

## Invitation to Tender

GIZ Country Office (India) is soliciting the bids from interested suppliers/companies towards the Supply of Fire Safety Equipment's for GIZ Offices through public tender as per the terms and condition of tender documents.

### Purpose of the Bid

**Supply of Fire Safety Equipment's for GIZ Offices in New Delhi** as per prescribed technical specifications mentioned in tender documents.

### Process of tender submission

The following documents are attached with the tender applications: -

- 1) Tender and Bidding Conditions – Annexure “A”
- 2) Submission of Documents – Annexure “B”
- 3) Detailed List of Equipment's – Annexure “C”
- 4) General Terms & Conditions

Interested bidders are requested to carefully examine all documents and submit the entire tender proposal as instructed in above mentioned documents. Any deviation/ differentiation from the instruction will lead to disqualification of the tenderer from the bidding process.

The bid must reach to GIZ Country Office **on or before 30<sup>th</sup> June' 2020** in a **sealed envelope only** at the below mentioned address favouring: **Head of Contracts and Procurement**

**GIZ Country Office, German Development Cooperation office, 46 Paschimi Marg, Vasant Vihar, New Delhi- 110057 (India)**

Please mark your envelope

- **Tender Ref: “Supply of Fire Safety Equipment's for GIZ Offices - No- 91137810”**
- **Project Title: GIZ Country Office**
- **Project No: 99.9245.4-001.00**

***\*we request all the interested bidders to keep checking the web portal [www.tendernews.com](http://www.tendernews.com) for any latest and revised information pertain to the above-mentioned 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.***

*In case of seeking any technical/ commercial clarifications pertain to tender:*

Please send your queries only via e-mail to [johny.reberio@giz.de](mailto:johny.reberio@giz.de) and [sanjay.dhar@giz.de](mailto:sanjay.dhar@giz.de) marking the subject line “**Supply of Fire Safety Equipment’s for GIZ Offices - No- 91137810**”

- Deadline for sending queries is **17<sup>th</sup> June’2020**
- The queries will be answered latest by **20<sup>th</sup> June 2020** by email in the form of a single FAQ doc (if required).

**Please refrain from making any personal / telephonic / telefax contact on the subject of this tender to any personnel of GIZ India.**

We look forward to receiving your offers.

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

**TENDER / Bidding CONDITIONS**  
**For Bidders**

**1. GENERAL**

- 1.1 The Tender must comply with the following conditions and instructions. Failure to do so is liable to result in the rejection of the Tender.
- 1.2 "Bidder" means any person or persons, partnership, firm or company being prequalified and submitting fully priced proposal/Requirements in accordance with the Tender.
- 1.3 All recipients of the Tender Documents shall, whether they submit a bid/Tender or not, treat the details of these documents as confidential.

**2. TENDER DOCUMENTS**

- 2.1 The Tender must be duly completed in ink or in print. The Tender Documents and accompanying documents shall be endorsed/approved or signed by the Bidder or his legally authorized representative and be returned to the address according to the Invitation to Tender
- 2.2 Bidders have to submit their bids & other requested documents in an sealed envelope. **REF: Procurement of Fire Safety Equipment's for GIZ Office**
- 2.3 The Contract will be issued initially for one year, and can be extended on mutual consent. The bidder is requested to quote for single Unit. The prices quoted will be valid for atleast 1 year.
- 2.4 The submission of necessary documents must be submitted by the suppliers as specified mentioned in Annexure B

***Non-submission of documents mentioned in Annexure B, by any supplier could lead to rejection of bid.***

The **financial proposal** must consist of;

- (a) The detailed and comprehensive price bid indicating, cost of each items described in the attached List of Equipment's (***Annexure C***) to this tender.
- (b) The bidder has to strictly adhere/maintain to the quality of brand and specifications that GIZ is maintaining in its Offices. It is therefore recommended that bidders mention name of the brand/make while submitting the unit rates.
- (c) Any suggestions / options can be submitted on separate sheet, clearly indicating the suggested option – without changing any content in the approved List of Equipment (Annexure C) sheet.
- (d) The financial proposal must be on company letter head, duly signed by the authorised signatory. The financial proposal must mention the name, email and phone number of the concerned signatory.

## **ANNEXURE "A"**

2.5 The validity of the offers should be at least for 60 days from the date of deadline for submission of bids.

2.6 The price bid shall be unchanged up to the installation and delivery of equipment's at Site.

### **3. QUALIFICATION OF BIDDERS**

3.1 Intending firms are expected to be experienced in the supplying the material/equipment, capable of communicating professionally and clearly in English language both verbally and in writing. Rapid response to the client's inputs and efficiency is expected of the selected contractor.

3.2 Bidders have to submit the proposals as per List of Equipment's attached to the Tender Package.

### **4. MODIFICATIONS / ADDITIONAL OFFERS**

4.1 The Tender may contain only the prices and statements required in the Tender Documents and shall duly endorsed/approved OR signed authorized person. Any addition to, deletion or alteration of the Tender Documents may result in the rejection of the Tender.

4.2 Proposals for modifications and additional offers shall be made in a separate annex and must be clearly marked as such.

### **5. PRICES / PAYMENT TERMS**

5.1 Payment will be made on supply and installation of actual number of equipment's at a particular site.

5.2 The payment will also released within 10 working days after receipt of Invoice and Delivery challan/Service report at GIZ Office.

5.3 The supplier should provide 1 year warranty from the date of installation of the equipment and shall be fully responsible for quality and the proper functioning of all equipment, accessories, etc.

5.4 The supplier shall also provide backup equipment (on need basis) when the new equipment delivery / installation is taking more than 24 hours from the date of placing the order.

5.5 The supplier should provide information on which of the equipment's will be covered under 'buy back' scheme.

5.6 Cartage/Freight/Packing charges and Taxes shall be extra and must be indicated in your proposal.

5.7 Prices must be quoted for all items in the List of Equipment's – Annexure C

5.8 Bids shall include a copy of PAN Card and GST Registration and Cancelled Cheque of the bidding firm.

## ANNEXURE "A"

5.9 T.D.S will be deducted if applicable on all payments made under this Order.

### 6. AMBIGUITIES

6.1 If, in the Bidders opinion, the Tender Documents contain ambiguities, which might influence the calculation of the prices, the Bidder shall indicate this to GIZ by letter or send an email on the above mentioned email ids. before submitting his Tender within **7** days after the receipt of the Tender Documents. Necessary clarification will be made by GIZ.

6.2 In the event that GIZ sends/uploads the Letter / email to the Bidders during the tendering period in order to comment, clarify, or modify the Contract Documents, such letters / email shall become an integral part of the Contract Documents and it shall be assumed that they have been taken into account by the Bidders in drawing up their Tender.

### 7. OPENING OF TENDERS

7.1 Tenders which were not received prior to the submission time and date shall be specified separately in the minutes or addendum thereto. The time of receipt and the reason for the delay of the receipt shall be noted. Emails/ proposals and other means of proof shall be kept in safe custody.

7.2 The following Tenders shall be **excluded:**

- (a) Bids/Proposals received after deadline of submission.
- (b) Bids/Proposals submitted by email/fax.

### 8. EVALUATION OF TENDERS

8.1 Based on the offers presented, the different proposals will be scored for excellence and final selection will be made of the best of the offers with lowest prices and as per the quality of material/brand recommended by GIZ in List of Equipment's.

The bidders are required to **provide documentary evidence** in support of criteria mentioned in the Annexure "B".

8.2 Any arithmetical error by the Bidder in pricing the List of Equipment's or in the additions or in carrying forward subtotals to the summary or to the Tender shall be corrected during the evaluation of the Tenders. In such cases the Tender sum shall be adjusted accordingly and the Bidder shall be informed. It shall be assumed that the unit price rates entered in the List of Equipment's are correct.

8.3 GIZ does neither bind himself to accept the lowest Tender or any Tender, nor will he be responsible or pay for expenses or losses, which may be incurred by any Bidder with the preparation of his Tender.

**9. CANCELLATION OF THE TENDERING ACTION**

9.1 The Tendering Action can be cancelled, if

- (a) No Tender has been received which corresponds to the Tender Conditions,
- (b) There have been substantial changes to the basis of the Tendering Action, or
- (c) There are other serious reasons for such a cancellation.

9.2 The Bidders shall be informed without delay of the cancellation of the Tendering Action by the GIZ or his authorised representative and of the reasons for the same.

9.3 This tender notification does not entail any commitment on the part of GIZ, either financial or otherwise. GIZ reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

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