

## **Bidding Conditions (local)**

### **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 concept for monitoring and evaluation
- 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 " **Developing Energy Efficient Building Materials Directory for India ; Contract No 83305352**"

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

Kindly submit the price offer as per the format in Annex 1.

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

**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. Bid submission**

The procedure for proposal submission is as follows :

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

**Outer package /envelope should mention**

**Tender title: " Developing Energy Efficient Building Materials Directory for India ; Contract No 83305352"**

Outer package should consist of 2 sealed envelopes

**Envelope 1: Financial Bid (sealed) for" Developing Energy Efficient Building Materials Directory for India ; Contract No 83305352"**

**Envelope 2: Technical bid (sealed) for " Developing Energy Efficient Building Materials Directory for India ; Contract No 83305352"**

All copies of the bid must be submitted by courier/post/hand in letter form. ***The technical proposal/Profile 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. 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 from bidders : November 8 ,2018**

**Clarifications to be provided by GIZ : November 14 , 2018**

**Deadline to receive bids : November 23,2018**

For clarifications/queries, bidders are requested to write to us at [proc-ind@giz.de](mailto:proc-ind@giz.de)

## 5. 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 No.83305352"

## 6. 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.

## 7. Evaluation

The technical assessment of the proposals will be based on based on the 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 technical and financial proposal, without assigning any reasons.***

## Annex - 1

**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	
GST @ 18% (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)
Per diem for staff			
Accommodation			
Airfare			
Vehicle hire / Local Transport			
Others(please specify)			
Total			