

## **Tender & Bidding Conditions for Restricted Tender**

**This is a standard checklist which constitutes an integral part of 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 of all instructions are mandatory.**

### **Process of Tender Submission**

The following documents are attached with the tender applications: -

1. Terms of reference
- 1.1 CO2 Emission offset Guide
2. Legal inferences
3. Technical assessment grid (For Information only)
4. Bidding conditions
5. Financial bid template
6. AuV and TOM\_Outsourcing of data processing
7. 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 later stage.

### **Content and documents of the TECHNICAL PROPOSAL**

Your bid should contain the following information:

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- 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:

- detailed description of the services you plan to provide.
  - approach and methodology to carry out the assignment/works including.
  - a time schedule, in graph form, for the individual measures that you are to implement.
  - CVs of experts/resource person should be the part of technical proposal.
- 1.2. The covering letter of technical proposal must be electronically 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

.3 All the above documents must be part 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 authorized signatory** & 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

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

- The name and designation of all the experts working on this assignment must be clearly mentioned in the financial offer.
- 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.
- 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) <b>TECHNICAL PROPOSAL</b> | <b>RFQ Nr. 10048097</b> |
| (b) <b>FINANCIAL PROPOSAL</b> | <b>RFQ Nr. 10048097</b> |

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: **Tender for Hiring an agency for Comprehensive Annual Maintenance Contract of Treated Fresh Air (TFA) units and Supply of Consumables at SAF 1 and SAF 2 Building in Delhi GIZ office: RFQ Nr. 10048097**

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 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 **gn 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<br>Queries from<br>Bidders | <b>11.10.2026</b> | Please send your queries<br>on the following email ids<br>only:<br><br><a href="mailto:vikaash.som@giz.de">vikaash.som@giz.de</a><br><br>and<br><br><a href="mailto:Swarup.mallik@giz.de">Swarup.mallik@giz.de</a> | Please mention the subject<br>line as: <b>Queries- Tender<br/>for Hiring an agency for<br/>Comprehensive Annual<br/>Maintenance Contract of<br/>Treated Fresh Air (TFA)<br/>units and Supply of<br/>Consumables at SAF 1<br/>and SAF 2 Building in<br/>Delhi GIZ office: RFQ<br/>Nr. 10048097</b><br><br>Pre-bid queries received after |
| Clarifications<br>given by GIZ     | <b>13.10.2026</b> |                                                                                                                                                                                                                    | The response will be prepared in<br>form of FAQ and shall be shared<br>with all the bidders.                                                                                                                                                                                                                                            |

|                               |                   |                                                       |                                                                                                                                                                              |
|-------------------------------|-------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid<br>Submission<br>deadline | <b>20.10.2026</b> | Please send it only on:<br><b>qn_quotation@giz.de</b> | <b>Don't send the bids on any other<br/>email id apart from<br/><a href="mailto:qn_quotation@giz.de">qn_quotation@giz.de</a> or else the<br/>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 – “Tender for Hiring an agency for Comprehensive Annual Maintenance Contract of Treated Fresh Air (TFA) units and Supply of Consumables at SAF 1 and SAF 2 Building in Delhi GIZ office: RFQ Nr. 10048097**

#### **Evaluation of bids**

- Bidders need to ensure that the bids are complete in all respects by providing all the documentary evidence against Annex A of this documents. GIZ may not be responsible to approach companies once again to submit the missing documents.
- 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.
- 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.
- 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 GIZ evaluation committee.  
Cost/amount proposed towards CO2 GHG emission shall not be considered for financial evaluation
- The technical bid and price quotation are weighed 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 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”**  
**SHOULD BE PART OF TECHNICAL PROPOSAL**

| S. No. | Particular                                             | Document to be attached.                                                                                                                                                                                                                                                                                                          |
|--------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Adherence to GWB Clauses - Legal Inferences document 2 | Declaration covering the GWB clauses. The details of GWB clause are defined in Legal Inferences document 2 attached in tender documents <b>(Mandatory)</b>                                                                                                                                                                        |
| 2      | Commercial check                                       | CA Certificate for Average Annual Turnover for last three financial years including UDIN no. of CA <b>(Mandatory)</b><br><br>Audited P&L Account /Income and expenditure sheet and Balance Sheet for last three F.Y including UDIN no. of CA <b>(Mandatory)</b>                                                                   |
| 3      | Legal Status                                           | Incorporation Certificate and /or other legal registration documents as per the nature of business <b>(Mandatory)</b>                                                                                                                                                                                                             |
| 4      | PAN, TIN, GST                                          | Copy of PAN, TIN and GST certificates <b>(Mandatory)</b>                                                                                                                                                                                                                                                                          |
| 5      | Bank details                                           | Copy of Cancelled cheque along with bank details <b>(Mandatory)</b>                                                                                                                                                                                                                                                               |
| 6      | References                                             | Organization may provide reference of minimum 03 reputed clients from last 02 years <b>(Desirable)</b>                                                                                                                                                                                                                            |
| 7      | Ecological and sustainable parameters                  | Organisation should briefly elaborate the business practices adopted towards the sustainability initiatives and highlight the experience in Sustainable Development Goals (SDGs) <b>(Desirable, but strongly recommended to provide considering GIZ's overall commitment to sustainability initiative, especially SGD's 2030)</b> |