

**TENDER**

for

**Procurement of H 13 Airpurifiers for GIZ Offices**

**Tender Number: 91141642**

Date: 17 August 2020

**(Single Envelop Bid System)**

### Brief Tender Notification

Particulars	Description
Purpose of Tender	Procurement of H 13 Air Purifiers for GIZ Offices
Tender reference number	<b>9114 1642</b>
Date of tender announcement	<b>17 August 2020 (Monday)</b>
Last date to submit pre-bid queries by the interested bidders	<b>21 August 2020</b>
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	<b>26 August 2020</b>
Last Date and time for submission of bids	<b>31 August 2020 (Monday)</b>
Mode of Submission	Bids to be submitted in GIZ India's audit proof email ID as per the given instructions.
Validity of Bids/ Offered Price	90 days from the last date of submission of bids i.e. 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 Contracts and Procurement GIZ India, GDCO Office 46, Paschimi Marg, Vasant Vihar, New Delhi-110057
Location of deliveries	<ul style="list-style-type: none"> <li>• B5/1 Safdarjung Enclave New Delhi</li> <li>• B5/2 Safdarjung Enclave New Delhi</li> <li>• B5/5 Safdarjung Enclave New Delhi</li> <li>• A2/18 Safdarjung Enclave New Delhi</li> <li>• 46, Paschimi Marg, Vasant Vihar, New Delhi</li> </ul>

## Tender Notice

**GIZ Country Office (India) is soliciting the bids from interested suppliers/companies to supply H13 Air purifiers through public tender and as per the terms and condition of tender documents.**

### Purpose of the Bid

Procurement of H13 Air Purifiers

### Process of tender submission

The following documents are attached with the tender applications: -

- 1) Terms of Reference
- 2) Sample covering Letter- Annexure- A
- 3) Sample declaration Letter- Annexure- B
- 4) Price Proposal Template – Annexure- C
- 5) 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 31<sup>st</sup> August 2020 (Monday)** in the below mentioned email ID Only-

**qn\_quotation@giz.de; QN\_Quotation@giz.de**

addressed to: **Head of Procurement**, GIZ Country Office, German Development Cooperation office, 46 Paschimi Marg, Vasant Vihar, New Delhi- 110057 (India)

Please mark your email

- **Tender Ref: “Supply of H13 Air purifiers for GIZ Office, No 91141642**

***Bids received in any other manner, ie- hard copies, fax or in any other email ID shall be summarily rejected***

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

**In case of seeking any technical/ commercial clarifications pertain to tender:**

Please send your **queries** only via e-mail to [johney.reberio@giz.de](mailto:johney.reberio@giz.de) and [sanjay.dhar@giz.de](mailto:sanjay.dhar@giz.de) marking the subject line **“Query for Tender No 91141642, Supply of H 13 Air purifiers, GIZ India”**

- Deadline for sending queries is **21 August 2020**
- The queries will be answered latest by **26 August 2020** by email in the form of a single FAQ doc (if required).

**Please refrain from making any personal / telephonic / telefax contact about this tender to any personnel of GIZ India.**

We look forward to receiving your offers.

**Contracts and Procurement Unit**

**GIZ Country Office**

**India**

## **TERMS OF REFERENCE**

### **Background:**

For over 60 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been working jointly with partners in India for sustainable economic, ecological, and social development.

The focal areas of Indo-German cooperation currently are:

- Energy
- Environment, Climate Change and Biodiversity
- Sustainable Urban and Industrial Development
- Sustainable Economic Development

The Federal Ministry for Economic Cooperation and Development (BMZ), the Federal Ministry of the Environment, Nature Conservation and Nuclear Safety (BMU) as well as the Federal Ministry for Economic Affairs and Energy (BMWi) are the main commissioning parties of GIZ in India. Other clients include Indian public sector clients, the European Union and foundations.

The GIZ Country office in New Delhi, India is responsible for Financial, Administrative and Human Resource management functions covering the GIZ activities in India and the region. The website of GIZ is [www.giz.de](http://www.giz.de)

### **Purpose of the Tender**

GIZ India would like to procure certified H13 air purifiers (2-3 ACH) for offices in New Delhi.

### **Standard Criteria's of H 13 Air purifier Machines**

- The H 13 Certified air purifiers shall provide High-efficiency particulate air purification mechanism that must remove at least 99.97% of particles whose diameter is equal to 0.3 µm, with the filtration efficiency increasing for particle diameters both less than and greater than 0.3 µm.
- The Models of H 13 air purifiers shall be portable and ready to install and remove.
- The models of H 13 Air Purifier shall have the certification with regard to the filter type from internationally recognized bodies/organizations.
- The model of H13 Air purifiers should comply with the technical specifications enclosed with the tender documents.

## Specifications for H13 Class HEPA Air Purifiers

The technical specifications of the H 13 air purifiers as required by GIZ are as below-

<b>General requirement</b>	High-efficiency particulate air (HEPA, H13 grade) purifier machines that must remove atleast 99.97% of particles whose diameter is equal to 0.3 µm, with the filtration efficiency increasing for particle diameters both less than and greater than 0.3 µm.  Portable and plug & play type.
<b>Type of Filter</b>	HEPA filters with ability to capture microbes including harmful bacteria, dust, pollen, and other harmful airborne particulates down to 0.3 µm.  Filters must be H13 grade or higher certified by Internationally recognized bodies/certifications such as EN 1822 (European) or equivalent. Copy of the certificate for the offered filters must be provided.  Specify type of particulates filtered (fine dust, medium dust and coarse dust, bacteria etc.) and size (surface area) of each, Gases filtration - optional (provide details if available).  Life of filters must be of reasonable duration according to Delhi pollution conditions.
<b>Filter indicator</b>	Should have filter change indicator
<b>Programmable</b>	Machine should be programmable for turning on and off at specified time each day of the week.
<b>Leak tested</b>	Machine should be leak tested. Test reports to be provided.
<b>Total system efficiency</b>	≥ 99.97% for particles ≥ 0.3 microns
<b>Dimensions</b>	Portable [example, H 22-32" X D 11 - 16" X W 10-15"]
<b>Weight of system incl. filters</b>	Portable (example, 20 - 46 lbs)
<b>Power requirements</b>	Machines should be 230V, 50 HZ compatible for Indian power systems.
<b>Control panel</b>	Touch panel with Remote control
<b>Air Delivery</b>	250 cfm on max speed
<b>Fan Speeds</b>	Provision for adjustable fan speeds to adjust the air intake.
<b>Operating temperature</b>	-10 to +40 °C
<b>Humidity</b>	Machine to automatically deliver about 50% RH (45% to 60% range).
<b>Auto on feature</b>	Should have auto-on feature in case of power outage.
<b>Warranty</b>	Should have 3 year Warranty.

## Quantities Required

- H 13 Air Purifier (smaller size)- **17 Machines**
- H 13 Air Purifier (Bigger size)- **54 Machines**

**Note- This are tentative number and may increase or decrease at the time of issuing purchase order, however the indicative numbers shall not get decrease less than 5 percent**

## Delivery Locations

The deliveries shall be done FOC to below mentioned GIZ Offices. Exact quantities will be informed to winning company.

- 1 ) B-5/1 , Safdarjung Enclave ,New Delhi -110029
- 2) B-5/2 ,Safdarjung Enclave ,New Delhi – 110029
- 3) B-5/5 ,Safdarjung Enclave ,New Delhi – 110029
- 4) A2/18, Africa Avenue,Safdarjung Enclave,New Delhi -110029
- 5) GDCO ,46 Paschimi Marg,Vasant Vihar ,New Delhi - 110057 .

## Minimum Eligibility Criteria for participation in tender process

- The agency / company must have a minimum experience of **02 year** pertain to Manufacturing, supply or distribution of Air Purifiers including after sale service/AMC.
- The agency / company must possess a valid PAN, TIN, and GST Number. In case of Agencies, please provide authorised dealer/franchise certifications from the respective company .
- The agency must have a minimum client list of **10 medium/ large size companies**.
- The company/agency must have minimum annual turnover of **INR 200 Lakhs** and above during last two financial years.

## Documents to be submitted with the financial proposals

- Documents pertain to the legal status of organisation (Certificate of Incorporation/Registration/Memorandum/Partnership deed etc)- **Mandatory**
- Copy of PAN, TIN and GST Registration- **Mandatory**.

- Copy of annual statement of income tax return – last two financial year.- **Mandatory**
- Reference of 5 established clients (As per the template) for reference check- **Mandatory**.  
Following details should be provided for each client:
  - (a) Name of Company
  - (b) Name and Contact of person with email id and mobile number
  - (c) Total tenure with the organization
- Quality Certifications- any ISO, Quality or any Green certification – Desirable though not mandatory

***Company shall also declare that no child labour engaged in their organisation directly or indirectly. (As per Annexure- A)***

***Self certification to the effect that the tenderer has not been blacklisted by any company or its contract has been terminated on account of poor performance. (As per Annexure-A)***

#### **Submission of Bids:**

- The tender documents duly completed should be submitted in email with subject line as - **Tender Ref: “Supply of H13 Air purifiers, No- 91141642** and shall be sent as per instruction provided in Tender Notice
- 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.

#### **Price Submission**

- The price quoted should be exclusive of taxes (GST) and tax rate should be clearly indicated **“Price Sheet – Annexure “D”** and any such other levies/ taxes that may be should be clearly defined.
- If no mention is made regarding taxes in the price bid, it will be presumed that your rate is inclusive of taxes

#### **Opening and Evaluation of Tenders**

- The following Tenders shall be **DISQUALIFIED:**
  - Bids/Proposals received after deadline of submission.
  - Bids/Proposals submitted by fax/hard copy or any other email ID's except specified in tender documents.
  - Incomplete Bids.
  - Bidders not meeting eligibility/commercial suitability



- The Financial bids will be evaluated only in respect of those firms, which meet the technical bid criteria mentioned above by submitting all relevant documents and declaring child labour/blacklisting declaration.
- Based on the offers presented, the different proposals will be scored for excellence and final selection will be made of the best of the offers with lowest prices and as per the quality of make/brand recommended by GIZ in List of specifications.
- Any arithmetical error by the Bidder in pricing the List of Specifications/Annexure D or in the additions or in carrying forward subtotals to the summary or to the Tender shall be corrected during the evaluation of the Tenders. In such cases the Tender sum shall be adjusted accordingly, and the Bidder shall be informed. It shall be assumed that the unit price rates entered in the List of Specifications/ Annexure D, are correct.
- GIZ does neither bind himself to accept the lowest Tender or any Tender, nor will he be responsible or pay for expenses or losses, which may be incurred by any Bidder with the preparation of his Tender.

### **Cancellation of Tendering Action**

- The Tendering Action can be cancelled, if
  - (a) No Tender has been received which corresponds to the Tender Conditions,
  - (b) There have been substantial changes to the basis of the Tendering Action, or
  - (c) There are other serious reasons for such a cancellation.
- The Bidders shall be informed without delay of the cancellation of the Tendering Action by the GIZ or his authorized representative and of the reasons for the same.
- This tender notification does not entail any commitment on the part of GIZ, either financial or otherwise. GIZ reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.
- Cost incurred towards submitting the bids will in any case not be reimbursed/paid by GIZ

\*\*\*\*\*

## Annexure A: Covering letter

### Covering Letter (To be submitted along with the Proposal/bid on company's Letter Head)

M/s .....

.....

.....

.....

.....

To,

The Head of Contracts and Procurement  
GIZ India, GDCO Office  
46, Paschimi Marg, Vasant Vihar  
New Delhi – 110 057

**Subject: Offer in response to Tender No. ....**

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.

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

**(Signature and stamp of Bidder)**

## Annexure B: 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, never been blacklisted or our companies' contract been terminated due to poor performance
8. The submitted offer shall remain valid for acceptance for 90 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.
10. We are not engage in any kind of child labour nor any of our partner/suppliers are indulge in any child labour activities.

(Signature and stamp of Bidder)

Name:

Seal/Stamp:

Date:

## Annexure C: Price Proposal Template

(To be submitted on company's Letter Head)

Specifications as per GIZ requirements	Model Name/No. Recommended by Company	Total Qty	Cost of Single Unit	Total Cost of all Units
H 13 Air purifiers (Smaller sizes)		17 Machines	-	-
H 13 Air purifiers (Bigger sizes)		54 Machines	-	-
Taxes				
Freight (if any)				
<b>TOTAL</b>				

**Note-**

***Please ensure to indicate the proposed model/brand/make of your recommended H 13 Air purifier***