

Invitation to Tender

Project title: CAFRI Project

Project No: 18.2255.0-001.00

Purpose of Bid: Preparation and submission of detailed proposal for carrying out construction/interior works for constructing a Digital Climate Change Reference Centre at, Department of Environment, Science and Technology, Shimla, Himachal Pradesh as per the design / layout and Bill of Quantity.

Dear Sir

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

- 1) Tender and Bidding Conditions – Annexure “A”
- 2) Submission of Documents – Annexure “B”
- 3) Detailed Bill of Quantity – Annexure “C”
- 4) Design /Layout
- 5) Sample works contract with other documents - A 18

We request you to submit your bid in a **sealed envelope only** for the indicated scope of work here. The bid must reach to GIZ Office latest by **17:30 hrs on 13th Dec 2021** at the below given address.

Head of Procurement

GIZ GmbH,
46, Paschimi Marg,
Vasant Vihar
New Delhi – 110 057
Ph: +91-011-4949 5353

Please mark your envelope

- **Tender Ref: “Proposal for the Construction Works, REF. 83393470”**
- **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
Site visit of Bidders	18.11.21 till 24.11.21		The site visit can be undertaken from 18 th Nov'2021 till 24 th Nov'2021 between (9.30am – 5pm). You are requested to coordinate with Ms. Monika Sharma @ #9729908079 for the site visit.
Per-bid Queries from Bidders	27 th Nov'21	Please send it to the email ID of: johney.reberio@giz.de and sanjay.dhar@giz.de	Please mention the subject line as : Queries- “Proposal for the Construction Works, REF. 83393470” Pre-bid queries received after this deadline shall not be entertained.
Clarifications given by GIZ	3 rd Dec'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	13 th Dec'21, by 17:30 hrs		Head of Procurement GIZ GmbH, 46, Paschimi Marg, Vasant Vihar New Delhi – 110 057

Queries sent to any other email id, apart from Johney.reberio@giz.de and sanjay.dhar@giz.de will NOT be accepted/responded.

Any bids/supporting tender documents sent after the tender deadline expiration shall also not be considered for evaluation.

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 Bill of Quantities in accordance with the Tender.
- 1.3 Project Management Consultant (PMC) herein refers, the architect / engineer who designed the layout and BoQ.
- 1.4 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 hard copy and in Single envelope marking REF: Proposal for the Construction Works, REF. 83393470**

The proposal must also consist of;

1. Capability statement / Profile of Company
2. Must have registered/branch office on Shimla/Chandigarh/New Delhi/NCR and must have legal permission to undertake aforesaid work in Shimla.
3. Minimum 3 years of experience in providing construction services to minimum of 5 clients.
4. Minimum turnover of 1.5 Crores (INR) during last 3 years
5. Minimum number of 10 permanent employees.
6. Reference letter from minimum 2 prestigious client(s)
7. Reference letter from minimum 2 prestigious client(s) (in the execution of construction works) in last 2 years testifying
8. (a) Quality of work (b) cost / budget adherence (c) Timely completion

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

The **financial proposal** must consist of;

- (a) The detailed and comprehensive price bid indicating, quantity and cost of each items described in the attached BoQ to this tender.

- (b) The bidder has to strictly adhere to the quality, brand and specifications of the Materials mentioned in the BoQ. The rates must be also quoted accordingly.
 - (c) Any suggestions / options can be submitted on separate sheet, clearly indicating the suggested option – without changing any content in approved BoQ.
 - (d) Kindly attach copy of PAN, GST and Cancelled cheque for records.
 - (e) A covering letter must be attached with the proposal duly signed by the authorised signatory and should also indicate;
 - (i) Name of Authorised person
 - (ii) Email id
 - (iii) Complete address with Mobile as well as Phone number.
- 2.3 The validity of the offers should be at least for 45 days from the date of deadline for submission of bids.
- 2.4 The price bid shall be unchanged up to the completion of entire works.
- 3. QUALIFICATION OF BIDDERS**
- 3.1 Intending firms are expected to be experienced in the civil/construction works, 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. –
Ref : ANNEXURE "B"
- 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 works, and have the integrity and proven reliability to ensure good performance.
- 3.3 Bidders to clearly indicate in their bids, Quality of material including brand/make. Bidders have to submit the proposals as per BoQ attached to the Tender Package.
- 3.4 Bidders must provide name of atleast 2-3 brands/make/Company **of all the material**, equipments/items mentioned in the Bill of Quantity.
- 3.5 The bidder must mention the prices of all the material, equipments/items specified in the BoQ. Quoting of partial items/only few items may lead to rejection of bid.
- 4. EXAMINATION OF SITE**
- 4.1 Bidders shall visit the site of the Works and obtain for themselves all information that may be necessary for completing their Tenders. Bidders shall acquaint themselves with the requirements of the contract, e.g. characteristics of the site and its surroundings, hydrological and climatic conditions.
- 4.2 For site visit, firms are requested to contact **Ms. Monika Sharma** to seek prior appointment. Visits will be possible between **18th Nov'2021 till 24th Nov'2021 (9.30am – 5pm).**
- 4.3 Any further queries or clarifications after site visit can be sent to us through email.
Email johny.reberio@giz.de and sanjay.dhar@giz.de
Fax : +91-011-4949 5391

Any other mode of enquiry or solicitation is strictly prohibited

ANNEXURE “A”

5. MODIFICATIONS / ADDITIONAL OFFERS

- 5.1 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.
- 5.2 Proposals for modifications and additional offers shall be made in a separate annex and must be clearly marked as such.
- 5.3 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

6. PRICES / PAYMENT TERMS

- 5.1 30% Advance payment upon conclusion of contract against irrevocable Bank Guarantee only. The bank guarantee must be valid for minimum of 6 months from the date of signing of the Contract. **OR** First payment will be made against R.A. Bill

30% interim payment will be made against 1st running bill amount and after completion of 70% of work at site. The work will be certified by GIZ and GIZ authorised PMC/Civil Engineer in writing before release of payments.

30% of payment shall be released upon successful completion and handing over site to GIZ. The entire work will be certified by GIZ and PMC before release of payment.

10% retention amount will be paid after 3 months from the date of handing over of site to GIZ.

- 5.2 All prices (unit prices, lump-sum prices, settlement rates,) shall be stated **without** tax (turnover tax, VAT, GST or alike). The amount of applicable tax shall be added as the last item on the summary sheet of the BoQ Tender.
- 5.3 Prices must be quoted for all items in the Bill of Quantities, where applicable or clear indication must be given that the values of the Works described under items left unpriced are allowed for elsewhere
- 5.4 Bids shall include a copy of PAN Card and GST Registration of the bidding firm.
- 5.5 T.D.S will be deducted as applicable on all payments made under this contract,

ANNEXURE “A”

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 johnney.reberio@giz.de and sanjay.dhar@giz.de before submitting his Tender within **10** days after the receipt of the Tender Documents. Necessary clarification will be made by GIZ.
- 6.2 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.

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. Envelopes and other means of proof shall be kept in safe custody.
- 7.2 The following Tenders shall be **excluded**:
- (a) Tenders received after deadline of submission.
 - (b) Tenders submitted by email/fax.
- 7.3 There will be no public opening of bids.
- 7.4 Unsigned offers and / or emailed offers will **not** be considered for evaluation. Also No bid document will be returned at any case

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 material recommended by GIZ in BoQ.
- The bidders are required to **provide documentary evidence** in support of criteria mentioned in the tender document as well as specifically defined at Annexure “B”.
- 8.2 Any arithmetical error by the Bidder in pricing the Bill of Quantities 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 Bill of Quantities 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.
