giz

**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)

**Profile of the Organisation :**

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

**Relevant Experience**

This section should contain project credentials of the bidder. This section should mention relevant experiences in natural resource management and rural development .

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

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.

**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

Should you form a joint venture group or consortium, the bid must specify the members of this group/consortium. Furthermore, the authorized representatives of the members are to be named.

A member of the joint venture group/consortium is to be appointed as central coordinator by all members in a legally binding form and empowered to represent the group/consortium and to accept payments with the effect of a discharge, also on behalf of the members. Furthermore, the members must declare that they are jointly and severally liable for the performance of the contract. A corresponding power of attorney has to be submitted together with your bid.

The formation of a joint ventures with a company, also invited by GIZ to submit a bid, requires the prior written consent of GIZ.

## 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 ‘Implementation of Climate Change Adaptation project in District Bilaspur Himachal Pradesh ’

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 : Implementation of Climate Change Adaptation project in District Bilaspur Himachal Pradesh

Cosoft No : 83248481

Outer package should consist of 2 sealed envelopes

Envelope 1 : Financial Bid for 'Implementation of Climate Change Adaptation project in District Bilaspur Himachal Pradesh '

Envelope 2 :Technical bid (sealed) for 'Implementation of Climate Change Adaptation project in District Bilaspur Himachal Pradesh '

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

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

| | |
|---|---|
| **Deadline to receive queries from bidders** | **: November 20, 2017** |
| **Clarifications to the queries by GIZ will be provided by** | **: November 24,2017** |
| **Deadline for submission of bids** | **: November 30,2017** |

The bids are to be sent in double envelopes. The inner envelopes must be sealed and bear the following inscription:

## 4. 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** " Bid for Implementation of Climate Change Adaptation project in District Bilaspur Himachal Pradesh ‘’

**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.

## 6. Evaluation

The eligibility of the bidders in terms of relevant experience , financial stability, organizational structure ,will be assessed based on the criteria defined in grid ‘Assessing Eligibility of Consulting Firms’ .

The technical assessment will be undertaken for the bidders who qualify in eligibility. 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

### 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 | | | |
| Airfare | | | |
| Accommodation | | | |
| Per diem for staff | | | |
| Others(please specify) | | | |
| Total | | | |