Bidding Conditions

Note: This is a standard document which constitutes part of the Tender package.

1. 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 includes:

- 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*

**in case electronic signatures are not possible, then the same shall be mentioned in the technical & financial proposal and bidder should request to consider email confirmation as signatures.*

The technical proposal must be submitted in **soft copy in PDF format only.**

Profile

Two-page description of background, and competencies of the consultants for this assignment.

Relevant Experience

This section should contain project credentials of the consultant.

There should be no price information anywhere in the technical proposal/profile document. Failure to comply will result in disqualification of the bid.

2. 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/ Individual consultant (as applicable)*
- *Email id and contact number of the Authorized signatory*

The price offer must contain the fee per expert, the travel costs (flight costs etc.) in local currency and specified according Annex I (price schedule). Please calculate your prices on a net basis. Taxes should be indicated separately.

Please see the attached Terms of Reference for details of the quantities required.

The financial proposal must be submitted in **soft copy in PDF format only.** The format for submitting the financial proposal is attached in **Annexure (i)**

3. 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 Technische 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.

4. Electronic Bid submissions guidelines

Tender timelines:

- **Deadline to receive pre bid queries : 10th February 2021**
- **Clarifications to the queries received : 15th February 2021**
- **Extended Deadline for submission of bid : 5th March 2021**

It is construed that all the terms and conditions of the tender package are acceptable and agreed upon by the participating company. No negotiations/changes to the GTCC shall be acceptable at a later stage.

The bids & queries should only be submitted electronically and only on the specified email ID's as mentioned below. The following process needs to be followed by the bidder to submit the bid;

a) *The bid shall be submitted electronically in on one email, containing 2 separate attachments namely:*

- technical proposal
- financial proposal

b) **any bidder sending a combined techno-commercial bid shall be immediately disqualified. Please make sure to submit technical proposal & financial proposal as 2 separate attachments in one email.**

c) The bidder needs to submit the technical & financial proposal on or before the date of submission of bid.

Bidders are requested to clearly specify the title of the Tender, in the email subject line –

"TENDER DOCUMENTS FOR – "TENDER FOR DEVELOP MATERIAL FOR CAPACITY DEVELOPMENT OF AGRI EXTENSION WORKERS ON SOLAR IRRIGATION SYSTEM - SAP NO: 83374040

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

Description	Deadline	Email ID	Remarks
Pre-bid Queries from Bidders	**10th February 2021**	**Please send it to:** **Sakshi.bhatnagar@giz.de** **&** **Johney.reberio@giz.de** **Mandatorily mark queries on both email id's.** **Please mention complete tender title & SAP no. in all communication**	**Please mention the subject line as – QUERIES FOR TENDER - "TENDER FOR DEVELOP MATERIAL FOR CAPACITY DEVELOPMENT OF AGRI EXTENSION WORKERS ON SOLAR IRRIGATION SYSTEM - SAP NO: 83374040** *Pre-bid queries received after this deadline shall not be entertained.*
Clarifications given by GIZ	**15th February 2021**		**The FAQ shall be uploaded on the online portals by this date. No individual mails with FAQ shall be sent to any bidder.**

Extended Bid Submission deadline	**5th March 2021**	**Please send it on:** **qn_quotation@giz.de** **Please mention complete tender title & SAP no. in all communication**	**Don't send the bids on any other email id apart from qn_quotation@giz.de or else the bids shall be disqualified.** **Don't send password protected bids on quotation email id**

Bids sent to any other email id, apart from qn_quotation@giz.de shall be immediately disqualified.

6. Bid's Covering letter must be addressed to:

Head of Contracts and Procurement
GIZ Country Office New Delhi
46, Paschimi Marg, Vasant Vihar
New Delhi 110 057

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 - DEVELOP MATERIAL FOR CAPACITY DEVELOPMENT OF AGRI EXTENSION WORKERS ON SOLAR IRRIGATION SYSTEM - SAP NO: 83374040.

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. Evaluation

The eligibility of the bidders in terms of relevant experience/financial stability will be assessed. Refer Grid for assessing the eligibility of consulting firms. The bidders have to provide documentary proof to meet the required criteria. The documents can be sent along with technical proposal.

The technical assessment of the proposals will be undertaken for the only bidders who qualify in eligibility grid as mentioned above. (Refer technical assessment grid).

The project shall be awarded considering the evaluation the technical and financial proposal. However, the score obtained in the evaluation of technical proposal shall form basis for opening financial proposal. The financial proposal shall be evaluated, by the concerned commercial officer, only if the technical proposal has obtained minimum score of 500 points as set by the evaluation committee.

The technical bid and price quotation are weighted at a ratio of 70:30 respectively.

GIZ reserves the right to cancel/modify this tender and /or reject a bid document including subsequently a technical and financial proposal, without assigning any reasons.

10. Important notice –

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.

Annexure (i)

Format Financial Proposal

Financial Proposal should be duly signed (electronically), should be on company's letter head clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

The Consultants should quote costs as stated in ToR

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Total cost (without taxes)	
GST (If applicable)	
Total Cost (with taxes)	

FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES

Name of Expert(s)	Designation	No. Of Days	Daily Fee Rate in INR	Total Fee (No. Days x Daily Fee)
Sub Total				
GST (if applicable)				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost (INR)
Vehicle hire / Local Transport			
Airfare			
Accommodation			
Per diem for staff			
Other Costs (Please specify)			
Total			

Signature & Stamp

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