

Tender Notice

GIZ Country Office (India) is soliciting the bids from interested Legal Firms/companies for providing legal advisory services through public tender as per the terms and condition of tender documents.

Purpose of the tender

The purpose of this tender is to hire a professional legal firm to provide legal advisory services pertain to organisational matters, hereafter referred to as “**Legal Advisory Services**” to GIZ offices

Process of tender submission

The following documents are attached with the tender applications: -

- 1) Tender and Bidding Conditions
- 2) Terms of Reference
- 3) Grid for Assessing the Eligibility of Firms
- 4) Technical Evaluation
- 5) Financial template- Annexure- C
- 6) General Terms & Conditions

Interested bidders are requested to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned documents. Any deviation/ differentiation from the instruction will lead to disqualification of the tenderer from the bidding process.

The bid must reach to GIZ Country Office **on or before 28th August 2020** in below mentioned **EMAIL id** favouring: **Head of Contracts and Procurement.**

QN_QUOTATION@GIZ.DE

BIDS RECEIVED IN ANY OTHER EMAIL ID's SHALL BE SUMMARILY REJECTED

Please mark your email as;

Tender Ref: “Proposal for the legal advisory service to GIZ India- No. 83359255” Project title, GIZ Country Office”

Please send us two (02) separate folders in the email with file name as -

- a- Technical Proposal for legal advisory services (which shall include technical proposal and minimum eligibility documents as per TOR)
- b- Financial proposal – (In the format specified in TOR)

**we request all the interested bidders to frequently check the web portal for receiving any latest and revised information pertain to the above-mentioned tender. Information may be updated such as extension of bid submission dates, etc. keeping in view the ongoing Covid- 19 situations and implications.*

However, in case of seeking any technical/ or commercial clarifications pertain to tender: email can be sent to Procurement unit, which is acceptable

Please send your queries only via e-mail to johnney.reberio@giz.de and sanjay.dhar@giz.de marking the subject line “**Query for the legal advisory service to GIZ India- No- 83359255**”

- Deadline for sending queries is **05st August 2020**
- The queries will be answered latest by **18th August 2020** in the form of a single FAQ doc (if required).

Please refrain from making any personal / telephonic / telefax contact on the subject of this tender to any personnel of GIZ India.

We look forward to receiving your offers.

**Contracts and Procurement Unit
GIZ Country Office
India**