Bidding Conditions (local)

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

- 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 should cover the following points in the given order:

Name, date of birth, nationality, professional training / higher education, professional experience specifying the employer, duration of employment, particular professional research experience with details of position and client as well as publications.

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 profile of your company with details of all projects undertaken

with description of work groups taking part, divisions or other organisation units, if with possible in the form of an organisation chart, and a distribution of staff members to these organisational units with their respective qualifications and experience. – **Not Applicable in this case**

- under the aspect of the organisation of project management and back-stopping

1.6 Listings of relevant, 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 **"Baseline of Targeted Public Distribution System(TPDS) in Madhya Pradesh**"

And should indicate the break up as per the details below. The cost template can be expanded further

Budget head	Description	Define the Unit	Number of Units	Cost/unit (INR)	Total (INR)
1. Professional Fees (Key personnel involved)					
Sub-total 1					
2. Tool Pre-Test Costs (incld key personnel involved, daily allowance/ per diems, travel and accomodation costs etc)					
Sub-total 2					
3. Training Costs (incld key personnel, daily allowance/ per diems, travel and accomodation costs, venue costs, consumables, stationery etc)					
Sub-total 3					
4. Field cost for data collection (incld key personnel, daily allowance/ per diems, travel and accommodation costs etc)					
Sub-total 4					
5. Quality Assurance During Field Work (incld key personnel, daily allowance/ per diems, travel and accommodation costs etc)					

Sub -total 5					
6. Others (printing costs, transcription costs, translation costs, communication, lumpsum travel costs to Delhi, lumpsum travel costs to Bhopal, lumpsum travel costs to districts, lumpsum travel costs within districts etc). TRAVEL DETAILS IN TERMS OF AIR/ TRAIN/ ROAD, NUMBER OF PERSONNEL, NUMBER OF TRIPS, UNIT COST ETC NEED TO BE CLEARLY PROVIDED					
Sub-total 6					
Total 1 (Sub-total 1+2+3+4+5+6)					
Institutional charges					
Total 2 (Total 1 + Institutional Charges)					
Service Tax					
Grand Total (Total 2+Service Tax)					

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 : August 4th‘ 2015

Clarifications to the queries : : August 11th‘ 2015

Deadline for submission of bids : August 17th 2015 by 17:30hrs

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
"Technical Proposal: Baseline of Targeted Public Distribution System(TPDS) in Madhya Pradesh"

Envelope 2
"Financial Proposal: Baseline of Targeted Public Distribution System(TPDS) in Madhya Pradesh"

The Outer envelope containing these two envelopes should be marked:

Proposal for "Baseline of Targeted Public Distribution System(TPDS) in Madhya Pradesh"

All copies of the bid must be submitted by courier/post/hand in letter form. ONLY ***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 "Proposal for "Tender Baseline of Targeted Public Distribution System(TPDS) in Madhya Pradesh"

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

Process for Application:

a. The technical proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information.

   1. Conceptual understanding of the Targeted Public Distribution System in India

2. Sample size for each district, approach & methodology for identification of the sample groups

3. Timeline and key deliverables

4. Team structure

5. Resource deployment

6. Monitoring mechanisms for quality assurance

7. Team Members with CVs

b. A separate financial component must contain an overall quotation in INR currency. Break-up of the budget should cover the following categories:
   a. Professional fees for key personnel (*The research agency should provide the proposed key personnel structure)*
   b. Travel costs to Bhopal
   c. Travel costs to district HQs from Bhopal
   d. Travel costs to baseline survey sites (villages/wards) within the survey districts
   e. Per diem and accommodation costs during pre-test, field work, quality assurance
   f. Others (communication, printing, transcriptions, report writing etc)
   g. Institutional charges
   h. Service Tax (if applicable)
   i. Total

Kindly use the budget template given under 1.8.

c. The technical proposal should be sealed in an envelope titled: “Technical Proposal: Baseline of Targeted Public Distribution System (TPDS) in Madhya Pradesh, India”

d. The financial proposal for should be sealed in an envelope titled: “Financial Proposal: Baseline of Targeted Public Distribution System (TPDS) in Madhya Pradesh, India”

e. **Evaluation of Proposals:** The evaluation of the proposals will be on the basis of:

- Combined Quality cum Cost Evaluation, wherein the technical proposal will be given 70% weightage and the financial proposal 30% weightage

- **Minimum 50 points are required in the technical bid evaluation for qualifying to open the financial bid**

- **Technical evaluation of the proposals will be undertaken based on the assessment grid (attached as annexure)**