

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) Bidding Conditions & Financial Template
- 2) Terms of Reference
- 3) Grid for Assessing the Eligibility of firms
- 4) Technical Assessment Grid
- 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)
- The Lead partner/agency should provide the documentary evidence of its own agency (and not of consortium/JV parties) in order to meet **all** the criteria's defined under "Grid for Assessing the Eligibility of firms."

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.

Tender - “Tender for Replicable Design options for Thermally Comfortable Affordable Housing SAP Nr. 83382961”

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	6 th July'21	Please send it to the email ID of: qn_quotation@giz.de	Please mention the subject line as : <i>Queries- Tender for Replicable Design options for Thermally Comfortable Affordable Housing SAP Nr. 83382961</i> Pre-bid queries received after this deadline shall not be entertained.

Clarifications given by GIZ	9th July'21		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	19th July'21	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/Queries sent to any other email id, apart from qn_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 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 THE BID FOR TENDER – “Tender for Replicable Design options for Thermally Comfortable Affordable Housing SAP Nr. 83382961”

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.

10. Specific Conditions pertain to Covid- 19 Measures

The specific conditions pertain to Covid- 19 measures are integral part of contract and shall act as binding under special agreement and interpreted along with GTCC.

In addition to the provisions as detailed in clause 09 of The General Terms of Contract governing the delivery of works and services commissioned by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (local), the Consultant confirms that he/she accepts the Consulting engagement with full knowledge and understanding of the travel and other requirements of the engagement including specifically the need, on the part of the Consultant, to take all required precautions (including prevention and risk mitigation measures) against the risks arising from the ongoing Novel Corona Virus (CoVid - 19) Pandemic

The Consultant shall provide to the GIZ an RT-PCR Negative Test Report for Novel Corona Virus (CoVid - 19) prior to starting the Consulting Engagement and shall additionally comply with the following at all times in the course of the Consulting Engagement:

- 1. Obtain Medical and other Insurance Cover in respect of the Novel Corona Virus (CoVid - 19) Infection/Disease and consequences thereof – (GIZ will reimburse the insurance cover up to 5000 Indian Rupees on lumpsum basis)*
- 2. Strictly follow and comply with the prescribed Mask, Hand Washing/Sanitization and Social Distancing Protocols.*
- 3. Take safe and secure mode of transportation.*

4. *Observe all local restrictions/precautions as applicable for the specific areas of travel covered by the Consulting Engagement.*
5. *If eligible, get vaccinated against the Novel Corona Virus (CoVid - 19).*
6. *Install and maintain as active at all times the Government of India's Arogya Setu App.*
7. *If exposed to any active case of Novel Corona Virus (CoVid - 19) to take all steps as advised by the Government of India's advisories in such case.*
8. *If feeling unwell and experiencing any of the symptoms of Novel Corona Virus (CoVid - 19) infection - to take all steps as advised by the Government of India's advisories in such cases including but not limited to getting an RT-PCR Test for Novel Corona Virus (CoVid - 19), self-isolation, notifying the GIZ and also the concerned local Novel Corona Virus (CoVid - 19) isolation/treatment facility.*
9. *Other compliance as may be notified by the GIZ and the Government of India from time to time in relation to Novel Corona Virus (CoVid - 19) infection/disease.*

Furthermore, The Consultant accepts the Consulting Engagement on a best and informed judgement basis with full knowledge of the tasks to be performed, the place of performance and the precautions and safeguards to be reasonably taken try the Consultant to mitigate all types of risks associated with the said Consulting Engagement. The Consultant undertakes the Consulting Engagement at his/her own risk and responsibility and shall not, under any circumstances, and at any time, be entitled to assert any liability or other claims whatsoever against the GIZ, its Management, Officers and Employees for any consequences or risks or harm that may arise to the Consultant in the course of or as a consequence of undertaking the Consulting Engagement or any actions or consequences arising in relation to such Consulting Engagement.

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 clearly 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 organise workshops/trainings/AV equipments). This needs to be highlighted/specified in the financial proposal under the Head "Other Costs". Failing to mention in the proposal. GIZ will reimburse the costs against third party invoice 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 SGD's 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 critiera's specified under "Grid for Assessing the Eligibility 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.