# 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

1.2 The covering letter of technical proposal must be duly signed by the authorized signatory and the letter must provide the following information;

**No covering letter of technical proposal as well as for financial proposal should be unsigned**.

***Name and designation of – Authorized Signatory***
***Complete address of Company / Firm***
***Email id and contact number of the Authorized signatory.***

1.3 The financial proposal must be submitted in a sealed envelope only, and must be on company's letter head, duly signed by the authorized signatory. The format for submitting the financial proposal is attached at **Annexure (i)**

**Profile:**

Two page description of background, and competencies of the consultants for this assignment.

**Relevant Experience**

This section should contain project credentials of the consultant.

**There should be no price information anywhere in the technical proposal/profile 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.) in local currency and specified according Annex i (price schedule). Please see the attached Terms of Reference for details of the quantities required.

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 **"Tender for compilation of Good Practices in the Sector of Mobility from all over India under Integrated and Sustainable Urban Transport Systems for Smart Cities in India project"**

## 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 compilation of Good Practices in the Sector of Mobility from all over India under Integrated and Sustainable Urban Transport Systems for Smart Cities in India project"**

**PN: 15.2197.0.001.000**

Outer package should consist of 2 sealed envelopes

**Envelope 1**: Financial Bid (sealed) for **"Compilation of Good Practices in the Sector of Mobility from all over India under Integrated and Sustainable Urban Transport Systems for Smart Cities in India project"**

**Envelope 2:** Technical bid (sealed) for **"Compilation of Good Practices in the Sector of Mobility from all over India under Integrated and Sustainable Urban Transport Systems for Smart Cities in India project"**

All copies of the bid must be submitted by courier/post/hand in letter form. ***The technical proposal/Profile may 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** | **:** | **30th August' 2019** |
| **Clarifications to the queries** | **:** | **4th September'2019** |
| **Deadline for submission of bids** | **:** | **11th Sept' 2019 by 17:30hrs** |

**For clarifications/queries, Bidders are requested to write to us** at

**proc-ind@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 "Compilation of Good Practices in the Sector of Mobility from all over India under Integrated and Sustainable Urban Transport Systems for Smart Cities in India project"**

## 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.***

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**Annexure (i)**

# Format Financial Proposal

Financial Proposal should be duly signed and on company's letter head, clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

## The Consultants should quote as detailed in the ToR

**FORM 1: TOTAL COST SUMMARY**

| Description | Cost in INR |
|---|---|
| Professional Fee | |
| Reimbursable Fee | |
| GST (if applicable) | |
| 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 | | | | |
| GST | | | | |
| 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 | | | |