# Bidding Conditions

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)

## Technical Proposal – Standard Formats

With reference to brief guideline provided in section 2 of this RFP, consultants are expected to use the following recommended formats and number of pages for their technical proposals for any of the work packages.

**A. Executive Summary:**

Executive summary should capture important parts of your technical proposal including approach, timeline, milestones and staffing. Executive summary must be confined to maximum 5 pages.

**B. Profile**

2 page description of background, organisation and competencies of the consulting firms and each associate for this assignment

**C. Relevant Experience**

This section should contain project credentials of the bidder. This section should mention 5 most relevant experiences and must not exceed 5 pages. **Ref to Annexure (i)**

**D. Qualification to Terms of reference :**

This section is intended to record understanding of the assignment and interpretation of the TOR and any observations/suggestions the bidder may have on the terms of reference. Facilities and support required/expected from counterpart should also be mentioned. Maximum number of pages to be used is 3.

**E. Technical response**

This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organise the project team to execute the engagement. Technical response must confine up to 30 pages and in following 3 sub sections.

1) *Approach and methodology*

Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output

2) *Work Plan including sub activities and Deliverables*

Detailing out main activities, sub activities, duration, their interrelations, Milestones and linked deliverables. Work plan should be in consistence with approach and methodology and should break out the TOR in a feasible working plan.

3) *Project Organisation*

This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks your home office will be undertaking within the scope of the project (backstopping) and the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included. Earliest possible date for commencing the work, with alternatives where appropriate.

**F. Description of the proposed team**

1) *Staffing*

This section should contain the staffing table which indicates the name, firm, area of expertise, designation and task assigned to the professional staff as per the format, **Ref. Annexure (ii)**

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 organizational units, if possible in the form of an organizational chart, and a distribution of staff members to these organizational units with their respective qualifications and experience under the aspect of the organization 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 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.

1.8 Your price quotation is to be submitted together with your bid in a separate envelope marked Financial Bid for **"Support in Assets Creation & Community Led Asset Management Practices for Models of Environment Benefit Works"** And should indicate the break up as per attached format, **Ref Annexure (iii)**

The Consulting firm has to provide the break-up of all the costs, giving number experts, unit rate, number of expert days etc.

The break-up has to be also provided for "other costs" / "travel budget" (if budgeted)

**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 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.

## 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 : 10th November 2016**

**Clarifications to the queries : 11th November' 2016**

**Deadline for submission of bids : 18th November` 2016 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**

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 "Support in Assets Creation & Community Led Asset Management Practices for Models of Environment Benefit Works"**

**Envelope 2**

**Technical Bid for "Tender for Support in Assets Creation & Community Led Asset Management Practices for Models of Environment Benefit Works"**

The Outer envelope containing these two envelopes should be marked:

**Proposal for "Tender for Support in Assets Creation & Community Led Asset Management Practices for Models of Environment Benefit Works"**

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 "Support in Assets Creation & Community Led Asset Management Practices for Models of Environment Benefit Works"**

## 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.

**The evaluation of Technical Bids will be carried out in two stages;**

A. **First the bidding companies will be assessed on the basis of documentation provided as specified in Annexure A, attached to Tender Package. The shortlisting of firms will be undertaken / assessed on the Suitability Matrix**

B. **The detailed technical evaluation of the technical proposal will be carried out for only those companies that have qualified in the ' Suitability matrix' assessment.**

***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 FOR RELEVANT EXPERIENCE**

| Name of Assignment | Client (Including Contact Detail of person in charge) | Start/End dates | Value (INR/Euro) | Role of the firm/short description |
|---|---|---|---|---|
| **Selected Relevant projects-Global** | | | | |
| | | | | |
| | | | | |
| **Selected Relevant projects-India (if existing)** | | | | |
| | | | | |
| | | | | |

**Annexure (ii)**

**FORMAT FOR STAFF (CORE TEAM/FLEXIBLE) TASK ASSIGNMENTS**

| Name of Staff | Firm | Area of Expertise | Position Assigned | Task Assigned |
|---|---|---|---|---|
| | | | | |

*2) Schedule*

Staffing schedule (giving alternatives if necessary) with details of the personnel to be engaged in the home/field work with their person-days of involvement in the assignment as per the following format.

**FORMAT FOR STAFFING SCHEDULE (Required only for the Core Team)**

| No. | Name of Staff | Description | Staff input (In number of Days) | | | | | Total Staff input (days) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | 5th Quarter | Home | Field | Total |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Home (days) | | | | | | | | |
| | | Field (days) | | | | | | | | |

Staffing schedule should be specifically broken into Professional staff (International and Indian) and Support Staff.

*3) <u>Personnel Inputs and work plan</u> (Required only for the Core Team)*

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and person-days involvement of each project team member. There should be no price information in this table, only estimates of person-days of each consulting team member.

| S. No. | Work-plan Activities | Team Member | Showing the completion of activities and involvement (maydays) of team member in respective cells | | | | Remarks, If any |
|---|---|---|---|---|---|---|---|
| | | | Month 1 | Month 2 | Month 3 | Month n | |
| | | | | | | | |
| | | | | | | | |

**G. Matters not appropriate in any other section**

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:

**FORMAT FOR CVs FOR PROPOSED PROFESSIONAL (CORE TEAM/FLEXIBLE) STAFF**

| | |
|---|---|
| Name: | |
| Nationality: | |
| Designation: | |
| Proposed Position: | |
| Whether Employee of the Firm: | |
| Years with the Firm: | |
| Key Qualifications: | |
| Education: | |

| | |
|---|---|
| Recent Relevant Experience: | **<Project Title>**<br>*<Designation in Project Team>*<br><Description of Role> |

| **Record of Employment:** | | |
|---|---|---|
| **From** | **To** | **Designation & Name of Firm** |
| | | |

| **Languages Known:** | | | |
|---|---|---|---|
| | **Read** | **Write** | **Speak** |
| | | | |

**Annexure (iii)**

# Format Financial Proposal

Financial Proposal should be submitted with a covering letter clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

**The Consulting Firm should quote separately for activities under Phase 1 and Phase 2- as detailed in the ToR**

**FORM 1: TOTAL COST SUMMARY**
**(SEPARATELY FOR PHASE I & PHASE II)**

| Description | Cost in INR |
|---|---|
| Professional Fee | |
| Reimbursable Fee | |
| Applicable Tax | |
| Total Cost | |

**FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES**
**( Separately for Phase I & Phase II)**

| 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**
**(SEPARATELY FOR PHASE I & PHASE II)**

| Description | Number | Rate | Cost(INR) |
|---|---|---|---|
| Vehicle hire | | | |
| Airfare | | | |
| Accommodation | | | |
| Per diem for staff | | | |
| Others(please specify) | | | |
| Total | | | |