

Annex I – General Instructions to Bidders

Consulting services for a Powering Healthcare Assessment and Roadmap in India

25 | 06 | 2024

General

Scope of Bid

1.1 Sustainable Energy for All (SEforALL) issues these Bidding Documents for the consultancy services as specified in the Terms of Reference (TOR).

1.2 SEforALL invites bidders to submit bids for all services required

Eligible Bidders

1.3 In order to be eligible for this project, the bidder's:

- Proposed team members should meet the requirements specified in the Terms of Reference.
- Submit a gender policy and inculcate the required gender ratio in team
- Submit its bank account information in accordance with the Bank Details Form attached as Annex III
- Submit documentation confirming presence in India, ability to operate legally in India and compliance with all national laws and regulations
- Submit valid tax clearance in India or equivalent
- Submit valid registration of incorporation and certificate in India or equivalent

1.4 Bidders shall provide such evidence of their continued eligibility satisfactory to SEforALL, as SEforALL shall reasonably request.

Contents of Bidding Documents

Sections of Bidding Documents

1.5 The Bidding Documents consist of Technical and Financial proposal, as referenced in the TORs

1.6 SEforALL is not responsible for the completeness of the Bidding Documents and any addenda if they were not obtained directly from SEforALL.

1.7 The bidder is expected to examine all instructions, terms, and specifications in the Bidding Documents. Failure to furnish information or documentation required by the Bidding Documents may result in the rejection of the bid.

Amendment of Bidding Documents

1.8 At any time prior to the deadline for submission of bids, SEforALL may amend the Bidding Documents by issuing an addendum.

1.9 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing on SEforALL procurement's webpage.

1.10 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, SEforALL may, at its sole discretion, extend the deadline for the submission of bids.

Preparation of Bids

Cost of Bidding

1.11 The bidder shall bear all costs associated with the preparation and submission of its bid, and SEforALL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Language of Bid

1.12 The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and SEforALL, shall be written in English.

Contents of Bid

1.14 The bid should include, at a minimum, responses, and information relevant to those topics referenced in Qualifications and Experience requirements present in the TORs file.

Currencies of Bid

1.15 The bidder shall quote all prices in U.S. Dollars.

Bid Prices

1.16 Bids shall present prices as a single quote. (i.e., budget). Bidders are also instructed to share a quote inclusive of all and any taxes and delineate the applicable tax rate.

Submission of Bids

1.17 Bids should be submitted to SEforALL in electronic format (PDF file) via e-mail to procurement@seforall.org. Hand-written submissions are not eligible.

Deadline for Submission of Bids

1.18 The deadline for submissions of bids is 17:00 PM CEST time, 29 July 2024 as mentioned in the TOR above
1.19 SEforALL may, at its sole discretion, extend the deadline for the submission of bids, in which case all rights and obligations of SEforALL and bidders previously subject to the deadline shall thereafter be subject to the new deadline
1.20 Any bid submitted after the deadline will automatically be rejected unless otherwise noted by SEforALL.

Evaluation and Comparison of Bids

Confidentiality

1.21 Any effort by a bidder to influence SEforALL in the examination, evaluation and comparison of the bids or contract award decisions may result in the rejection of its bid.

Clarification of Bids

1.22 To assist in the examination, evaluation, and comparison of the bids, SEforALL may, at its discretion, ask any bidder for a clarification of their bid.

Preliminary Examination of Bids

1.23 SEforALL may examine the bids to confirm that all documents and technical documentation requested have been provided, and to determine the completeness of each document submitted. If any of the requested documents or information is missing, SEforALL may reject the bid.

Evaluation and Comparison of Bids

- 1.24 SEforALL shall evaluate each bid that has been determined, up to this stage of evaluation, to be complete.
1.25 To evaluate a bid, SEforALL will follow the guidelines and criteria set forth in the TOR above and Annex II.
1.26 SEforALL reserves the right to evaluate bids with the possible assistance of external assessors.

SEforALL's Right to Accept Any Bid, and to Reject Any or All Bids

1.27 SEforALL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

Award of Contract

Award Criteria

1.28 SEforALL shall award a contract to the bidder whose offer has been determined to have the highest score as outlined in the TOR, provided further that the bidder passes SEforALL Eligibility Criteria. SEforALL will award one contract to a single bidder/ consortium.

SEforALL's Right to Vary Quantities at Time of Award

1.29 At the time the contract is awarded, SEforALL reserves the right to change the Scope of Work originally specified in the Terms of Reference

Contract

1.30 The contract will be a fixed price contract denominated in U.S. Dollars