

Bidding Conditions

This assignment is for individual consultant.

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 and must provide the following information;

No covering letter of technical proposal as well as for financial proposal should be unsigned.

Name

Complete address

Email id and contact number

1.3 The financial proposal must be submitted in a pdf file only and must be duly signed. The format of the same is separately attached

Profile:

Two-page description of background, and competencies of the consultant 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. Price offer

The price offer must contain the fee per expert, the travel costs (flight costs, accommodation etc.) in local currency as specified in separately attached Financial template). 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 together with technical bid in a separate document marked Financial Bid with title of tender provided in point 5.

3. 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.

4. Bid submission

The procedure for proposal submission is as follows:

Proposal: Please make sure to submit technical proposal & financial proposal as 2 separate attachments in one email, any bidder sending a combined techno-commercial bid shall be immediately disqualified.

Tender Title: - “83366317 - IT consultant to provide advisory support for designing and managing web portals” to be used in both the proposals.

PN: 16.2081.4-001.00

5. Address to:

The Bids should be addressed to:

Head of Procurement
GIZ Office India

Deadline to receive queries : 06th November 2020
Clarifications to the queries : 09th November 2020

Deadline for submission of bids : 13th November 2020

Bids must be submitted to: qn_quotation@giz.de

Disclaimer: Proposal Technical/Financial submitted on any other email id will be rejected outrightly.

For clarifications/queries, Bidders are requested to write to us at neha.verma1@giz.de with cc to 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

Based on queries, FAQ will be prepared and shared with all bidders on the online portals where the tender has been made live.

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 taking into account 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.

9. Important notice –

We request all the interested bidders to keep checking the respective web portal for any latest and revised information pertaining to this tender.

Information may be updated such as extension of bid submission dates, method of bid submission etc. keeping in view the ongoing COVID - 19 situations and implications.