

## **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 (electronically) by the authorized signatory and the letter must provide the following information;

- *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 also must be submitted in a pdf file and should be duly signed and stamped. The format of the same is separately attached

***\*No covering letter of technical proposal as well as for financial proposal should be unsigned.  
\*\*Technical & Financial proposals must be separate documents, techno-financial proposal or a merged file of technical & financial proposal will lead to disqualification***

#### **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.**

### **2. Consortium/joint venture**

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

### 3. Price offer

The price offer must contain the fee per expert, the travel costs (flight costs etc.) in local currency. 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 in pdf file along with technical bid in a separate document/folder marked Financial Bid with title of tender provided in point 5. Both the bids in same document shall be outrightly rejected.

### 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.

### 5. Bid submission

The procedure for proposal submission is as follows:

Technical & Financial bid must be submitted in pdf file in separate document/folder.

Tender Title: - “**83370570-Conversion of e-learning modules into regional languages for upskilling of MSME workforce in the life sciences sector**” to be used in both the proposals.

**PN: 19.2188.1-001.00**

### 5. Address to:

The Bids should be addressed in the name of:

**Head of Procurement**

GIZ Office India

And needs to be submitted at [gn\\_quotation@giz.de](mailto:gn_quotation@giz.de)

**Deadline for submission of bids : 13<sup>th</sup> December 2020**

**For clarifications/queries, Bidders are requested to write to us at following ids by 07<sup>th</sup> December 2020**

[neha.verma1@giz.de](mailto:neha.verma1@giz.de) with cc to [Johney.reberio@giz.de](mailto:Johney.reberio@giz.de)

***\*Queries must be sent to both the ids, mandatorily.***

***\*Kindly mention the complete title of tender, while submitting any query/correspondence on the said tender***

**All the queries will be responded by 09<sup>th</sup> December 2020 in a form of an FAQ, which will be uploaded in website.**

**Timeliness are :-**

**Deadline to receive queries : 07<sup>th</sup> December 2020 (details above)**

**Clarifications to the queries : 09<sup>th</sup> December 2020 (details above)**

**Deadline for submission of bids : 13<sup>th</sup> December 2020(details above)**

Please send the bids to [gn\\_quotation@giz.de](mailto:gn_quotation@giz.de) only.

## **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. The title of tender must be mentioned in the document.

## **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 project shall be awarded considering the evaluation of 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.