Tender & Bidding Conditions for Open/Public Tender

This is a standard checklist which constitutes an integral part of tender package and provides detailed orientation and guidance to interested bidders towards the submission of tender documents in correct order. These bidding conditions are as per GIZ Procurement Guidelines and adherence of all instructions are mandatory towards the legitimate submission of bids.

Process of Tender Submission

The following documents are attached with the tender applications: -

1. Terms of Reference
2. Grid for Assessing the Eligibility of firms
3. Technical Assessment Grid
4. Bidding Conditions
5. Financial Bid Template
6. General Terms of Contracts*****

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 instructions will lead to disqualification of the tenderer from the bidding process.

*****General Terms of Contracts governing the delivery of works and services commissioned by Deutsche Gesellschaft fur international Zusammenarbeit (GIZ) GmbH (local) is non-negotiable in nature and all participants companies are requested to go through all the conditions prudently before applying. Submission of proposal shall be construed as the acceptance of GTCC and bidding conditions as laid down in tender documents. However, all participating companies/firms have the right to seek clarifications in pre-bid queries (if deemed necessary). No queries/concerns will be considered at later stage.

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.
- CV's of experts/resource person should be the part of technical proposal.

1.2. The covering letter of technical proposal must be duly signed 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 hard copy (manual print) along with pen drive (mandatory) containing the technical proposal

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

Consortium

If you are forming a bidding consortium, the bid must demonstrate the complete legal entities of all participating members and contractual arrangement between them. Specifically, all members must name the lead member/partner and authorize this member/partner to represent the association and to receive payments on behalf of the other members including the division of work responsibility between them. The members must also acknowledge joint and other liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

Consortium guidelines –

- Consortium with other firms is allowed. However, all the partners must be onboard at the time of bidding and tender documents clearly specifying the exact role and responsibilities of each partners. Entering into consortium during the course of assignment or after award of contract is not permissible.

- 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 written permission of GIZ India.

- In case of entering a consortium, the agency must submit the following documents with the 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 partners) in order to meet all the criteria's defined under "Grid for Assessing the Eligibility of firms."

Price offer

The covering letter of financial proposal must be **duly signed by the authorized signatory** & 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, they must ensure to

provide pricing as per below conditions:

- To be expressed in Indian rupees (INR) only.
- Taxes shall be quoted separately.
- not vary according to the mode of payment.
- Must remain valid and unaltered for 90 days.

The financial proposal must be submitted in hard copy **(By hand, courier, speed post etc.)** only **(refer bid submission guidelines).**

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.

Bid Submission Guidelines

a) The bid shall be submitted using the **two (02) envelope** procedure. Both the envelopes shall contain separately as follows -

- Technical proposal (First envelope)
- Financial proposal (Second envelope)

1)Technical proposal (Envelope-1) should mention the following -

Technical proposal for **"Preparation of compendium of sub national level climate action and organizing webinars on climate change", SAP No. 83392360."**

2)Financial proposal (Envelope-2) should mention the following-

Financial proposal for **"Preparation of compendium of sub national level climate action and organizing webinars on climate change", SAP No. 83392360."**

b) Both the envelope shall be duly sealed and then submitted in one consolidated manner /packet with following description -

"**TENDER DOCUMENTS FOR - "Preparation of compendium of sub national level climate action and organizing webinars on climate change", SAP No. 83392360."**

c) All copies of the bid must be submitted by courier/post/by hand in physical form. The technical proposal & all relevant documents to the technical bid should also be presented in electronic format – **in a pen drive** duly labeled as reiterated earlier.

d) For any pre-bid queries/or seeking tender clarifications, bidders are requested to submit all questions/queries only in the below mentioned email id's -

Description	Deadline	Email ID	Remarks
Deadline to receive Pre-bid Queries from bidders	**06th October 2021**	**Please send pre-bid queries to: qn_quotation@giz.de**	Please mention the subject line as**:** **"QUERIES FOR TENDER - "Preparation of compendium of sub national level climate action and organizing webinars on climate change", SAP No. 83392360."** **Pre-bid queries received after this deadline or sent to any other email id, apart from qn_quotation@giz.de will not be considered.**
Clarifications given by GIZ	**08th October 2021**		The response will be prepared in form of FAQ and shall be shared with the bidders by this date. FAQ will also be uploaded in the web portals.
Bid Submission deadline	**20th October 2021**		Please send the bids addressed to **–** **Head of Contracts and Procurement** GIZ Country Office 46, Paschimi Marg, Vasant Vihar, New Delhi- 110057

Additionally-

- Any bids/supporting tender documents sent after the tender deadline expiration shall also not be considered for evaluation.
- Mention complete tender title including SAP number in all tender related communication.

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. The front of envelope is to be clearly marked as

"MODIFICATION / WITHDRAWAL OF THE BID FOR TENDER – "Preparation of compendium of sub national level climate action and organizing webinars on climate change", SAP No. 83392360."

Evaluation of bids

- The eligibility of the bidders in terms of relevant experience/financial stability will be assessed against "Grid for assessing the eligibility of consulting firms (GAEF)". The bidders must provide documentary evidence to meet the required criteria. The documents should be sent along with technical proposal.

- **Bids of agencies/bidders, who do not provide the documentary evidence against each of the criteria's defined under Grid for Assessing the Eligibility of firms will be disqualified/rejected.**

  Participant agencies/bidders need to ensure that the bids are complete in all respect including submission of all statutory, legal or commercial documents of the firm as requested in tender proposal. In absence of any such documents e.g – annual turnover, certificate of incorporation etc, GIZ will not be responsible to approach companies once again to submit the missing documents. In such cases, tender proposal will be treated incomplete and not be considered for further evaluation

- The technical evaluation (against Technical Assessment Grid) of the proposals will be undertaken, for only those bidders/agencies, who qualify in GAEF as mentioned above. The project/assignment shall be awarded considering the evaluation of the technical and financial proposal. However, the scores obtained in the evaluation of technical proposal shall form basis for opening financial proposal.

- 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.

- 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 GIZ evaluation committee.

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

Misc. information –

- All participants companies are requested to refrain from making any personal / telephonic / email contact about this tender to any personnel of GIZ India (other than procurement team via email). Such actions may lead to the disqualification and further black listing of the company for all future tenders.

- Also, it is recommended to all the interested bidders to keep checking the respective web portals for receiving any latest and updated information pertaining to this tender 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