

BIDDING CONDITIONS

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

- 1.2 The covering letter of technical proposal must be duly signed by the authorized signatory and the letter must provide the following information;

Name and designation of – Authorized Signatory

Complete address of Company / Firm

Email id and contact number of the Authorized Signatory

- 1.3 The financial proposal must be submitted in a sealed envelope, and must be on company's letter head, duly signed by the authorized signatory. The format for submitting the financial proposal is attached as **Annexure (I)**

The covering letter of technical proposal as well as the financial proposal should be signed.

- 1.4 The CV's of experts / resource persons should be part of the technical proposal.

Profile of the Organization:

Two-page description of background, organization and competencies of the consulting firms and each associate for this assignment along with details of the number of employees.

Relevant Experience

This section should contain project credentials of the consultant.

There should be no price information anywhere in the technical proposal/profile document. Failure to comply will result in disqualification of the bid.

2. Consortium/joint venture

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

3. Price offer

The price offer must contain the fee per expert, the travel costs (flight costs etc.) in local currency and specified according Annex I (price schedule). Please see the attached Terms of Reference for details of the quantities required.

Please calculate your prices on a net basis. Taxes should be indicated separately.

Your price quotation is to be submitted together with your bid in a separate envelope marked Financial Bid for “**TENDER FOR – HIRING HR AGENCY SAP NR. 83354767**”.

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.

5. Bid submission

The procedure for proposal submission is as follows:

- a. Bids are to be submitted using the **two-envelope procedure**.
- b. **Outer package should mention the tender title:**

“**TENDER DOCUMENTS FOR – HIRING HR AGENCY SAP NR. 83354767**”.

PN: 19.2196.4-001.00, sap no: 83354767

- c. Outer package should consist of 2 sealed envelopes:

Envelope 1: Financial Bid (sealed) for “**TENDER FOR – HIRING HR AGENCY SAP NR. 83354767**”.

Envelope 2: Technical bid (sealed) for “**TENDER FOR – HIRING HR AGENCY SAP NR. 83354767**”.

All copies of the bid must be submitted by courier/post/hand in letter form. *The technical proposal/Profile will also be presented in electronic format – in a pen drive duly labeled as such.*

The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

6. Address, formal requirements

The bids are to be sent to:

Head of Procurement

GIZ Country Office New Delhi
46, Paschimi Marg, Vasant Vihar
New Delhi 110 057
Tel: +91-11-49495353

Deadline to receive queries : 22nd June 2020

Clarifications to the queries received : 1st July 2020

Deadline for submission of bid : 15th July 2020

For clarifications/queries, Bidders are requested to write to us at:

Johney.reberio@giz.de

Sakshi.bhatnagar@giz.de

please mark your queries to both the email ids - mandatorily.

Please mention the subject line as –

“QUERIES FOR TENDER FOR HIRING HR AGENCY SAP NR. 83354767”.

7. 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 “**BID FOR TENDER FOR HIRING HR AGENCY SAP NR. 83354767**”.

8. 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.

9. Evaluation

The eligibility of the bidders in terms of relevant experience/financial stability will be assessed. Refer Grid for assessing the eligibility of consulting firms. The bidders must provide documentary proof to meet the required criteria. The documents can be sent along with technical proposal.

The technical assessment of the proposals will be undertaken for the only bidders who qualify in eligibility grid as mentioned above. (Refer technical assessment grid).

The project shall be awarded considering 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.

10. Important notice -

We request all the interested bidders to keep checking the respective web portal for any latest and revised information pertaining to this 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.