Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

# Invitation to tender

*For*

# Procurement of Air Purifiers

Tender Number ï 91089473, Dated: 11th May 2015

| Particulars | Description |
|---|---|
| **Purpose** | Procurement of Air Purifiers for GIZ Office and Project Office. |
| **Tender Number** | 91089473 |
| **Date of notification/Advertisement** | 11.05.2015 |
| **Last date to submit the pre-bid queries by the interested bidders** | 18.05.2015 |
| **Last date to provide clarification to the queries. All the queries will be answered in the form of FAQ and will be uploaded on the website www.tendernews.com** | 20.05.2015 |
| **Last Date and time for submission of bids.** | 27.05.2015 |
| **Mode of Submission** | Techno-commercial bid to be submitted in sealed envelopes as per the given instructions at section 5 of bidding conditions. |
| **Validity of Bids/ Offered Price** | ***Minimum 03 months i.e. Upto 27.08.2015*** |
| **Address for Bid Submission** | The Head of Procurement<br>GIZ Office, First Floor<br>B-5/1, Safdarjung Enclave<br>New Delhi ï 110 029 |

Dear Sir/ Madam

Sealed bids are invited on or before last date for submission of bids from authorised distributors/ retail partner/ service provider etc for the supply of Air Purifiers required for GIZ and Project offices.

We are pleased to send the following documents for your reference:

1) Terms of Reference ï Annex ñAò
2) Bidding conditions ï Annex ñBò
3) Required Technical Specification & Price Submission Sheet- Annex ñCò
4) Requirement from the Bidders : Annexure ñDò
5) General Terms and Conditions

We look forward to receiving your offers.

With best regards,

Procurement Department
GIZ Office, New Delhi

# Terms of Reference: Annex "A"

## Background of GIZ

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is fully owned by the German Government and works in the field of international cooperation for sustainable development. GIZ is also engaged in international education work around the globe and currently operates in more than 130 countries worldwide.
Germany has been cooperating with India by providing expertise through the organizations now forming GIZ for more than 50 years. To address India's priority of sustainable and inclusive growth, GIZ's joint efforts with the partners in India currently focus on the following areas:

- Energy- Renewable energy and energy efficiency
- Sustainable Urban and Industrial Development
- Natural Resource Management
- Private Sector Development
- Social Protection
- Financial Systems Development

The GIZ Office in New Delhi, India is responsible for Financial, Administrative and Human Resource management functions covering the GIZ activities in India and the region. The web site of GIZ is www.giz.de

## Purpose

An independent agency recently conducted a study at GIZ office premises in New Delhi to check the Interior air quality. The mean values of all measured locations are far above international standard, therefore the installation of portable appliances (Air Purifiers) were recommended.

In this regard, GIZ intends to carry out a procurement exercise to solicit proposals from experienced and professional companies/ Bidders for supply, installation and Maintenance of Air purifiers at GIZ office(s) located in Delhi.

The Air purifiers have been classified under two categories.

1. For rooms up to 20 $m^2$
2. For rooms from 20 $m^2$ to 60 $m^2$

## Scope of Work

The selected Bidder will supply and install the Air purifiers as per the given details and will be required to provide able support to GIZ for maintenance and upkeep of the installed Air purifiers.

- Supply of Air purifiers as per required specification.
- Installation of Air purifiers as per the given locations details.
- To Provide Annual Maintenance Contract (AMC) Services for upkeep and Maintenance of Air purifiers. **Bidder should clearly define what all services will be covered in the AMC Agreement/ Comprehensive warranty as e.g. cleaning/ changing for filters, number of visits during AMC period etc.**
- To Train GIZ Office staff on day to day handling of Air purifiers (2 hours each at three/ four locations)
- To conduct an Air Quality Test before and after the installation of Air purifiers and provide a short report with collected data for all locations (New Delhi)

## Requirement

1. For Rooms having area up to 20 $m^2$ (210 Sq ft.) : 96 units.
2. For Rooms having area > 20 $m^2$ and up to 60 $m^2$ : 35 units.

The final Order quantity may vary by ±10 units.

## Installation Details

| Address for Installation | Floor | For Rooms > 20 $m^2$ | For rooms up to 20 $m^2$ |
|---|---|---|---|
| GIZ - B-5/1, Safdarjung Enclave, New Delhi | 4th | 2 | 7 |
| | 3rd | 2 | 9 |
| | 2nd | 2 | 6 |
| | 1st | 2 | 4 |
| | Basement | 2 | 0 |
| GIZ - B-5/2, Safdarjung Enclave, New Delhi | 4th | 2 | 4 |
| | 3rd | 3 | 7 |
| | 2nd | 2 | 5 |
| | 1st | 2 | 7 |
| | Basement | 3 | 3 |

| Address for Installation | Floor | For Rooms > 20 $m^2$ | For rooms up to 20 $m^2$ |
|---|---|---|---|
| GIZ- A2/ 18, Africa Avenue - New Delhi | 4th | 2 | 10 |
| | 3rd | 2 | 10 |
| | 2nd | 2 | 10 |
| | 1st | 2 | 10 |
| | Basement | 2 | 0 |
| R K Puram Office | - | 3 | 4 |
| Lodhi Road, Jor Bagh | - | 0 | 1 |
| | **Total** | **35** | **96** |

**Preferred Brands**:

Interested bidder may submit their proposal according to the specifications for any brand. Offer concerning the following brands are especially appreciated since GIZ received respective references.

1. IQ Air
2. Blue Air
3. Sharp

**Technical Requirements***

1. HEPA filter
2. Pre-filter (Optional).
3. Activated Carbon Filter
4. Minimum filter life of 180 days, working 8-10 Hours every day
5. Display on device to indicate filter replacement, if possible.
6. Eco friendly with low power consumption.
7. Low noise level while operating at High mode operation.

**Please give your proposition on technical parameters at Annexure "C".*

## Other Requirements

1. The Bidder should have a local service office in Delhi.
2. Bidder should be able to provide the AMC Service for the Air purifiers.
3. Bidder should be able to conduct an Air Quality check before and after installation of Air Purifiers.
4. Bidder should be able to provide the short training session to GIZ staff on upkeep and maintenance of Air purifiers.
5. Bidder should be able to supply spare parts, especially the filters for replacement.
6. PAN India presence of Bidder will be preferred.
7. Bidder should provide a client list for reference check.

## Submission of Offer

1. Technical Specification and Price submission : Annexure ñCò
2. Other information : Annexure ñDò

## Bidding Condition: Annexure "B"

### 1. Eligibility Criteria.

1.1 The bidder should be an authorized distributor / retailer or channel partner for the proposed brand. **The bidder shall furnish the relevant documents confirming his association with the proposed brand.**

1.2 Bidder should possess the documents showing Registration for VAT, Service Tax and Income Tax PAN No. **Self-attested copy of each document should be furnished by the bidder.**

1.3 The Bidder should have a local service office in Delhi. **The complete address detail for local office with contact number should be furnished by the bidder.**

1.4 Bidder should be able to provide the AMC Service for the Air purifiers.

1.5 Bidder should be able to conduct an Air Quality check before and after installation of Air Purifiers.

1.6 Bidder should be able to provide the short training session to GIZ staff on upkeep and maintenance of Air purifiers.

1.7 Bidder should be able to supply the filters for replacement.

1.8 PAN India presence of Bidder will be preferred.

1.9 Bidder should provide a client list for reference check.

### 2. Validity of Bids

2.1 The bids (price) shall be valid for a period for minimum 3 months from the last date of submission of bid ( 27.05.2015 to 27.08.2015)

2.2 The bids not accepting the term of price validity will be summarily rejected.

2.3 In exceptional circumstances, GIZ may solicit the bidder's consent for an extension of the period of validity, without any change in the quoted price. The request and the responses thereto shall be made in writing.

## 3. Preparation of Bids

3.1 The bidders are requested to independently examine the eligibility criteria, terms & conditions and specifications given in the tender. Failure to furnish all or any of the required information will be at the bidderôs risk and may result in the rejection of their bid

3.2 The bids and submission of related document shall be submitted in English language. All correspondence between the bidder and GIZ shall also be in English language only.

3.3 The financial bids shall be submitted in Indian Rupees only in a prescribed format.

3.4 Bids should be signed with full name and full address should be provided along with contact details (Mobile number, Email)

3.5 Any alteration or corrections shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid.

## 4. Clarification to the bidder(s)

**4.1** An Interested bidder requiring any clarification in the tender may send the query through email only at gtzproc@giz.de . The last date to seek clarification is **18th May 2015.**

4.2 Please refrain from personal/telephonic/telefax contact on the subject of this tender.

4.3 No cost for submitting the bids will be reimbursed by GIZ.

## 5. Submission of Bids

5.1 One bidder can submit one bid only.

5.2 The bids shall be complete in all respect and the bidder shall submit all the relevant documents as described under this tender. GIZ may solicit in writing for more information from the bidders, if required.

5.3 Sealed envelope containing all the required information/documents should be super scribed as ñBid Offer Against Tender Number 91089473 ò and shall be submitted to:

The Head of Procurement,
GIZ Office, First Floor, B-5/1,
Safdarjung Enclave, New Delhi ï 110 029

5.4 The Last date to submit the bids is **27th May 2015**

5.5 The bids received after due Date and Time or in unsealed or incomplete shape or bids submitted by Fax or by Electronic Mail will be summarily rejected.

5.6 The bids should reach to the office of GIZ at aforementioned address on or before the closing date 27.05.2015. The closing time of the tender will be 5:30 pm of the corresponding closing date. GIZ will not be liable or responsible for Postal/ Courier delay, if any.

5.7 A Bid once submitted shall not be permitted to be altered or amended.

## 6. Details to be furnished by the Bidder.

i. Bidderôs Name and address, Bidderôs telephone/Mobile number, email address and a contact person.

ii. Techno Commercial bid as per Annexure ñCò Data sheet/ Product catalogue/ Leaflet/ Brochure etc. for proposed brand/model should be attached with the Annexure.

iii. A bidder may propose more than one brand/model under each category. In such case a separate sheet for each model should be filled and submitted, clearly mentioning the brand name/ Model number.

iv. Required documents as per Technical Bid- Annexure ñDò

v. Any additional information, brochure, etc. can be provide at the discretion of the bidder and should be clearly labelled.

vi. GIZ will not provide any statutory forms (road permit, etc.) at any point of time for supply of material, and if required, the same has to be obtained by the bidder from the respective Government department and/or appropriate authority.

vii. If no mention is made regarding taxes in the financial bid, it will be presumed that your rate is inclusive of taxes.

**viii. No changes to the lines, format or structure of any spreadsheet is permitted. Changing the spreadsheet in any**

**way, other than inserting the required information, shall be considered cause for your company's disqualification from further analysis and participation in the tender process.**

ix. Any additional information should be provided on a separate sheet and must be signed and stamped by the bidder.

## 7. Opening of Bids

7.1 Technical and financial bids shall be opened on the next working day of last date of submission of bids by the GIZ Tender Committee (GTC). There will be no public opening of the bids.

## 8 Evaluation of Bids

8.1 The bids shall be evaluated following the criteria as specified under this tender inquiry. In case GIZ requires further clarification from the bidders, the same shall be solicited in writing and the bidders shall furnish such information within Two (2) days from the date of such communication.

8.2 GIZ will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are substantially responsive in confirming to all terms and conditions of the bidding documents without material deviations

8.3 The shortlisted bidders will be asked to make a presentation and to demonstrate the functioning of Air purifier at GIZ office.

8.4 The evaluation of a bid by the GIZ will take into account, in addition to the price bid, all relevant factors such as compliance with:

- Technical specification
- All further conditions mentioned in the bidding documents.
- Delivery schedule offered in the bid.
- Demonstration and Presentation of the product at GIZ office.

## 9 Acceptance of Bid

9.1 The final acceptance of bid, waiver of any formalities thereof, is entirely vested with GIZ, who reserves the right to accept or reject any or all of the bid in full or in part.

9.2 GIZ would issue the Purchase order only to the successful bidder(s).

9.3 GIZ will not share the evaluation result with any of the bidder(s). Bidders shall be informed on their request about the reasons why they were not successful. Such information shall be limited and categorized under following:

a) Technically not acceptable

b) Higher price

c) Incomplete bid.

9.4 The only information regarding status of the evaluation of proposals that the GIZ will give to any inquiring bidder shall be whether or not that bidder has been awarded a Contract. GIZ may, at its sole discretion, inform any inquiring Bidder of the reason(s) why it was not awarded the order.

9.5 GIZ at its discretion may call for any additional clarification(s), document(s) from any or all the bidders during the process of evaluation of bids in short notice.

9.6 After acceptance of the bid, the bidder shall have no right to withdraw/modify its bid.

## 10. Award of Contract

10.1 GIZ shall issue the Purchase order to the declared successful bidder(s) for supply of quantity of material as accepted by the bidder.

10.2 The terms and condition of the tender including specification and the completed proposal, will become, at GIZ's sole discretion, part of the final order between GIZ and the selected bidder(s).

10.3 If Bidder fails to object to any condition incorporated herein, it shall mean that Bidder agrees with, and will comply with the conditions set forth herein.

10.4 Any exception to the terms and conditions or any additions, which Bidder may wish to include in the proposal, should be made in writing and included in the form of an attachment.

## 11. Payment Terms

11.1 30% advance along with purchase order and balance after delivery, installation, submission of invoice and confirmation of services

11.2 Payment will be released within 10 days from the date of receipt of approved invoice.

## 12. Miscellaneous

12.1 At any time prior to the submission of bid, GIZ for any reason whatsoever, whether at its own motion or in response to the clarification to the prospective bidder may amend the conditions of the bid document through announcement of a notice.

12.2 The responses to the clarifications of the bidders, if any, shall be made available at the www.tendernews.com. The bidders are advised to visit the aforementioned web-link to get the responses for their queries.

12.3 In case the amendment is notified after the submission of bids, the financial bids of the bidders shall be returned in the sealed condition through registered post or courier service for getting the revised offers according to the amendment in the terms and conditions.

12.4 The bidder in no circumstances transfer its obligations or sublet the work to any other party without prior consent of GIZ

12.5 GIZ employees (within Delhi) may purchase the selected Air purifiers for private use as well. The bidder should supply and Install the Air purifiers for any such private purchase as per the rates finalized under this tender.

12.6 Supplier should clearly state the conditions, if any, for the private purchase.