**TENDER**

for

Procurement of equipment’s for ‘IWRM Planning Resource Center’ for Madhya Pradesh and Tamil Nadu

**Tender Number: 91133049**

Date: 05.11.2019

(Single Envelop Bid System)

|  |  |
| --- | --- |
| **Particulars** | **Description** |
| Purpose of Tender | To select a vendor who could supply the materials for ‘IWRM Planning Resource Center’ for Madhya Pradesh and Tamil Nadu. |
| Tender reference number | 91133049 |
| Date of tender announcement | 05.11.2019 |
| Last date to submit pre-bid queries by the interested bidders | 08.11.2019 |
| Last date to provide clarification to the queries. All the queries will be answered in the form of (Frequently asked question) FAQ and will be uploaded on the website www.tendernews.com | 11.11.2019 |
| Last Date and time for submission of bids | 16.11.2019 |
| Mode of Submission | Technical and Financial bids to be submitted in sealed envelope as per the given instructions. |
| Validity of Bids/ Offered Price | 60 days from the last date of submission of bids 16.11.2019  The selected supplier shall not be able to vary from their financial bid until the completion of the Order, if awarded by GIZ. |
| Address for Bid Submission | The Head of Procurement  GIZ India  46, Paschimi Marg,  Vasant Vihar, New Delhi-110057 |
| Location of Site | location in Tamil Nadu & Madhya Pradesh  (For details, Refer Annexure – “7“) |

Dear Sir/ Madam

Technical and Financial bid in sealed single envelop are invited on or before last date for submission of bids, from established vendors for supply of materials to be delivered at Tamil Nadu & Madhya Pradesh.

The bid may be prepared as per the provisions mentioned in the following documents available:

1. Invitation to Tender- Scope of work and bidding conditions
2. Checklist of documents
3. Covering Letter from Bidder –– Annexure “1”
4. Declaration by bidder – Annexure “2”
5. Specifications – Annexure “3”
6. Document Submission – Annexure “4”
7. Financial Bid (Submission of Price) - Annexure “5”
8. Delivery Schedule – Annexure “6”
9. Delivery Locations – Annexure “7”
10. General Terms and Conditions

We look forward to receiving your offers.

With best regards,

Procurement Department

GIZ Office, New Delhi

**Background**

### Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German Government enterprise that provides services in the field of international development cooperation worldwide. In India, GIZ has been working jointly with partners for sustainable economic, ecological and social development since more than 60 years now.

**Scope of work:**

06 IWRM planning resource center would be set up at Tamil Nadu & Madhya Pradesh (03 on each state), to establish this Center GIZ will procure materials for the Center.

The selected bidder will supply and deliver the material as per the technical specifications and quantities as elaborated in Annexure 3. The selected bidder shall arrange at its own cost for any site visit and the responsibility of transportation /loading and unloading of materials shall be with the selected bidder.

The Nodal Officer at the Center shall acknowledge the receipt of material after due satisfaction with regard to material and quantity. A copy of such acknowledgment shall be submitted by the bidder with the invoice to GIZ.

The materials are categorized in 02 LOTS.

Refer Annexure 3.

LOT A : IT equipment (PC Device, Projector, LED TV, Camera)

LOT B : Electrical equipment (Inverter, Split AC, Handheld GPS)

***The bidders may submit the proposal and quote for all LOTS or any of the LOTS.***

Price should be quoted for all the items under each LOT (A & B). Incomplete proposal will not be considered for the evaluation.

# Tender Conditions

## Eligibility Criteria

### The bidder shall provide sufficient evidence to support the following criteria,

#### The bidder should have an annual turnover of at least 200% of the quoted amount in the last two financial years.

#### It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the bidder along with the bid.

## Preparation of Bids

### The bidder is required to independently examine the eligibility criteria, terms & conditions and specifications. Failure to furnish all or any of the required information will be at the risk of bidder and may result in the rejection of the bid.

### The bids and submission of related document shall be submitted in English language.

### The financial bids shall be submitted in Indian Rupees only in a prescribed format.

### The bid should be submitted with proper binding of documents with no loose paper.

### It should be signed with full name and full address should be provided along with contact details (contact number, communication address and email).

### Any alteration or corrections shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. The bids should be free from overwriting

## Clarification to the bidder(s)

### An interested bidder requiring any clarification in the tender may send the query through email only at proc-ind@giz.de as per the given timeline.

### Personal/telephonic/telefax contact on the subject of this tender will not be entertained and must be refrained

### Cost incurred towards submitting the bids will in any case not be reimbursed/paid by GIZ

## Submission of Bids:

### Single Envelop system will be followed. Both technical and financial bids shall be enclosed in a common envelop and submitted to GIZ as per the instructions mentioned in this tender.

### The bids shall be complete in all respect and the bidder shall submit all the relevant documents as described under this tender. If required, GIZ may solicit in writing further information from the bidder.

### The complete techno-commercial bid must be submitted in one big sized sealed envelope only marked with “Bid Offer against Tender Number “91133049*”* and shall be sent to:

### The Head of Procurement,

### GIZ Office, 46, Paschimi Marg

### Vasant Vihar, New Delhi – 110 057

### The bids received after due Date and Time or in unsealed or incomplete shape or bids submitted by Fax or by Electronic Mail will be summarily rejected.

### The bids should reach to the office of GIZ at aforementioned address on or before the closing date 16.11.2019. The closing time of the tender will be 11.59pm of the closing date. GIZ will not be liable or responsible for postal/courier delay, if any.

## Price Submission

### The price quoted should be exclusive of taxes (GST) and tax rate should be clearly indicated “Price Sheet – Annexure “5” transportation costs and any such other levies/ taxes that may be applicable by appropriate authority towards delivery of material at project site should be clearly defined.

### The tax rates should be clearly mentioned on the Price Sheet (Annexure – 5)

### If no mention is made regarding taxes in the price bid, it will be presumed that your rate is inclusive of taxes.

### The rate should be quoted in the prescribed form as per Annexure – 5.

## Evaluation of Tenders

### The technical bids shall be evaluated following the criteria as specified and documents submitted as per Annexure 4.

### In case GIZ requires further clarification from the bidders, the same shall be solicited in writing and the bidders shall furnish such information within two (2) working days from the date of such communication.

### GIZ will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are substantially responsive in confirming to all terms and conditions of the bidding documents without material, quantity and quality deviations.

### The evaluation of a bid by the GIZ will take into account, in addition to the price bid, all relevant factors such as compliance with the following:

#### Technical specification

#### Delivery schedule offered in the bid

## Award of Contract

### GIZ reserves the right to split the complete order into different bidders based on LOTS.

## Acceptance of Bid

### The final acceptance of bid, waiver of any formalities thereof, is entirely vested with GIZ, who reserves the right to accept or reject any or all of the bid in full or in part.

### GIZ would issue the letter of award only to the successful bidder.

### After acceptance of the bid, the bidder shall have no right to withdraw/modify its bid.

### GIZ at its discretion may call for any additional clarification(s), document(s) from any or all the bidders during the process of evaluation of bids in short notice.

# General Conditions

## Project Site

### The project site shall mean individual location “Tamil Nadu & Madhya Pradesh” address list attached.

### Delivery Schedule

### The bidder shall provide the delivery schedule as per Annexure – 6

## Liquidated Damages and Termination of Contract

### Except because of force majeure, if the bidder fails to perform the scope of work, to the satisfaction of GIZ, within the time period specified in the delivery schedule or within the extended time period if any, GIZ shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damage, a sum equivalent to 1% of the price of the un-performed work/ services for each week of delay until actual completion of work, up to a maximum deduction of 10%. Once the maximum is reached GIZ may consider termination of the contract.

## Force Majeure

### Force Majeure Events shall include the following events to the extent they satisfy the foregoing requirements:

* natural disasters, including but not limited to lightning, earthquake, volcanic eruption, landslide, flood, cyclone, typhoon, tornado
* any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, terrorist or military action
* any requirement, action or omission to act pursuant to any judgment or order of any court or judicial authority or Statutory Entity in India of any Law or any of their respective obligations under this Agreement
* expropriation and/or compulsory acquisition of the Project in whole or in part by any Government or Statutory Entity
* radioactive contamination or ionising radiation originating from a source in India or resulting from another Force Majeure Event excluding circumstances where the source or cause of contamination or radiation is brought or has been brought into or near the Project Site by the Affected Party or those employed or engaged by the Affected Party
* industry wide strikes and labour disturbances having a nationwide impact in India

Force Majeure Event shall not include the following conditions, except to the extent that they are consequences of a Force Majeure Event:

* delay in performance of any contractor or sub-contractor or their agents;
* non-performance resulting from normal wear and tear of plant, materials or equipment at the bidders facility;
* strike or labour disturbances at the facilities of the bidder;
* insufficiency of finances or funds or the agreement becoming onerous to perform;
* non-performance caused by, or concerned with, the bidder negligent and intentional acts, errors or omissions;
* failure to comply with Law; or

-breach of, or default under this Agreement

## Payment Terms

### 30% of bid price shall be paid as advance.

### Remaining amount shall be paid after successful delivery, inspection and testing of material at the project sites and after confirmation of project on receipt of goods in working condition.

\* If GIZ discovers upon examination, that any of the Products delivered are spoiled, damaged or otherwise defective, the Supplier shall replace such defective Products.

\* During inspection of the material by GIZ or by the agency appointed by GIZ before dispatch, if any discrepancy is found, with respect to quality, the entire lot of material is liable to be rejected at the expense of the bidder”.

Checklist of Documents

|  |  |  |
| --- | --- | --- |
| **S No** | **Category Name** | **Relevant Document** |
|  | Covering Letter on company’s Letter Head | As per Annexure –1 |
|  | Declaration on company’s Letter Head | As per Annexure – 2 |
|  | Acceptance to required technical specification. | As per Annexure - 3 |
|  | Document Submission | As per Annexure - 4 |
|  | Price Submission | As per Annexure - 5 |
|  | Delivery Schedule | As per Annexure - 6 |
|  | Delivery Locations | As per Annexure - 7 |

# Annexure 1: Covering letter

**Covering Letter**

**(To be submitted along with the Proposal/bid on company’s Letter Head)**

M/s …..……………………………………..

…………………………………………

…………………………………………

…………………………………………

…………………………………………

To,

The Head of Procurement

GIZ Office, 46 Paschimi Marg

Vasant Vihar, New Delhi – 110 057

**Subject:** Offer in response to Bid No. 91133049

Dear Sir/ Madam,

I/We the undersigned hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the bid.

The bid is being submitted as per the instructions mentioned in the tender documents.

(Signature of Bidder)

|  |  |
| --- | --- |
| Name of the Contact Person |  |
| Mobile Number |  |
| Email Id |  |
| Land line Number, if any |  |
| Office address |  |

# Annexure 2: Declaration by the bidder

**Declaration by the bidder (to be submitted along with the bid)**

I/We the undersigned (herein after referred to as manufacturer) having fully understood the nature of the work and having carefully noted design, specification, terms and conditions, etc. as mentioned in the bid document do hereby declare that,

1. All the requirements of the bid document have been understood properly and accordingly agree with all provisions of the bid document and accept all risks, responsibilities and obligations directly or indirectly connected with the performance of the bid.
2. All the relevant information with regard to proper execution of the proposed work have been understood, with respect to the proposed specifications, its intended end use, availability of required materials and labour etc.
3. Are capable of executing and completing the work as required in the bid and is financially sound to execute the scope of work as per the work execution schedule. We have sufficient experience and are competent enough to perform the contract up to the satisfaction of GIZ. We also give the assurance to execute the scope of work as per the specifications, terms and conditions on award of order.
4. We have no collusion with other bidders, any employee of GIZ or team engaged in executing the scope of work.
5. We have not been influenced by any statement or promises by any employee of GIZ or anyone from the team engaged by GIZ but only by the bid document.
6. We are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
7. We have never been debarred to undertake similar work by any Government undertaking/department.
8. The submitted offer shall remain valid for acceptance for 60 days from the last date of submission of bid.
9. All the information and the statements submitted with the bid are true to the best of knowledge.

(Signature of Bidder)

Name:

Seal/Stamp:

Date:

# Annexure 3:

**Specifications for Material to be procured for 06 IWRM planning resource center at Tamil Nadu & Madhya Pradesh (03 on each state).**

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Specifications** |
| **LOT 1** | | |
| 1 | All-in-One PC | * Screen and CPU is required in a combined unit * screen size: 22" (± 2 inch) * Intel® Core™ i5-6500 Processor with Intel HD Graphics 530 (3.2 GHz, up to 3.6 GHz with Intel Turbo Boost, 6 MB cache, 4 cores) * Windows 10 Pro 64 * 500 GB 7200 rpm SATA  4 GB DDR4-2133 SDRAM (1 x 4 GB)  * 50.80 cm(20) diagonal TN widescreen WLED backlit anti-glare non-touch LCD * Intel® HD Graphics 530 |
| 2 | Multifunction Printer (A3 & A4) | * Functions: Print, Copy, Scan * Type of printing: Ink Jet * Minimum resolution: 5760 dpi or higher * Duplex printing required: Yes (Manual) * Network facility required: Yes * Memory: 1.5 GB, 16 GB SSD * Processor speed: 1.5 GHz * Network facility required: Yes * Paper Capacity: Input - 100, Output – 50 * Display: 20.32 cm (8 inch) CGD (Colour Graphics Display), Cap touchscreen |
| 3 | PROJECTOR | * Resolution - XGA * Colour Brightness - 3,200/3,600 ANSI lumens * Contrast Ratio - 15,000:1 * Zoom: 1.08 - 10.8 m * Projection Lens F Number: 1.58 - 1.72 * Projection Lens Focal length: 16.9 - 20.28 mm * Focus Method : Manual * Projection distance: 30” - 300” [1.08 - 10.8 m] * Projection ration(Wide - Tele): 1.0 - 1.2 * Throw Ratio (Wide -Tele): 1.48 - 1.77 * Lamp life (Normal / Economy): 1: 5,000 hours / 10,000 hours * Internal Speaker required: Yes |
| 4 | LED TV | * Type of Screen: Flat * Technology: FULL HD * Screen Size: 49” ( ± 2” ) * Internet Connectivity required: Yes * Screen Resolution: 1,920 × 1,080 * USB Port: yes (1) * HDMI port: Yes (2) * Mounting Kit Required: Yes |
| 5 | Conference Camera | * Conference and Connect is a portable, all-in-one video conference solution with HD 1080p video, professional audio, and multi-device connectivity for small group collaboration. |
| **LOT 2** | | |
| 1 | Split AC | * Type of AC : Normal * Star Rating : 5 Star * Capacity : 1.5 Ton * Feature : Cooling only |
| 2 | Inverter & Battery | * 2KVA (Minimum) Sine Wave Home UPS * Two 150 Ah Tubular Battery |
| 3 | Handheld GPS | * 2.2 inch 65k colour sunlight readable * 3.0 GB of internal memory and micro SD card slot   WAAS-enable receiver, hotfix satellite prediction and GLONASS support |
|  | **Agree to supply as per specifications**  **Supplier** | |

# Total Quantities for the Centre

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Total Quantities for center** |
|  | | |
| **LOT 1** | | |
| 1 | All-in-One PC | 18 nos Total (9 Madhya Pradesh 9 Tamil Nadu ) |
| 2 | Multifunction Printer (A3 & A4) | 6 nos Total (3 Madhya Pradesh 3 Tamil Nadu ) |
| 3 | PROJECTOR | 6 nos Total (3 Madhya Pradesh 3 Tamil Nadu ) |
| 4 | LED TV | 6 nos Total (3 Madhya Pradesh 3 Tamil Nadu ) |
| 5 | Conference Camera | 6 nos Total (3 Madhya Pradesh 3 Tamil Nadu ) |
| **LOT 2** | | |
| 1 | Split AC | 6 nos total (3 Madhya Pradesh 3 Tamil Nadu ) |
| 2 | Inverter & Battery | 6 nos total (3 Madhya Pradesh 3 Tamil Nadu ) |
| 3 | Handheld GPS | 18 nos total (9 Madhya Pradesh 9 Tamil Nadu ) |
|  |  |  |

# Annexure 4: Document Submission

**Annexure – 4: Document Submission**

1. **Checklist**

Bidder should confirm that following documents has been submitted along with the bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Documents** | **Yes** | **No** |
|  | Covering letter as per prescribed format (Annexure 1) |  |  |
|  | Declaration on Company’s letter head with complete contact details as per prescribed format (Annexure 2) |  |  |
|  | Agreement of Technical Specification (Annexure 3) *Signed and stamped* |  |  |
|  | Price bid as per prescribed format (Annexure 5) |  |  |
|  | Delivery Schedule: Total time frame required for supply of material (Annexure 6) |  |  |
|  | Filled checklist (Annexure 4) |  |  |
|  | Further documents required as per section 2 below |  |  |

1. **Bidders to provide following information and need to attach documentary evidence in support of each of them**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Description** | **Relevant document to be submitted** | **Documents Submitted** | |
| **Yes** | **No** |
|  | Annual turnover of at least 200% of the quoted amount in the last two financial years. | Copy of audited statement by CA. |  |  |
|  | It should possess the documents showing registration e.g. GST, PAN, etc. Self-attested copy of the documents should be furnished by the bidder along with the bid. | Copy of Pan card  Copy of GST number |  |  |

Signature of the bidder

Name:

Seal / Stamp

# Annexure 5: Price bid submission

Separate excel for price submission enclosed with the tender document.

Also please insert rows in the price submission format (in case of any additional info/charges etc.)

# Annexure 6: Delivery Schedule

**Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Description** | **Expected Plan (GIZ)** | **Plan Proposed by the bidder** |
|  | **Date of Purchase Order / Award of Contract** | **D0 (Day 0)** |  |
|  | **Complete Delivery of all LOTS/ SPECIFIC lot** | **D0 + 30 days** |  |

Name of the Supplier:

Signature & Stamp

Date

# Annexure 7: Delivery Locations (Complete Address)

**Tamil Nadu (01 location)**

Director of Rural Development and Panchayat Raj

MGNREGS- Tamil Nadu

Panagal Maligai Building, 2.5 floor and 4th floor,

Jeenis Road, Saidapet, Chennai-600015

(Phone and Fax: 044-24321405, 24321126,24321382)

**Madhya Pradesh (03 locations)**

1. Bhopal- State Employment guarantee Council, Narmada Bhawan, Arera Hills, Bhopal, Madhya Pradesh- 462011
2. Barwani- Zilla Panchayat, Rajwada, Barwani, Madhya Pradesh -451551
3. Tikamgarh - Zilla Panchayat, Composite Collectorate Building, Jhansi road, Tikamgarh, Madhya Pradesh -472001