

## Bidding Conditions

**This assignment is for Individual Consultants/Experts ONLY**

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

#### 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/CV. Failure to comply will result in disqualification of 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 CV/technical proposal/Profile in first stage. As per process, you are first required to submit the technical proposal/CV/Profile 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 duly signed (electronically) marked as Financial Bid for "Tender for hiring of Technical Advisor to assist IGEN-PSWP team in promotion of solar water pumps sustainably in India" as per stipulated timeline indicated.**

#### 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 indicate 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/CV/Profile as well as financial proposal. **In a simpler means, there shall be two submission of proposal (if technically qualified in 1<sup>st</sup> stage) as per the timeline mentioned.**
- b) The bidder needs to submit the technical proposal/CV/Profile 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 bid/CV/Profile are assessed by our technical team, and the agencies/bids who are found technically qualified will be informed. Therefore, financials 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/CV/Profile as well as financial proposal on the following **two** email ids -mandatorily.  
[johney.reberio@giz.de](mailto:johney.reberio@giz.de) and [sanjay.dhar@giz.de](mailto: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](mailto:johney.reberio@giz.de) and [sanjay.dhar@giz.de](mailto:sanjay.dhar@giz.de)

**5. Bids/CV alongwith 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 : 13<sup>th</sup> March' 2020**

**Clarifications to the queries : 19<sup>th</sup> March'2020**

**Deadline for submission of bids : 10<sup>th</sup> 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:

**Adjustment to “Tender for hiring of Technical Advisor to assist IGEN-PSWP team in promotion of solar water pumps sustainably in India.”**

**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 technical assessment of the proposals will be undertaken on the basis of “Evaluation Criteria Sheet”. The consultant should submit the proof of evidence against each criteria in the technical proposal in order evaluate the proposal(s).**

**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** by the consultant and must mention the validity of the quote for minimum 60 days.

**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 (if applicable)				
Total				

**FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST**

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