Tender & bidding Conditions

Note: This is a standard document which constitutes part of the Tender package and guide the submission of tender documents in correct manner

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
4) Financial template
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 shall include:

- 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 (electronically)** 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 members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members 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 without the permission of GIZ India.

- 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 (electronically)** 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. For eg.

Request for proposal: Tender No. 83380229: For engaging an individual consultant to support in bringing out communication material for IGEN-ACCESS II programme".

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

Description	Deadline	Email ID	Remarks
Per-bid Queries from Bidders	**7th May 2021**	**Please send it to:** **Shimpa.kalra@giz.de** **&** **Johney.reberio@giz.de**	Please mention the subject line as – ***Queries - Request for proposal:*** **Tender No. 83380229: For engaging an individual consultant to support in bringing out communication material for IGEN-ACCESS II programme".** Pre-bid queries received after this deadline shall not be entertained.

Clarification given by GIZ	**11th May 2021**		The response will be prepared in form of FAQ and shall be uploaded on the web portals where the tender has been made live by this date.
Bid Submission deadline	**13th May 2021**	Please send it only on**:** **qn_quotation@giz.de**	**Don't send the bids on any other email id apart from qn_quotation@giz.de or else the bids shall be disqualified.**

Bids sent to any other email id, apart from 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 30 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 THE BID FOR TENDER – Request for proposal:* Tender No. 83380229: For engaging an individual consultant to support in bringing out communication material for IGEN-ACCESS II programme".**

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