

Invitation to Tender

Project title: HP Forestry Project

Project No: 11.2210.0.003.00

Purpose of Bid: Preparation and submission of detailed proposal for supply of Ecotourism equipment for implementation of activities at the project sites.

The equipment's needs to be delivered / installed at the following address;

**GIZ HP-FES Project,
Matsubara Building,
Near HFRI Sargheen,
Shimla 171009**

Contact Person : Ms. Khatila Walling → Mobile Nr : 082948 70195

Dear Sir

We are pleased to send in attachment following documents for reference:

- 1) Tender and Bidding Conditions – Annexure “A”
- 2) Submission of Documents – Annexure “B”
- 3) Detailed List of Equipment's – Annexure “C”
- 4) General Terms & Conditions

Electronic Bid submissions

The bids/Proposal shall only be submitted electronically and only in the email ID's as mentioned below. The following process needs to be followed by the bidder while submitting the bid;

- a) The bid/techno-commercial shall be submitted electronically with separate folder for submission of documents. **In a simpler means, there shall be two submission of proposal in one email (techno-commercial offer and document submission against Annexure B).**
- b) The proposal must be submitted on company letter head with complete address, email address and contact details of the authorized person.
- c) The bidder needs to submit the proposal/documents on or before the date of submission of bid.
- d) The bidders have to submit the proposal as well as required documents 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 specified above.
- f) **For clarifications/correspondence, Bidders are requested to write to us at**
johny.reberio@giz.de and sanjay.dhar@giz.de

Please mark your email/Correspondence **Tender Ref: “Proposal for “Procurement of Ecotourism Equipment’s for HP-FES Project”**

Please **send your queries (if any) only via e-mail** to above mentioned email ids marking the subject line **“Query on “Proposal for “Procurement of Ecotourism Equipment’s for HP-FES Project””**

Deadline for sending queries to GIZ is 8TH May’2020

The queries will be answered latest by **14TH May 2020** via email OR in the form of a single FAQ doc (if required).

Please refrain from personal / telephonic / telefax contact on the subject of this tender

**Bid/proposals must be submitted electronically on the email ids specified above:
on 25th May’2020.**

Kindly specify following data in your proposal/correspondence:

1. Tender Number : **9113 8704**
2. Works to be undertaken : **“Procurement of Ecotourism Equipment’s for HP-FES Project”**
3. Ref PN : **11.2210.0.003.00**

We look forward to receiving your offers.

TENDER / Bidding CONDITIONS
For Bidders

1. GENERAL

- 1.1 The Tender must comply with the following conditions and instructions. Failure to do so is liable to result in the rejection of the Tender.
- 1.2 "Bidder" means any person or persons, partnership, firm or company being prequalified and submitting fully priced Bill of Quantities/Requirements in accordance with the Tender.
- 1.3 All recipients of the Tender Documents shall, whether they submit a bid/Tender or not, treat the details of these documents as confidential.

2. TENDER DOCUMENTS

- 2.1 The Tender must be duly completed in ink or in print. The Tender Documents and accompanying documents shall be endorsed/approved or signed by the Bidder or his legally authorized representative and be returned to the address according to the Invitation to Tender
- 2.2 Bidders have to submit their bids & other requested documents **in electronic version as mentioned above. REF: Procurement of Ecotourism Equipment's for HP-FES Project"**

The submission of statutory documents must consist of;

- a) Capability statement / Profile of Company
- b) List of at least three similar supplies executed in the area. This excludes the supplies provided at GIZ Offices/Projects
- c) Legal status of firm – i.e. Partnership Deed/MoA, Proprietorship Firm, Pvt Ltd Firm, (also provide with Registration Certificate / Inception Certificate/Other relevant documents)
- d) Reference letter from minimum 2 prestigious client(s) in last 1 years testifying
 - (a) Quality of equipment
 - (b) Timely delivery & installation
- e) Total turnover over the last 2 years (Self attested Report / Balance sheet)

Non-submission of above documents by any supplier could lead to rejection of bid.

ANNEXURE "A"

The **financial proposal** must consist of;

- (a) The detailed and comprehensive price bid indicating, quantity and cost of each items described in the attached List of Equipments/BoQ (**Annexure C**) to this tender.
- (b) The bidder has to strictly adhere to the quality of brand and specifications of the Equipment's. The bidders are requested to mention the brand/make of each equipment.
- (c) Any suggestions / options can be submitted on separate sheet, clearly indicating the suggested option – without changing any content in the approved List of Equipment (Annexure C) sheet.

2.3 The validity of the offers should be at least for 60 days from the date of deadline for submission of bids.

2.4 The price bid shall be unchanged up to the installation and delivery of equipment's at Site.

3. QUALIFICATION OF BIDDERS

3.1 Intending firms are expected to be experienced in the supplying the material/equipment, capable of communicating professionally and clearly in English language both verbally and in writing. Rapid response to the client's inputs and efficiency is expected of the selected contractor.

3.2 Bidders to clearly indicate in their bids, Quality of material including brand/make. Bidders have to submit the proposals as per List of Equipments/BoQ attached to the Tender Package.

4. MODIFICATIONS / ADDITIONAL OFFERS

4.1 The Tender may contain only the prices and statements required in the Tender Documents and shall duly endorsed/approved OR signed authorized person. Any addition to, deletion or alteration of the Tender Documents may result in the rejection of the Tender.

4.2 Proposals for modifications and additional offers shall be made in a separate annex and must be clearly marked as such.

5. PRICES / PAYMENT TERMS

5.1 30% Advance payment made after signing of Purchase Order. Any advance payment requested by supplier above 30% shall be paid only against irrevocable Bank Guarantee only. The bank guarantee must be valid for 90 days from the date of signing of the Contract.

70% of payment shall be released after successful delivery/installation of all the equipment's at site. The payment will also released within 10 working days after receipt of Invoice and Delivery challan at GIZ HP-FES Project.

- 5.2 All prices (unit prices, & settlement rates,) shall be stated **without** tax (VAT, GST or alike). The amount of applicable tax shall be added as the last item on the summary sheet of the BoQ Tender.
- 5.3 Prices must be quoted for all items in the List of Equipment's/B.O.Q
- 5.4 Bids shall include a copy of PAN Card and GST Registration and Cancelled Cheque of the bidding firm.
- 5.5 T.D.S will be deducted if applicable on all payments made under this Order.

6. **AMBIGUITIES**

- 6.1 If, in the Bidders opinion, the Tender Documents contain ambiguities, which might influence the calculation of the prices, the Bidder shall indicate this to GIZ by letter or send an email on the above mentioned email ids. before submitting his Tender within **7** days after the receipt of the Tender Documents. Necessary clarification will be made by GIZ.
- 6.2 In the event that GIZ sends/uploads the Letter / email to the Bidders during the tendering period in order to comment, clarify, or modify the Contract Documents, such letters / email shall become an integral part of the Contract Documents and it shall be assumed that they have been taken into account by the Bidders in drawing up their Tender.

7. **OPENING OF TENDERS**

- 7.1 Tenders which were not received prior to the submission time and date shall be specified separately in the minutes or addendum thereto. The time of receipt and the reason for the delay of the receipt shall be noted. Emails/ proposals and other means of proof shall be kept in safe custody.
- 7.2 The following Tenders shall be **excluded:**
- (a) Bids/Proposals received after deadline of submission.
 - (b) Bids/Proposals submitted by fax.

8. **EVALUATION OF TENDERS**

- 8.1 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 material recommended by GIZ in List of Equipment's/BoQ.

The bidders are required to **provide documentary evidence** in support of criteria mentioned in the Annexure "B".

- 8.2 Any arithmetical error by the Bidder in pricing the List of Equipment's/Bill of Quantities 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 Equipment's/Bill of Quantities are correct.

8.3 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.

9. CANCELLATION OF THE TENDERING ACTION

9.1 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.

9.2 The Bidders shall be informed without delay of the cancellation of the Tendering Action by the GIZ or his authorised representative and of the reasons for the same.

9.3 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.
