

## ADDENDUM

### Tender Notice

GIZ Country Office (India) is soliciting the bids from interested suppliers/companies towards the supply of Laptops through public tender as per the terms and condition of tender documents.

#### Purpose of the Bid

Supply of Laptops as per prescribed technical specifications mentioned in tender documents.

#### Process of tender submission

The following documents are attached with the tender applications: -

- 1) Tender and Bidding Conditions – Annexure “A”
- 2) Submission of Documents – Annexure “B”
- 3) Detailed List of Specifications – Annexure “C”
- 4) 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 25<sup>th</sup> June' 2020** in a **sealed envelope only** at the below mentioned address favouring: **Head of Contracts and Procurement**

**GIZ Country Office, German Development Cooperation office, 46 Paschimi Marg, Vasant Vihar, New Delhi- 110057 (India)**

Please mark your envelope

- **Tender Ref: “Proposal for the supply of office Laptops to GIZ India- No- 91138611”**
- **Project Title: GIZ Country Office**
- **Project No: 99.9245.4-001.00**

***\*we request all the interested bidders to keep checking the web portal [www.tendernews.com](http://www.tendernews.com) for any latest and revised information pertain to the above-mentioned 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.***

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

Please send your queries only via e-mail to [johny.reberio@giz.de](mailto:johny.reberio@giz.de) and [sanjay.dhar@giz.de](mailto:sanjay.dhar@giz.de) marking the subject line “**Query for Tender No- 91138611, Supply of Office Laptops to GIZ**”

- Deadline for sending queries is **15<sup>th</sup> June'2020**
- The queries will be answered latest by **18<sup>th</sup> June' 2020** by email in the form of a single FAQ doc (if required).

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

We look forward to receiving your offers.

**Contracts and Procurement Unit  
GIZ Country Office  
India**

**ANNEXURE "A"**

**TENDER CONDITIONS**

**1. GENERAL**

- 1.1 The Tenderer must comply with the following conditions and instructions. Failure to do so will lead to disqualification/rejection of the tenderer.
- 1.2 "**Bidder**" means any person or persons, partnership, firm or company being prequalified and submitting fully priced proposal/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 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 **only in hard copy and in Single envelope marking** “

**Proposal for the supply of office Laptops to GIZ India- No- 91138611”**

The proposal must also consist of;

- a) Capability statement / Profile of Company
- b) Legal status of firm

- 2.3 The supplier has to submit the necessary documents as specified in **Annexure B**

***Non-submission/Partial submission of documents mentioned in Annexure "B" by any supplier could lead to rejection of bid.***

**The financial proposal** must consist of;

- (a) The detailed and comprehensive price bid indicating, cost of items described in the attached List of Specifications (**Annexure C**) to this tender.

- (b) The bidder has to strictly adhere/maintain to the quality of brands and specifications that GIZ is maintaining in its Offices. It is therefore recommended that bidders should mention name of the brand/make while submitting the unit rates/proposal.
  - (c) Any suggestions / options can be submitted on separate sheet, clearly indicating the suggested option – without changing any content in the approved List of Specifications (Annexure C) sheet.
  - (d) The financial proposal must be on company letter head, duly signed by the authorised signatory. The financial proposal must mention the name, email and phone number of the concerned signatory.
- 2.5 The validity of the offers should be at least for 60 days from the date of deadline for submission of bids.
- 2.6 The price bid shall be unchanged up to the delivery of Laptop/Equipment's at Site.

### **3. QUALIFICATION OF BIDDERS**

- 3.1 Intending firms are expected to be experienced in the supplying the laptops/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 have to submit the proposals as per specifications (Annexure C) 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 Payment will be made after supply and installation of actual number of laptops/equipment's at a particular site.
- 5.2 The payment shall be released within 10-15 working days after receipt of Invoice and Delivery challan at GIZ Office.

- 5.3 The supplier should provide minimum of 1 year warranty from the date of installation of the laptops/equipment and shall be fully responsible for quality and the proper functioning of all Laptop/equipment, accessories, etc.
- 5.4 Cartage/Freight/Packing charges and Taxes shall be extra and must be indicated in your proposal.
- 5.5 Bids shall include a copy of PAN Card and GST Registration and Cancelled Cheque of the bidding firm.
- 5.6 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 **DISQUALIFIED:**
- Bids/Proposals received after deadline of submission.
  - Bids/Proposals submitted by fax or via **email**.
  - Incomplete Bids.
  - Bidders not meeting eligibility/commercial suitability as stated in Annexure B

## 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 make/brand recommended by GIZ in List of specifications.

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 Specifications/Annexure C 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 C, 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.

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