

Tender Notice

GIZ Aquatic Resources Project (India) is soliciting the bids from interested suppliers/companies towards the supply of Vehicle/SUV through public tender as per the terms and condition of tender documents.

Purpose of the Bid

Supply of Vehicle/SUV as per prescribed technical specifications mentioned in tender documents.

Process of tender submission

The following documents are attached with the tender applications: -

- 1) Tender and Bidding Conditions – Annexure “A”
- 2) Submission of Documents – Annexure “B”
- 3) Financial Format with specifications – Annexure “C”
- 4) 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.

The bid must reach to GIZ Country Office **on or before 13th July’ 2021** in digital format / electronically only, as specified below. The covering letter must be addressed to

**Head of Contracts and Procurement
GIZ GmbH
46 Paschimi Marg, Vasant Vihar,
New Delhi- 110057 (India)**

Please mark your envelope

- **Tender Ref:** “Proposal for the supply of Vehicle/SUV, REF. 91151930”
- **Project Title:** GIZ Aquatic Resources
- **Project No:** 18.9041.7-001.00

****we request all the interested bidders to keep checking the web portals www.tenderinfo.com / www.tender247.com for any latest and revised information pertain to the above-mentioned 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.***

GIZ REQUIREMENT

GIZ REQUIREMENT	
PROCUREMENT OF SUV	
QUANTITY - ONE	
REQUIRED MODEL	: SUV Model
FUEL (please specify)	: Petrol OR Diesel
SEATER	: SEVEN
COLOR	: PEARL WHITE
ZERO Dep Insurance	
Two Years Extended Warranty	
ACCESSORIES	
Foot Mats	
Headrest	
Mud Flaps	
Car Cover	
Seat Covers	
Steering Cover	
Front & Rear Bumper Protector	
Bumper Guard	
Roof rack	
Spare wheels (set of 4)	
Fog lights	
Side Mouldings	

Kindly follow the follow timelines and process to submit the proposal/queries.

Description	Deadline	Email ID	Remarks
Per-bid Queries from Bidders	30th June'21	Please send it to the email ID of: gn_quotation@giz.de	Please mention the subject line as : Queries- "Proposal for the supply of Vehicle/SUV, REF. 91151930" Pre-bid queries received after this deadline shall not be entertained.
Clarifications given by GIZ	5th July'21		The response may 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 (Extended)	13th July'21	Please send it only on: gn_quotation@giz.de	Don't send the bids on any other email id apart from gn_quotation@giz.de or else the bids shall be disqualified.

Bids/Queries sent to any other email id, apart from gn_quotation@giz.de will NOT be accepted and may 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 proposal along with required documents in pdf format, in a single mail along with all supporting documents in a compressed folder not exceeding the total file size of 25 MB.

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.

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

We look forward to receiving your offers.

TENDER CONDITIONS

1. GENERAL

- 1.1 The Tenderer must comply with the following conditions and instructions. Failure to do so will lead to disqualification/rejection of the tenderer.
- 1.2 **"Bidder"** means any person or persons, partnership, firm or company being prequalified and submitting fully priced proposal/Requirements in accordance with the Tender.
- 1.3 All recipients of the Tender Documents shall, whether they submit a bid/Tender or not, treat the details of these documents as confidential.

2. TENDER DOCUMENTS

- 2.1 The Tender must be duly completed in ink or in print. The Tender Documents and accompanying documents shall be signed by the Bidder or his legally authorized representative and be returned to the address according to the Invitation to Tender
- 2.2 Bidders have to submit their bids & other requested documents **only in digital format / electronically only, marking**
"Proposal for the supply of Vehicle/SUV, REF. 91151930"
- 2.3 The validity of the offers should be at least for 60 days from the date of deadline for submission of bids.

ANNEXURE “B”

The proposal/quotation must also consist of;

S. No.	Particular	Document to be attached.
1	Legal Status	Any document (eg. certificate of incorporation / Memorandum/ partnership deed etc.)
2	Financial Statements	Copies of certified income tax returns/balance sheets- atleast for last 02 FY
3	PAN, TIN, GST certificates	Copy of PAN, TIN and GST registrations.
4	Bank details	Copy of Cancelled cheque along with bank details
5	Organisational Profile	Organisation may submit standard brochure/profile of the organization.

Non-submission/Partial submission of documents mentioned above by any supplier/company could lead to *rejection* of bid.

The financial proposal must consist of;

- (a) The detailed and comprehensive price bid indicating, cost of items described in the attached List of Specifications (**Annexure C**) to this tender.
- (b) The bidder requested to clearly mention name of the brand/make while submitting the rates/proposal.
- (c) Any suggestions / options can be submitted on separate sheet, clearly indicating the suggested option – without changing any content in the approved List of Specifications (Annexure C) sheet.
- (d) The financial proposal must be on company letter head, duly signed by the authorised signatory. The financial proposal must mention the name, email and phone number of the concerned signatory.

3. QUALIFICATION OF BIDDERS

- 3.1 Intending firms are expected to be experienced in the supplying the vehicles and must be **authorised dealers of proposed Brand/make**. The bidder should be able to communicate professionally and clearly in English language both verbally and in writing. Rapid response to the client's inputs and efficiency is expected of the selected contractor.
- 3.2 Bidders have to submit the proposals as per specifications (Annexure C) attached to the Tender Package.

4. MODIFICATIONS / ADDITIONAL OFFERS

- 4.1 The Tender may contain only the prices and statements required in the Tender Documents and shall duly endorsed/approved OR signed authorized person. Any addition to, deletion or alteration of the Tender Documents may result in the rejection of the Tender.
- 4.2 Proposals for modifications and additional offers shall be made in a separate annex and must be clearly marked as such.

5. PRICES / PAYMENT TERMS

- 5.1 Bidders are requested to share the payment terms for this procurement. GIZ will take the final decision on payment terms with the winning agency.
- 5.2 The advance payment (if any) shall be released within 7-10 working days after receipt of Performa Invoice and as well as signed Purchase Order from company/supplier. Final payment will be made upon submission of vehicle related documents, by winning agency.
- 5.3 T.D.S will be deducted (if applicable) on all payments made under this Order.
- 5.4 Kindly indicate clear date of delivery in your proposal.

6. AMBIGUITIES

- 6.1 If, in the Bidders opinion, the Tender Documents contain ambiguities, which might influence the calculation of the prices, the Bidder shall indicate this to GIZ by letter or send an email on the above mentioned email ids. before submitting his Tender within **5** days after the receipt of the Tender Documents. Necessary clarification will be made by GIZ.
- 6.2 In the event that GIZ sends/uploads the Letter / email to the Bidders during the tendering period in order to comment, clarify, or modify the Contract Documents, such letters / email shall become an integral part of the Contract Documents and it shall be assumed that they have been taken into account by the Bidders in drawing up their Tender.

7. OPENING OF TENDERS

- 7.1 Tenders which were not received prior to the submission time and date shall be specified separately in the minutes or addendum thereto. The time of receipt and the reason for the delay of the receipt shall be noted. Emails/ proposals and other means of proof shall be kept in safe custody.
- 7.2 The following Tenders shall be **DISQUALIFIED**:
- Bids/Proposals received after deadline of submission.
 - Bids/Proposals submitted by fax or in hard copy.
 - Incomplete Bids.
 - Non submission of documents stated under Annexure B
 - Non submission of financial proposal/price quotation.

8. EVALUATION OF TENDERS

- 8.1 Based on the offers presented, the different proposals will be scored for excellence and final selection will be made of the best of the offers with lowest prices and as per the quality of make/brand recommended by GIZ in List of specifications.
- 8.2 Any arithmetical error by the Bidder in pricing the List of Specifications/Annexure C or in the additions or in carrying forward subtotals to the summary or to the Tender shall be corrected during the evaluation of the Tenders. In such cases the Tender sum shall be adjusted accordingly, and the Bidder shall be informed. It shall be assumed that the unit price rates entered in the List of Specifications/ Annexure C, are correct.
- 8.3 GIZ does neither bind himself to accept the lowest Tender or any Tender, nor will he be responsible or pay for expenses or losses, which may be incurred by any Bidder with the preparation of his Tender.

9. CANCELLATION OF THE TENDERING ACTION

- 9.1 The Tendering Action can be cancelled, if
- (a) No Tender has been received which corresponds to the Tender Conditions,
 - (b) There have been substantial changes to the basis of the Tendering Action, or
 - (c) There are other serious reasons for such a cancellation.
- 9.2 The Bidders shall be informed without delay of the cancellation of the Tendering Action by the GIZ or his authorised representative and of the reasons for the same.

- 9.3 This tender notification does not entail any commitment on the part of GIZ, either financial or otherwise. GIZ reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.
