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 of all instructions is mandatory.

Process of Tender Submission

The following documents are attached with the tender applications: -

1. Terms of reference and its annex
2. Grid for assessing the eligibility of firms (GAEF) (only for information)
3. Technical assessment grid (only for information)
4. Bidding conditions and checklist
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 fur international 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/Documentary evidence for eligibility of firms (GAEF);

The bid should contain the following information;

1.1 A covering letter on company letter head duly signed and stamped and providing indexing of documents submitted.

1.2 The documentary evidence for all the criteria's defined under the template "Grid for Assessing the Eligibility of Consulting firms (GAEF)"

1.3 The documentary evidence must be submitted for all the commercial as well as technical criteria defined under the GAEF Template. Incomplete/partial submission of documents will lead to rejection/disqualification of bid.

1.4 Apart from the providing documentary evidence for the criteria's defined in the GAEF, the bidder must submit the respective documents defined under Annexure "A"

1.5 All the above documents must be part one zip folder and can be marked as "**GAEF 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:

- detailed description of the services you plan to provide.
- Response based on criteria listed in chapter 5 (Technical Concept) of TOR
- CVs of experts/resource person should be 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.

1.3 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 **three (03) zip folder** procedure. The respective folders should be named as follows-

(a) GAEF ***(please merge all GAEF documents in one pdf)***
(b) TECHNICAL PROPOSAL ***(please merge all technical bid documents in one pdf)***
(c) FINANCIAL PROPOSAL ***(please merge all financial bid documents in one pdf)***

The three 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; "***Framework for legal services; Ref no. 10063510"***

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 or with GAEF proposal, mentioning the same shall lead to disqualification of bid.

- Bidders are requested to send the GAEF, 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 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.

- Bidders must submit their documents exclusively via the email to qn_quotation@giz.de, as this is our preferred and only mode of receiving bids. If the total attachment size exceeds 20 MB, bidders are advised to send multiple emails with separate attachments, such as:
    - One email for GAEF,
    - One email for the Technical Proposal, and
    - A separate email for the Financial Offer.

- Uploading of bids is prohibited on open sources or any cloud storage services like google drive, drop box, one drive 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 **email id (qn_quotation@giz.de),** 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	**14th November 2026**	**Please send your queries on the following email ids only:** **Neha.verma1@giz.de** **and** **Swarup.mallik@giz.de**	Please mention the subject line as: ***"Queries- "Framework for legal services; Ref no. 10063510"*** Pre-bid queries received after this deadline shall not be considered.
Clarifications given by GIZ	**17th November 2026**		The response will be prepared in the form of FAQ and shall be uploaded on the respective web portals where the tender has been made live. The FAQ will be shared with interested bidders as well.
Revised Bid Submission deadline	**24th November 2026**	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 – *"Framework for legal services; Ref no. 10063510"*

Evaluation of bids

- The eligibility of the bidders in terms of relevant experience/commercial suitability will be assessed against "Grid for assessing the eligibility of consulting firms (GAEF)". The bidders must provide documentary evidence to meet the required criteria mentioned in TOR.

  Bidders need to ensure that the bids are complete in all respects by providing all the documentary evidence against each of the criteria defined under GAEF, GIZ may not be responsible for approaching companies once again to submit the missing documents.
- The technical evaluation (against technical assessment grid) of the proposals will be undertaken, for only those bidders/agencies, who qualify in GAEF as mentioned above and have provided complete 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 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 commercial eligibility is met and the technical proposal has obtained a minimum score of 500 points, as set by GIZ evaluation committee.
- 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 blacklisting of the company for all future tenders.
- Also, it is recommended to all the interested bidders 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 GAEF FOLDER

S. No.	Particular	Document to be attached
1	Compliance Declaration	Please sign document 4.1. (Mandatory)
2.	Business partner form	Please fill in the excel sheet (4.2)
3.	Average Annual Turnover, Financial Statements and Income Tax Compliance (REF: Grid for assessing the eligibility of firms)	CA Certificate for Average Annual Turnover for the last three financial years bearing UDIN(Mandatory) Audited P&L Account /Income and expenditure sheet and Balance Sheet for last three F.Y along-with the respective Auditor's Reports bearing UDIN (Mandatory) Copy of the Recent Income Tax Return submitted or Assessment Order (to compare the turnover as per financial statements with Income Tax Return submitted) (Mandatory)
4	Legal Status	Certificate of Incorporation and /or other legal registration documents as per the nature of business (Mandatory)
5	PAN, TAN, GST	Copy of PAN, TAN, and GST certificates (Mandatory)
6	Bank details	Copy of Cancelled cheque along with bank details (Mandatory)
7.	No. of Employee	Self-declaration or PF statement (Mandatory)
8.	Reference Projects	Work order and/ or Completion certificate/ Experience Certificates of assignments to establish that The bidder have 03 reference projects in the field of providing legal advisory and at least 02 reference projects in India in the last 36 months. The minimum commission value must be INR 21,20,000 (Euros 20.000) (Mandatory) GIZ Experiences, if any: **Please give references of assignments with GIZ.** **Non-GIZ** Experiences: **Please give references of assignments other than GIZ.**
9	Technical Requirement	- The company should have minimum continuous experience for the last 10 years. - The directors of the company must be registered with Bar council of India. - Providing services to reputed organizations from private, international organization, development sector etc. - Bidder must have an office located in Delhi NCR. - Bidder must be ISO 27001 certified law firm.
10	Organizational Profile	Organization may submit standard brochure/profile of the organization including the client list for reference purpose (Desirable)
11	References	Organization may provide references of minimum 03 reputed clients from last 02 years. Please share the Name, Designation, Name of the organisation, email address or contact number (Desirable)
12	Ecological and sustainable parameters	Organization should briefly elaborate the business practices adopted towards the sustainability initiatives and highlight the experience in Sustainable Development Goals (SDGs) (Desirable, but strongly recommended to provide considering GIZ's overall commitment to sustainability initiative, especially SGDs 2030)

Covering letter Format.

(To be submitted along with the Proposal/bid on company's Letter Head)

M/s …..……..

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To,

The Head of Contracts and Procurement

GIZ GmbH, GDCO Office

New Delhi – 110 057

Subject: Proposal in response to Ref. No. 10063510

Dear Sir/ Madam,

I/We the undersigned hereby offer to execute the scope of work and accordingly submit our offer in full compliance with terms & conditions of the bid.

The bid is being submitted as per the instructions mentioned in the tender documents.

Legal Name of Entity	
Name of the Authorized Signatory	
Mobile Number	
Email Id	
Land line Number if any	
Office address	
CIN Number/Registration Number	
Name of Directors with DIN/PAN	

(Signature and stamp of Bidder)