

Invitation to Tender

Project title: CAFRI Project

Project No: 18.2255.0-001.00

Purpose of Bid: Preparation and submission of detailed proposal for Architectural Services for Engagement of an Architect firm for Site visit and inputs on Innovative learning space design at following locations;

- 1. Directorate of Environment, Gomti Nagar, Lucknow**
- 2. State Institute of Rural Development , Bakshi ka Talab, Lucknow**
- 3. Directorate of Panchayati Raj, Purnia Chouraha, Aliganj, Lucknow**

Dear Sir

We are pleased to send in attachment following documents for reference:

- 1) Tender and Bidding Conditions – Annexure “A”
- 2) Terms of Reference
- 3) Technical Assessment Sheet

Interested bidders are requested to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned. 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 26th 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 Architect Services, REF. 83385894”**
- **Project Title: GIZ CAFRI Project**
- **Project No: 18.2255.0-001.00**

****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.***

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

Description	Deadline	Email ID	Remarks
Per-bid Queries from Bidders	16th June'21	Please send it to the email ID of: gn_quotation@giz.de	Please mention the subject line as : Queries- "Proposal for the Architect Services, REF. 83385894" Pre-bid queries received after this deadline shall not be entertained.
Clarifications given by GIZ	20th 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	26th 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.

ANNEXURE "A"

TENDER / Bidding CONDITIONS
For Bidders

1. GENERAL

- 1.1 The Tender must comply with the following conditions and instructions. Failure to do so is liable to result in the rejection of the Tender.
- 1.2 "Bidder" means any person or persons, partnership, firm or company being prequalified and submitting fully priced proposal 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**
- 2.3 The validity of the offers should be at least for 60 days from the date of deadline for submission of bids.

2.4 The proposal must also consist of;

1. Registration with Council of Architecture, New Delhi
2. Must have registered/branch office on New Delhi/NCR or Lucknow/Kanpur, UP
3. Minimum 3 years of experience in providing architectural services to minimum of 10 clients.
4. Minimum turnover of 50 Lakhs (INR) during last 3 years
5. Minimum number of 10 permanent employees.
6. At least 2 assignments in the scientific/technical designing of experience based learning space on climate change, climate change lab, etc or related assignment.
7. Preference will be given to architectural firms with prior work experiences with international organization, bilaterals, UN agencies, Embassies etc.
8. It is desirable that architectural firm have either inhouse expertise in related field such as HVAC, Structural and safety engineering, fire safety expertise etc.

ANNEXURE “A”

Additionally a sample design or proposal based on the ToR must be submitted by the bidder/agency alongwith the proposal.

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

3. QUALIFICATION OF BIDDERS

- 3.1 Intending firms are expected to be experienced in the Architectural services, capable of communicating 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 should have past and/or present experience in similar projects, preferably some large projects, demonstrate technical soundness and resources available to carry out the services, and have the integrity and proven reliability to ensure good performance.

4. MODIFICATIONS / ADDITIONAL OFFERS

- 4.1 The Tender may contain only the prices and statements required in the Tender Documents and shall be signed by a duly 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.
- 4.3 Modifications by the Bidder concerning prices quoted or statements made shall be unambiguous. Samples and patterns submitted with the Tender must be clearly marked as appertaining to the Tender

5. AMBIGUITIES

- 5.1 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 **Email id mentioned above** before submitting his Tender within **7** days after the receipt of the Tender Documents. Necessary clarification will be made by GIZ.
- 5.2 In the event that GIZ sends 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.

6. OPENING OF TENDERS

- 6.1 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. Envelopes and other means of proof shall be kept in safe custody.

6.2 The following Tenders shall be **excluded:**

- (a) Bids/Proposals received after deadline of submission.
- (b) Bids/Proposals submitted by hard copy/fax.

6.3 There will be no public opening of bids.

6.4 Unsigned offers and will **not** be considered for evaluation. Also No bid document will be returned at any case

7. EVALUATION OF TENDERS

7.1 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 a sample design or proposal based on the ToR submitted by the bidder/agency.

The bidders are required to **provide documentary evidence** in support of criteria mentioned in the above under Clause Nr. 2.

7.2 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.

8. CANCELLATION OF THE TENDERING ACTION

8.1 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.

8.2 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.

8.3 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.
