Bidding Conditions (local)

Note : This is a standard document which constitutes part of the Tender Package .

1. Content of the bid

Your bid should contain the following information:

1.1 Detailed working concept which allows us to examine the technical aspects in the light of the project objective(only in case, a detailed concept is not already given by GIZ)

This includes:

- a description of the services you plan to provide and the scheduled working methods
- possible alternative concepts, including time and personnel involved
- 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)

1.2 Curricula vitae (CVs) of the experts designated for the project. The CVs are to be in tabular form and should cover the following points in the given order:

Name, date of birth, nationality, professional training / higher education, foreign language skills with an indication of the level (categories: native speaker, competent, basic, rudimentary), professional experience specifying the employer, duration of employment, scope of duties and periods of employment abroad, management experience and scope (partner and foreign experts), particular professional skills as well as publications by the candidates if applicable.

1.3 Earliest possible date for commencing the work, with alternatives where appropriate.

1.4 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.

1.5 A project-related presentation of your company

- with description of work groups taking part, divisions or other organisational units, if possible in the form of an organisational chart, and a distribution of staff members to these organisational units with their respective qualifications and experience

- under the aspect of the organisation of project management and back-stopping

1.6 Listing of relevant projects, if this information has not yet been submitted to us

1.7 Should you form a joint venture group or consortium, the bid must specify the members of this group/consortium. Furthermore, the authorised 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.

1.8 Your price quotation is to be submitted together with your bid in a separate envelope marked Financial Bid for "**Consultancy services for creating communication products".**

The budget should be developed as per the budget template, and should indicate the break-up of costs as detailed below;

A	**Fee**		
	Name/Designation	**Rate x days/months x person**	**Total Budget**
		Subtotal (A)	**-**
B	**Training/Workshops/Conference**		
	Event / budget details	**Rate x days x no.of pax**	**Total Budget**
		Subtotal (B)	**-**
C	**Travel**		
	Details	**Rate x days x no.of persons**	**Total Budget**
	Accommodation		
	Perdiem		
	Local travel		
	Outstation travel		
		Subtotal (C)	**-**

D	**Material cost**		
	Items	**Rate x quantity**	
		Subtotal (D)	**-**
E	**Other Cost**		
	Items	**Rate x no.**	
	Communication and documentation		
	Overhead charges		
		Subtotal (E)	**-**
F	**Service tax @ 14% (if applicable)**		
		Grand Total	

There should be no price information anywhere in the technical proposal document. Failure to comply will result in disqualification of the bid.

2. 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 Internationale 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.

3. Address, formal requirements

The Bids are to be sent to

Head of Procurement
GIZ Office India
address: B5/1 , Safdarjung Enclave
New Delhi 110 029
Tel: +91-11-49495353

Deadline to receive queries : March 18th‘ 2016

Clarifications to the queries : : March 22nd‘ 2016

Deadline for submission of bids : March 29th 2016 by 17:30hrs

Shortlisted firms may be requested for a presentation at GIZ Office, New Delhi.

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

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

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

Envelope 1

Financial Bid for ""Consultancy services for creating communication products".

Envelope 2

Technical Bid for "Consultancy services for creating communication products".

The Outer envelope containing these two envelopes should be marked:

Proposal for "Tender for "Consultancy services for creating communication products".

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.

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 "Consultancy services for creating communication products".

5. 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 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 as set by the evaluation committee. The technical bid and price quotation are weighted at a ratio of 70:30 respectively.