

## **Tender Bidding Conditions**

***Note: This is a standard document which constitutes part of the Tender package.***

### **Process of tender submission**

The following documents are attached with the tender applications: -

- 1) Tender and Bidding Conditions
- 2) Terms of Reference
- 3) Technical Questionnaire – (Indicated in ToR)
- 4) Financial template- Annexure (Attached with ToR)
- 5) General Terms & Conditions

Interested bidders are requested to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned documents. Any deviation/ differentiation from the instruction will lead to disqualification of the tenderer from the bidding process.

### **Content of the technical offer**

Your bid should contain the following information:

1.1 Detailed working concept in accordance with the terms of reference which allows technical evaluation in terms of the objective of the measure.

This includes:

- a description of the services you plan to provide and the scheduled working methods
- a time schedule, in graph form, for the individual measures you are to implement

1.2 The covering letter of technical proposal must be **duly signed** by the authorized signatory and the letter must provide the following information.

- *Name and designation of – Authorized Signatory*
- *Complete address of Company / Firm*
- *Email id and contact number of the Authorized signatory*

The technical proposal must be submitted in **soft copy in PDF format only**.

**There should be no price information anywhere in the technical proposal/profile document. Failure to comply will result in disqualification of the bid.**

## **2. Consortium/joint venture**

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all consortium entities must name the lead partner and authorize this partner to represent the association and to receive payments on behalf of the other

members. The consortium must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

#### **Consortium guidelines –**

- Consortium with other firms is allowed. All the partners must be onboard at the time of bidding.
- The lead partner must be legally registered entity in India. The contract will be issued in favor of Lead Partner and in INR only.
- The bidder can hire the services of freelance consultants.
- Subcontracting the said assignment to different agency/outsourced agency is not allowed
- In case of entering into a consortium. The agency must submit the following documents within technical proposal.
  - a. **Name of Lead Partner (first party)**
  - b. **Name of the Firm with whom the consortium is formed**
  - c. **Letter from 2nd party accepting the terms of consortium (financial & technical)**

#### **3. Price offer**

The covering letter of financial proposal must be **duly signed** by the authorized signatory and the letter must provide the following information.

- *Name and designation of – Authorized Signatory*
- *Complete address of Company / Firm*
- *Email id and contact number of the Authorized signatory*

While providing pricing details, Tenderers should note that unless otherwise specified, prices tendered must:

- be expressed in Indian rupees (INR)
- exclude Govt. taxes. (tax and duty components separately identified).
- remain unalterable for the period of tender validity.
- not vary according to the mode of payment.

The financial proposal must be submitted in **soft copy in PDF format only**. The format for submitting the financial proposal is attached as **Annexure**

#### **4. Cost of preparing the bid**

No remuneration will be granted for the preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, without entitlement to remuneration.

A request that the first-ranked bidder present candidate staff members previous to the awarding of the contract does not constitute grounds for a claim for reimbursement of related costs from the GIZ.

## 5. Electronic Bid submissions guidelines

a) The bid shall be submitted electronically in on one email, containing 2 separate attachments namely:

- Technical proposal
- Financial proposal

b) Bidders are requested to clearly specify the title of the Tender, in the email subject line

**“Tender - 83376976- Engagement of Technical Agency for Climate and Disaster Risk Resilient Gram Panchayat Development Planning”**

c) The bidders must submit the bids/queries on the below mentioned email id's -

<u>Description</u>	<u>Deadline</u>	<u>Email ID</u>	<u>Remarks</u>
Per-bid Queries from Bidders	<b>01<sup>st</sup> April 2021</b>	<p><b>Please send it to:</b></p> <p><a href="mailto:neha.verma1@giz.de">neha.verma1@giz.de</a></p> <p><b>&amp;</b></p> <p><a href="mailto:Johney.reberio@giz.de">Johney.reberio@giz.de</a></p> <p>Mandatorily mark queries on both email id's.</p>	<p><b>Please mention the subject line as –</b></p> <p><b>“Queries- 83376976- Engagement of Technical Agency for Climate and Disaster Risk Resilient Gram Panchayat Development Planning”</b></p> <p><b>Pre-bid queries received after this deadline shall not be entertained.</b></p>
Clarifications given by GIZ	<b>06<sup>th</sup> April 2021</b>		<p>The response will be prepared in form of FAQ and shall be uploaded on the web portals where the tender has been made live <u>by this date.</u></p>
Bid Submission deadline	<b>18<sup>th</sup> April 2021</b>	<p><b>Please send it on:</b></p> <p><a href="mailto:qn_quotation@giz.de">qn_quotation@giz.de</a></p>	<p><b>Don't send the bids on any other email id apart from <a href="mailto:qn_quotation@giz.de">qn_quotation@giz.de</a> or else the bids shall be disqualified.</b></p>

**Bids sent to any other email id, apart from [qn\\_quotation@giz.de](mailto:qn_quotation@giz.de) shall be immediately disqualified.**

Any bids/supporting tender documents sent after the tender deadline expiration shall also not be considered for evaluation.

Bidders are requested to send the technical & financial proposals as separate attachments in pdf format, in a single mail along with all supporting documents in a compressed folder not exceeding file size of 25 MB in total.

Uploading of bids is prohibited on open sources like google drive, drop box etc. bidders submitting their bids on these platforms shall be immediately disqualified.

**6. Bids/Covering letter must be addressed to:**

**Head of Contracts and Procurement**

GIZ Country Office, New Delhi

**7. Modification/withdrawal of the bid**

Adjustments to or withdrawal of bids are to be communicated in writing on email before the deadline for submission of bids.

Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid (section 3 herein). The subject line of the e-bid/ front of envelope is to be clearly marked:

***“Modification/withdrawal of bid: 83376976- Engagement of Technical Agency for Climate and Disaster Risk Resilient Gram Panchayat Development Planning”***

**8. Other Requirements**

Agreements with third parties in restraint of competition, which are to the disadvantage of the GIZ, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to bid shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid. Non-compliance may result in the bid not being considered.

**9. Important notice –**

***Please refrain from making any personal / telephonic / telefax contact on the subject of this tender to any personnel of GIZ India.***

*We request all the interested bidders to keep checking the respective web portal for any latest and revised information pertaining to this tender.*

*Information may be updated such as extension of bid submission dates, method of bid submission etc. keeping in view the ongoing COVID - 19 situations and implications.*

We look forward to receiving your offers.

**Contracts and Procurement Unit  
GIZ Country Office  
India**

## Annexures

### Financial Proposal Template

**The Consultant should quote as stated in the ToR**

**TABLE-1 -BREAK-UP OF PER DAY FEES OF EXPERTS**

Name of Experts	Designation/Organisation	No. Of Days	Daily Fee Rate (INR)	Total Fee (No. Days x Fee)
Sub Total				
GST (if applicable)				
Total				

*\*Please use additional columns if required*

**TABLE-2- REIMBURSABLE COST**

*Description	Number	Rate	Cost (INR)
Vehicle hire / Local Travel			
Airfare			
Accommodation			
Per diem for staff			
Others/Misc. (Please specify the nature of reimbursement and its co-relation to the assignment)			
Total			

*\*Please use additional columns in case of other reimbursable cost*

**TOTAL COST SUMMARY (TABLE 1 +TABLE 2)**

Description	Cost in INR
Total Professional Fee (Table 1)	
Total Reimbursable Fee (Table 2)	
<b>Total fee (without taxes) (Table 1 + Table 2)</b>	
GST (if applicable)	
<b>Total Cost (with taxes)</b>	

**Note**

- Financial Proposal **must be on the company's letterhead**, should be **duly signed & stamped** by the authorized signatory and must mention the validity of the quote for minimum 60 days.
- Subcontracting is not permissible without GIZ Prior permission.
- Please refer to "bidding condition" for more clarity on consortium arrangement.
- Taxes shall be clearly indicated, failing so GIZ will not be responsible for any tax compliance at later stage.
- Legal entity must submit all statutory and commercial documents along as per the checklist given in the next page.

**Documents to be submitted along with the price proposal**

S. No.	Particular	Document to be attached.
1	Legal Status	Any document (certificate of incorporation / Memorandum/ partnership deed etc.) establishing the minimum experience as indicated in TOR <b>(Mandatory)</b>
2	Financial Statements	Copies of income tax returns/balance sheets- atleast for last 02 FY <b>(Mandatory)</b>
3	PAN, TIN, GST certificates	Copy of PAN, TIN and GST registrations. <b>(Mandatory)</b>
4	Bank details	Copy of Cancelled cheque along with bank details <b>(Mandatory)</b>
5	List of Clients	Company either may submit standard brochure/profile of the organization indicating the client list OR submit the list of clients in official letterheads if company profile not available. <b>(Desirable)</b>
6	References	Company must provide reference of reputed clients <b>(Desirable)</b>
7	Ecological and sustainable parameters	Company should briefly respond upon the ecological and sustainable parameters (in company letterhead) as mentioned in technical qualification. <b>(Desirable, but strongly recommended to provide considering GIZ commitment to sustainability)</b>
8	Company profile/Business card/Terms & Conditions	Covering letter with terms & conditions on letter head, duly signed and stamped. <b>(Mandatory)</b>

**Note- Financial Proposal without Legal/Commercial documents will not be evaluated and may lead to disqualification.**