

Tender & Bidding Conditions for Open/Public Tender

This is a standard checklist which constitutes an integral part of the tender package and provides detailed orientation and guidance to interested bidders towards the submission of tender documents. These bidding conditions are as per GIZ Procurement Guidelines and adherence to all instructions are **mandatory**.

Process of Tender Submission

The following documents are attached with the tender applications: -

1. Terms of reference
2. Technical assessment grid
3. Bidding conditions
4. Financial bid template
5. General terms and conditions of contract (GTCC)*

Interested bidders are required to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned list of documents. Any deviation/differentiation from the instructions will lead to disqualification of the bidder from the process.

*General Terms of Contracts governing the delivery of works and services commissioned by Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH (local) is non-negotiable, and all participants ~~companies~~ must go through all the conditions prudently before participating in the bid. Submission of proposal shall be construed as the acceptance of GTCC and bidding conditions as laid down in tender documents. However, all participating bidders have the right to seek clarifications in pre-bid queries. No queries/concerns will be considered at a later stage.

Content and documents under COMPLIANCE DOCUMENTS (REFER ANNEX A)

The bid should contain the following information:

- 1.1 A covering letter duly signed and providing indexing of documents submitted.
- 1.2 The documentary evidence for all the compliance documents defined under Annexure "A"

All the above documents must be part of **one zip folder** and can be marked as **"COMPLIANCE DOCUMENTS"**.

Content and documents of the TECHNICAL PROPOSAL

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 shall include approach and methodology to carry out the assignment/works including:

- detailed description of the services you plan to provide.
- a time schedule, in graph form, for the individual measures that you are to implement.
- an updated CV should be the part of technical proposal.

1.2. The covering letter of the technical proposal must be electronically signed, and the letter must provide the following information:

- Name of consultant
- Permanent address
- Email id and contact number

All the above documents must be part of **one zip folder** and can be marked as **“TECHNICAL PROPOSAL”**

Content and documents of the FINANCIAL PROPOSAL

The covering letter of financial proposal (**electronically**) must be **duly signed** & must provide the following information.

- Name of consultant
- Permanent address
- Email id and contact number

The bidder must ensure to provide the budget in the financial proposal as per following conditions:

- The name must be clearly mentioned in the financial offer.
- The bidder must use the GIZ financial template to submit the financial proposal.
- The financial must be in Indian rupees (INR) only.
- GST/VAT/Taxes shall be quoted separately, if applicable.
- Must remain valid and unaltered for 90 days.
- The bidder having active GST must be filing the GST returns as per prevailing Indian laws.

All the above documents must be part of **one zip folder** and can be marked as **“FINANCIAL PROPOSAL”**

Bid Submission Guidelines

The tender shall be submitted by using the **three (03) zip folder** procedure. The respective folders should be named as follows-

(a) COMPLIANCE DOCUMENTS	RFQ Nr. 83439606
(b) TECHNICAL PROPOSAL	RFQ Nr. 83439606
(c) FINANCIAL PROPOSAL	RFQ Nr. 83439606

The three folders must be attached in one single email (preferably) and sent on the following functional email id only, marking the title of the tender as; **Communication and Knowledge Management Advisory Consultant to Support 'Waste Solutions for a Circular Economy in India' Project : RFQ Nr. 83439606**

The bid must be sent on **qn_quotation@giz.de**

- The bidder must ensure that the zip folders contain all the required documents and double check before sending out the email to the mentioned email id.
- All the documents must be in pdf* or jpg format only, **without** any password protection.
- There shall be no price/budget information mentioned anywhere within the technical proposal mentioning the same shall lead to disqualification of bid.
- Bidders are requested to send the Technical & Financial proposals as separate attachments in pdf format, in a single mail along with all supporting documents in a compressed folder not exceeding file size of 25 MB in total. Files/Folder more than **20 MB** of size will not be delivered in the above-mentioned email ID's resulting in non-submission of the bids.
- The bidders can submit the proposal(s)/zip folders either in one email or two emails, based on the file size/bandwidth of folders.
- Uploading of bids is prohibited on open sources like google drive, drop box etc. bidders submitting their bids on these platforms shall be immediately disqualified.
- Bidders are requested to **turn on the read receipt/delivery receipt** prior to sending any mails on quotation id.
- Any claims of non-receipt of bids/pre-bid queries shall not be considered later in case the bidder fails to produce the delivery receipt of their bids/pre-bid queries sent to the quotation id.
- In case the bid is not delivered in the **qn_quotation@giz.de email**, due to any technical glitch or for any other reasons, it would be entirely GIZ's discretion, whether to seek the bid again from the bidder or not, therefore it is imminent to keep read receipt or delivery receipt of all submission for reference.

Pre-bid Queries & Timelines

For any pre-bid queries/or seeking tender clarifications, bidders are requested to submit all questions/queries only in the below mentioned email id's -

Description	Deadline	Email ID	Remarks
Per-bid Queries from Bidders	27th May 2023	Please send your queries on the following email ids only: shimpa.kalra@giz.de and swarup.mallik@giz.de	Please mention the subject line as: <u>Queries- “Communication and Knowledge Management Advisory Consultant to Support ‘Waste Solutions for a Circular Economy in India’ Project : RFQ Nr. 83439606”</u> Pre-bid queries received after this deadline shall not be considered.
Clarifications given by GIZ	31st May 2023		The response will be prepared in form of FAQ and shall be uploaded on the respective web portals where the tender has been made live.
Bid Submission deadline	8th June 2023 ; 11:59 PM	Please send it only on: qn_quotation@giz.de	Don't send the bids on any other email id apart from qn_quotation@giz.de or else the bids shall be disqualified.

Additionally-

- Any bids/supporting tender documents sent after the tender deadline expiration shall also not be considered for evaluation.
- Mention complete tender title including RFQ Number in all tender related communication.

Modification/withdrawal of the bid

- Adjustments to or withdrawal of bids are to be communicated in writing **via email** before 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. The subject line should clearly mention as:

“MODIFICATION / WITHDRAWAL OF THE BID FOR – “Communication and Knowledge Management Advisory Consultant to Support ‘Waste Solutions for a Circular Economy in India’ Project : RFQ Nr. 83439606”

Evaluation of bids

- Bidders must submit compliance documents as per Annexure A.
- The project/assignment shall be awarded considering the evaluation of the technical and financial proposal. However, the scores obtained in the evaluation of technical proposal shall form basis for opening of financial proposal.
- The financial proposal shall be evaluated by the concerned commercial officer, only if the technical proposal has obtained a minimum score of 500 points, as set by GIZ evaluation committee.
- The technical bid and price quotation are weighted at a ratio of **70:30** respectively.

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 Internationale Zusammenarbeit (GIZ) GmbH**, without entitlement to remuneration.

Bids/Covering letter must be addressed to:

Head of Contracts and Procurement

GIZ Country Office,
New Delhi

Misc. information –

- All participants are requested to refrain from making any personal / telephonic / email contact about this tender to any personnel of GIZ India (other than procurement team via email). Such actions may lead to the disqualification and further black listing of the company for all future tenders.
- Also, it is recommended to all the interested bidders to keep checking the respective web portals for receiving any latest and updated information pertaining to this tender such as extension of bid submission dates, method of bid submission etc.

We look forward to receiving your offers.

Contracts and Procurement Unit
GIZ Country Office
India

Check List of Documents – ANNEXURE “A”

S. No.	Particular	Document to be attached
1	Updated CV	Mandatory
2	Income Tax Returns	Copy of Income Tax Returns of last 3 financial years or Assessment Order (Mandatory)
3	Legal Status	Copy of the Aadhar Card/ Passport/ Voter's ID (Mandatory) Self-declaration as per format attached in Financial Bid Template. (Mandatory) No Objection Certificate (NOC) from current employer (Mandatory, if applicable) .
4	PAN, TIN, GST	Copy of PAN and GST certificates (Mandatory) . TAN, if applicable, for individuals.
5	Bank details	Copy of cancelled cheque along with bank details (Mandatory)
6	References	Consultant may provide reference of minimum 03 reputed clients from last 02 years (Desirable)