giz

Bidding Conditions

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

The tender 'Consulting services to support fresh fruits and vegetable marketing by Farmer Producer Organisations (FPOs) in Karnataka 'comprises of 2 Lots based on geographical areas.

Lot 1- Consulting services to support fresh fruits and vegetable marketing by 2 FPOs in rural areas (Belur and Hunsur)

Lot 2 - Consulting services to support fresh fruits and vegetable marketing by 3 FPOs in in proximity to urban market (Sidhalghatta,Anekal,Srigiripura)

The bidders may bid for one or both LOTS .The Technical and Financial Bids for each LOT should be submitted separately.

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

Relevant Experience

This section should contain project credentials of the bidder. This section should mention relevant experiences in sourcing and marketing of fresh fruits and vegetables for farmers .

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 Lot 1- Consulting services to support fresh fruits and vegetable marketing by 2 FPOs in rural areas (Belur and Hunsur)

Financial bid for Lot 2 - Consulting services to support fresh fruits and vegetable marketing by 3 FPOs in in proximity to urban market (Sidhalghatta,Anekal,Srigiripura)

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 – SEPARATE FOR LOT 1 AND LOT 2 ,should mention
Tender title :
LOT 1 or 2
Cosoft No : 83253098

Outer package 1 should consist of 2 sealed enveloppes

Enveloppe 1 :Financial Bid (sealed)for Lot 1- Consulting services to support fresh fruits and vegetable marketing by 2 FPOs in rural areas (Belur and Hunsur)

Envelope 2 :Technical bid (sealed) for Lot 1- Consulting services to support fresh fruits and vegetable marketing by 2 FPOs in rural areas (Belur and Hunsur)

Likewise Outer package 2 should consist of

Envelope 1 : Financial bid (sealed) for Lot 2 - Consulting services to support fresh fruits and vegetable marketing by 3 FPOs in in proximity to urban market (Sidhalghatta,Anekal,Srigiripura)

Envelope 2 : Technical bid (sealed) for Lot 2 - Consulting services to support fresh fruits andvegetable marketing by 3 FPOs in in proximity to urban market (Sidhalghatta,Anekal,Srigiripura)

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
Address: B5/2 , Safdarjung Enclave
New Delhi 110 029 Tel:
+91-11-49495353

Deadline to receive queries : 24th Apr' 2017

Clarifications to the queries : 26th Apr' 2017

Deadline for submission of bids : 5th May 2017 by 17:30hrs

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

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 " Consulting services to support fresh fruits and vegetable marketing by FPOs (LOT 1 /LOT 2)

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 eligibility of the bidders in terms of relevant experience ,will be assessed .The Criteria for shortlisting firms is enclosed and forms part of the tender.

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			