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) Grid for assessing eligibility of firms
4) Technical assessment grid
5) Financial bid template
6) 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.

"Tender - 83382886 - Participatory video training under the project on Wetlands Management for Biodiversity and Climate Protection"

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	**20th June 2021**	**Please send it to :** **qn_quotation@giz.de** *Mandatorily mark pre-bid queries to this email id & mention complete tender title including SAP number in all communication.* *GIZ shall not be liable to answer Pre-bid queries which cannot be located and answered in case of missing tender title and sap number details.*	Please mention the subject line as – ***"QUERIES FOR TENDER - 83382886 - Participatory video training under the project on Wetlands Management for Biodiversity and Climate Protection"*** *Pre-bid queries received after this deadline shall not be entertained*.

Clarifications given by GIZ	**23rd June 2021**		The response will be prepared in form of FAQ and shall be uploaded on the portals where the tender was made live by this date. FAQ will be sent through mail as well to the ones who has raised the queries.
Bid Submission deadline	**02nd July 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 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***.

Mention complete tender title including SAP number in all tender related communication.

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 FOR – 83382886 - Participatory video training under the project on Wetlands Management for Biodiversity and Climate Protection."

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

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)	
Total fee (without taxes) (Table 1 + Table 2)	
GST (if applicable)	
Total Cost (with taxes)	

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 and written permission.*

- *Please refer to "bidding condition" for more clarity on consortium arrangement.*

- *Taxes shall be cleary indicated, failing so GIZ will not be responsible for any tax compliance at later stage.*

- *GIZ will reimburse the travel & other costs on actuals. The agency/consultant must submit the third-party invoice (in original) to GIZ, against these costs.*

- *If the agency/consultant have their inhouse facility (e.g. to orgainze workshops/trainings/AV equipment etc.). This needs to be highlighted/specified in the financial proposal under the Head "Other Costs". Failing to mention this in the proposal, GIZ will reimburse these costs against original third-party invoices only.*

- *In case the consultant will use his/her own private car for travel for the assignment. This has to be clearly specified in your proposal. The per km/rate and number of kms/day will be applicable as per GIZ Travel Guidelines. The consultant has to also ensure to submit the proof of travel, e.g. log book etc.*

- ***Please submit the copies of the documents as specified in the below check list along with price proposal.***

Check List of Documents

S. No.	Particular	Document to be attached.
1	PAN, TIN, GST certificates	Copy of PAN, TIN and GST registrations. (Mandatory)
2	Bank details	Copy of Cancelled cheque along with bank details (Mandatory)
3	Organisational Profile	Organisation may submit standard brochure/profile of the organization including the client list for reference purpose (Desirable)
4	References	Organisation may provide reference of minimum 03 reputed clients from last 02 years (Desirable)
5	Ecological and sustainable parameters	Organisation should briefly elaborate the business practices adopted towards the sustainability initiatives and highlight the experience in Sustainable Development Goals (SDGs) (Desirable, but strongly recommended to provide considering GIZ's overall commitment to sustainability initiative, specially SGDs 2030)
6	Any additional terms & Conditions (if applicable)	Organisation must clearly state any additional terms and conditions specific to the commercial/contractual aspect (Mandatory)

Above mentioned documents in the check-list shall submitted with price proposal only, however consulting firm/bidder shall ensure to provide additional commercial declaration and documentary evidence against each criteria's specified under "Grid for Assessing the Eligibilty of firms" SEPARATELY in the technical proposal.

Such information primarily pertains to legal status, annual turnover and other technical experience of bidder, which has due weightage in overall evaluation and hence needed separately.