

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

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

Name and designation of – Authorized Signatory

Complete address of Company / Firm

Email id and contact number of the Authorized signatory.

****in case electronic signatures are not possible, then the same shall be mentioned in the technical proposal and request to consider email confirmation***

- 1.3 The financial proposal must be submitted in a **digital format** only, and must be on company's letter head, duly signed by the authorized signatory. The format for submitting the financial proposal is attached at **Annexure (i)**

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

You are requested to be ready with your price proposal, however you are not required to send your price proposal with technical proposal in first stage. As per process, you are first required to submit the technical proposal in first stage and thereafter price proposal shall only be submitted based on our confirmation email in case you are technically qualified in second stage of tender process.

There shall not be a gap of more than 30 days between the submission of technical and financial proposal.

Price quotation is to be submitted in a **separate folder** marked Financial Bid for **“Tender to design and create communication material for PM-KUSUM Scheme”** as per stipulated timeline indicated in our confirmation mail.

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.

4. Electronic Bid submissions

As indicated the bids shall only be submitted electronically and only in the email ID's as mentioned in the mail. The following process needs to be followed by the bidder to submit the bid;

- a) The bid shall be submitted electronically with separate submission of technical as well as financial proposal. **In a simpler means, there shall be two submission of proposal (if technically qualified in 1st stage) as per the timeline mentioned.**
- b) The bidder needs to submit the technical proposal on or before the date of submission of bid. **As reiterated above, No financial proposal must be submitted at this stage.**

- c) Once the technical bids are assessed by our technical team, and the agencies/bids who are found technically qualified will be informed. Therefore, financial proposals shall be sought from only these agencies who are technically qualified. All the successful bidder will be notified a **fixed day/ and time window of 4 hours** to submit the financial offer. **Financial offers which does not receive during the window of 4 hours of stipulated day will be not entertain in any manner.**
- d) The bidders have to submit the technical proposal as well as financial proposal on the following **two** email ids -mandatorily.
johney.reberio@giz.de and sanjay.dhar@giz.de
- e) Bidders are requested to clearly specify the title of the Tender, as mentioned in Tender Notice.
- f) **For clarifications/correspondence, Bidders are requested to write to us at** johney.reberio@giz.de and sanjay.dhar@giz.de

PN: 16.2081.4-001.00/8335 1520

5. Bids/Covering letter must be addressed to:

Head of Procurement

GIZ Office India
46 , Paschimi Marg, Vasant Vihar
New Delhi 110 057
Tel: +91-11-49495353

Deadline to receive queries	: 14th April' 2020
Clarifications to the queries	: 17th April'2020
Deadline for submission of bids	: 30th April' 2020

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 (section 3 herein). The front of the envelope is to be clearly marked:

“Tender to design and create communication material for PM-KUSUM Scheme”.

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 eligibility of the bidders in terms of relevant experience/financial stability will be assessed. Refer Grid for assessing the eligibility of consulting firms. The bidders have to provide documentary proof to meet the required criteria. The documents can be sent alongwith technical proposal.

The technical assessment of the proposals will be undertaken for the only bidders who qualify in eligibility grid as mentioned above. (Refer technical assessment grid).

The project shall be awarded taking into account the evaluation the 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.

Annexure (i)

Format Financial Proposal

Financial Proposal should be **duly signed and on company's letter head**, clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

The Consultants should quote as detailed in the ToR

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
GST (if applicable)	
Total Cost	

FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES

Name of Expert(s)	Designation	No. Of Days	Daily Fee Rate in INR	Total Fee (No. Days x Fee)
Sub Total				
GST				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost(INR)
Vehicle hire / Local Transport			
Airfare			
Accommodation			
Per diem for staff			
Others(please specify)			
Total			