

## Tender & Bidding Conditions for Open Tender Process for INDIVIDUAL EXPERTS ONLY

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 is mandatory.

**Note: The consultancy services are to be provided by the Individual consultant and not Eligible for consultancy firms.**

### Process of Tender Submission

The following documents are attached with the tender applications: -

1. Terms of reference
2. Eligibility Document – Annexure A
3. Technical assessment grid
4. Bidding conditions
5. Financial bid template
6. 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 companies/firms have the right to seek clarifications in pre-bid queries. No queries/concerns will be considered at a later stage.

### Content and documents of the TECHNICAL PROPOSAL

Your bid should contain the following information:

- 1.1. The covering letter of technical proposal must be electronically signed by the individual and the letter must provide the following information.
  - Name of consultant
  - Complete address of individual
  - Email id and contact number of the individual
- 1.2. The technical proposal must be prepared based on Terms of reference.
- 1.4 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 by the individual and or the authorized signatory** of the sole-proprietor.

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

- The bidder can also 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)
- Should not vary according to the mode of payment.
- Must remain valid and unaltered for 90 days.
- The company must have active GST and must be filing the GST returns as per prevailing Indian laws.

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

### **Bid Submission Guidelines**

The tender shall be submitted by using the **two (02) zip folder** procedure. The respective folders should be named as follows-

- (a) **TECHNICAL PROPOSAL - 83462762**
- (b) **FINANCIAL PROPOSAL - 83462762**

The two folders can be part of one single email (preferably) and must be sent on the following functional email id only, marking the title of the tender as; **Hiring services of Individual Expert – “National Senior Adviser” for support to Ganga Rejuvenation Project, RFQ Nr. 83462762**

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 (with all the supporting documents) as an attachment in two zip folders only, not exceeding file size of 20 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 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 **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 | <b>2<sup>nd</sup> May'2024</b>  | Please send your queries on the following email ids only:<br><a href="mailto:sanjay.dhar@giz.de">sanjay.dhar@giz.de</a><br>and<br><a href="mailto:swarup.mallik@giz.de">swarup.mallik@giz.de</a> | Please mention the subject line as:<br><b><i>“Queries-. Hiring services of Individual Expert - National Senior Adviser for support to Ganga Rejuvenation Project, RFQ Nr. 83462762</i>”</b><br>Pre-bid queries received after this deadline shall not be considered. |
| Clarifications given by GIZ  | <b>6<sup>th</sup> May'2024</b>  |                                                                                                                                                                                                  | The response will be prepared in form of FAQ and shall be shared with all bidders.                                                                                                                                                                                   |
| Bid Submission deadline      | <b>14<sup>th</sup> May'2024</b> | Please send it only on:<br><a href="mailto:qn_quotation@giz.de">qn_quotation@giz.de</a>                                                                                                          | <b>Don't send the bids on any other email id apart from <a href="mailto:qn_quotation@giz.de">qn_quotation@giz.de</a> or else the bids shall be disqualified.</b>                                                                                                     |

### 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 **on 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 – Hiring services of Individual Expert - National Senior Adviser for support to Ganga Rejuvenation Project, RFQ Nr. 83462762”**

### **Evaluation of bids**

- The documents submitted in response to the request to bid shall be treated confidentially by you 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.
- 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 companies 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 blacklisting of the company for all future tenders.

We look forward to receiving your offers.

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

***Refer Annexure A for additional requirements.***