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
- a personnel assignment plan (giving alternatives if necessary) with details of the personnel to be engaged in the individual fields of work and their periods of assignment and on the position to be held by the individual experts in the project
- details of which tasks your home office will be undertaking within the scope of the project (backstopping)
- the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included
- if applicable, special tasks requested within the scope of the terms of reference (TOR)

Details on the materials and equipment needed, generally to be procured by the GIZ ; the TORs for planned subcontracts, other measures as well as training planned for partner experts or staff in the framework of preparation for the assignment are also to be provided if needed.

Profile of the Organization:

Two page description of background, organization and competencies of the consulting firms and each associate for this assignment along with details of the number of employees.

The average annual turnover for the last 3 financial years should also be mentioned. Supporting documents to be enclosed with the technical bid.

Relevant Experience

This section should contain project credentials of the bidder. This section should mention relevant experiences in agriculture and renewable energy sector in India.

There should be no price information anywhere in the technical proposal 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.

3. Price offer

The price offer must contain the fee per expert, the travel costs (flight costs etc.) and other cost if necessary in local currency and specified according Annex 1 (price schedule). Please see the attached Terms of Reference for details of the quantities required. Personnel costs should be shown on the basis of days.

Please calculate your prices on a net basis. Taxes should be indicated separately.

Your price quotation is to be submitted together with your bid in a separate envelope marked Financial Bid for **Awareness and Communication Strategy for Rashtriya Swasthya Bima Yojana.**

The Consulting firm has to provide the break-up of all the costs, giving number experts, unit rate, number of expert days etc.

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 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. Bid submission

The procedure for proposal submission is as follows :

Bids are to be submitted using the **two -envelope procedure**.

Outer package should mention

Tender title: "Tender for Awareness and Communication Strategy for Rashtriya Swasthya Bima Yojana."

PN: 2013.2111.6-005.00

Outer package should consist of 2 sealed envelopes

Envelope 1: Financial Bid (sealed) for **"Awareness and Communication Strategy for Rashtriya Swasthya Bima Yojana.**

Envelope 2: Technical bid (sealed) for **"Awareness and Communication Strategy for Rashtriya Swasthya Bima Yojana.**

All copies of the bid must be submitted by courier/post/hand in letter form. ***The technical proposal will also be presented in electronic format - on a CD duly labeled as such.***

The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

5. Address, formal requirements

The Bids are to be sent to:

Head of Procurement
GIZ Office India
46 , Paschimi Marg, Vasant Vihar
New Delhi 110 057
Tel: +91-11-49495353

Deadline to receive queries : 10th Nov' 2017

Clarifications to the queries : 15th Nov'2017

Deadline for submission of bids : 30th Nov' 2017 by 17:30hrs

For clarifications/queries, Bidders are requested to write to us at **gtzproc@giz.de**

6. Modification/withdrawal of the bid

Adjustments to or withdrawal of bids are to be communicated in writing by post by 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 front of the envelope is to be clearly marked:
Adjustment to "Awareness and Communication Strategy for Rashtriya Swasthya Bima Yojana."

7. 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.

8. 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 alongwith 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 taking into account 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.

Annexure (i)

Format Financial Proposal

Financial Proposal should be submitted on a company letter head duly signed & stamped clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

The Consulting Firm should quote as detailed in the ToR

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Applicable Tax	
Total Cost	

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 Fee)
Sub Total				
Tax				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

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