Invitation to Tender

Project title : GIZ Office
Project No : **99.9245.4-001.00**

Purpose of Bid: Providing of internet lease line Services for the following GIZ Offices;

Sl. Nr.	Locations
01	B-5/1 & B-5/2, Safdarjung Enclave, New Delhi- 110029
02	A2/18, Safdarjung Enclave, New Delhi- 110029
03	46, Pachimi Marg, Vasant Vihar, New Delhi- 110057

Dear Sir

We are pleased to send the following documents for reference:

I. Invitation to Tender
II. Bidding Conditions
III. Terms of Reference – Annexure "**A**"
IV. Evaluation Criteria – Annexure "**B**"
V. Template for Financials – Annexure **"C"**
VI. General Terms and Conditions

We request you to submit your bid in a sealed envelope for the above tender. The bid must reach to GIZ office latest by **17:30hrs on July 11th 2016** at the address given below:

Head of Procurement
GIZ Office
B-5/1, Safdarjung Enclave
New Delhi – 110 029

Please mark your envelop **Tender Ref: "Hiring of Internet Lease Line Services for GIZ Premises"** PN : 99.9245.4-001.00

Please **send your queries (if any) only via e-mail** to **gtzproc@giz.de** **marking the subject line "Hiring of Internet Services for SAF Buildings".**

Deadline for seeking clarifications – June 27th, 2016. The queries will be answered latest by July 1st , 2016

Please refrain from personal / telephonic / telefax contact on the subject of this tender

The bids received shall be evaluated as per the criteria set by GIZ

We look forward to receiving your offers.

With best regards,

Procurement Department

Details/specifications required

As per attached list(s) Terms of Reference at - Annexure "A"

Bidding Conditions

a) Service provider to clearly indicate make / brand and quality of material to be used as relevant and where available.

b) The firms (***if required***) can visit the site to get a clear idea about the requirements before submission of the proposal.

c) For site visit, firms are requested to contact **Head of IT, Mr. Manpreet Singh (Mob : 093131 93035) seeking prior appointment. Visits will be possible only on 23rd June'2016 & 24th June'2016, from 10am to 5pm.**

d) Any further queries or clarifications after site visit can be sent to us through email only. Any other mode of enquiry or solicitation is strictly prohibited.

Cost of preparing the bid

No remuneration will be granted/paid 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.

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.

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.

Two Bid system:

The bidder has to follow the two Bid System, by submitting the technical proposal as well as financial proposal separately in two envelopes. The inner envelopes must be sealed and bear the following inscription:

Envelope 1

Financial Bid for "Hiring of Internet Lease Line Services for GIZ Premises"

Envelope 2

Technical Bid for "Hiring of Internet Lease Line Services for GIZ Premises"

The Outer envelope containing these two envelopes should be marked:

Proposal for "Tender for Hiring of Internet Lease Line Services for GIZ Premises"

All copies of the bid must be submitted by courier/post/hand in letter form.

GIZ will summarily reject / disqualify the bid if any rates / costs are mentioned in Technical Proposal.

Evaluation Criteria

i. The bidders are required to provide documentation / information in support of attached criteria at Annexure "B" along with their bids.

ii. The project shall be awarded taking into account the evaluation of 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 as set by the evaluation committee. The technical bid and price quotation are weighted at a ratio of 60:40 respectively.

Other Conditions

i. Indicate Taxes applicable (with respective tax rates and amounts)

ii. The validity of the offers should be at least for 45 days from the date of deadline for submission of bids.

iii. Attach copy of PAN Card and Service Tax Registration.

iv. Incomplete offers will be summarily rejected

v. There will be no public opening of bids

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