Date of Drilling	
Drilling Contractor	
Coordinates / Location Reference	
Ground Elevation, if available	
Total Bore Depth (m)	
Final Bore Diameter (mm)	
Casing Type / Diameter / Length	
Geological Formations Encountered	
Water-Bearing Zones / Fractures	
Static Water Level (m bgl)	
Pumping Water Level (m bgl)	
Test Discharge (L/hour)	
Test Duration	
Drawdown (m)	
Recovery Observations	
Estimated Sustainable Yield	
Development Method / Duration	
Water Quality Test Reference	
Borewell Head Protection Details	

Contractor Signature: _____ CEE Representative: _____

Date: _____