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.

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 Developing Practitioners' Guidebook and Providing Technical Support for Capacity Development Programme on Climate Change Adaptation"**

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 Developing Practitioners' Guidebook and Providing Technical Support for Capacity Development Programme on Climate Change Adaptation"

PN: 14.2296.3-001

Outer package should consist of 2 sealed envelopes

Envelope 1: Financial Bid (sealed) for **"Developing Practitioners' Guidebook and Providing Technical Support for Capacity Development Programme on Climate Change Adaptation"**

Envelope 2: Technical bid (sealed) for **"Tender for Developing Practitioners' Guidebook and Providing Technical Support for Capacity Development Programme on Climate Change Adaptation"**

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.

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 : 19th April' 2018

Clarifications to the queries : 23rd April'2018

Deadline for submission of bids : 30th April' 2018 by 17:30hrs

For clarifications/queries, Bidders are requested to write to us at **gizproc@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 "Tender for Developing Practitioners' Guidebook and Providing Technical Support for Capacity Development Programme on Climate Change Adaptation"

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.

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	
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 / Local Transport			
Airfare			
Accommodation			
Per diem for staff			
Others(please specify)			
Total			