

SERVICE CONTRACT NOTICE

Business Support to the EU-India Policy Dialogues

Location: New Delhi, India

1. Publication reference

EuropeAid/139493/DH/SER/IN

2. Procedure

Restricted

3. Programme title

Business Support to the EU-India Policy Dialogues

4. Financing

PI/2017/040-408- Partnership Instrument AAP 2017 Decision C (2017)7573 of 17.11.2017

5. Contracting Authority

European Union, represented by the European Commission

CONTRACT SPECIFICATION

6. Nature of contract

Fee-based

7. Contract description

This action aims to enrich the EU-India policy dialogues with the hands-on and innovative technical solutions provided by EU businesses, particularly the small and medium-sized enterprises (SMEs) in sectors where the EU has a clear and strong potential, such as environment, energy, climate, ICT, transport, urbanisation, mobility, and others. By meeting the demand for knowledge and innovative technologies, this technical assistance contract will contribute to increased and diversified presence of EU companies, notably SMEs, in the Indian market by showcasing the EU technologies, standards and business best-practices.

The project will also support the EU-wide advocacy efforts by EU Member States, EU business organisations, businesses and innovators, to remove trade barriers and identify regulatory and economic trends with a particular focus on the needs of EU SMEs.

Considering the type of assignment foreseen in the project, the amount of incidentals expenditure is estimated to reach 50% of the contract value.

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 3 799 000

10. Scope for additional services

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to estimated amount of approximately EUR 3 799 000. Any extension of the contract would be subject to satisfactory performance by the Contractor.

CONDITIONS OF PARTICIPATION

11. Eligibility

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium - of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 29 below). Participation is also open to international organisations.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of the contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

12. Candidature

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

13. Number of applications

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an

application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained (see Practical Guide – PRAG - 2.4.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the PRAG.

16. Sub-contracting

Sub-contracting is allowed.

17. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

04 June 2018

19. Provisional commencement date of the contract

November 2018

20. Initial period of implementation of tasks

36 months

SELECTION AND AWARD CRITERIA

21. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

Criteria for legal and natural persons:

- The average annual turnover of the candidate must exceed EUR 1 500 000; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.

Criteria for legal and natural persons:

1- For every given year of the above mentioned period, the candidate has at least 10 permanently employed staff (other than support functions) working in fields related to the contract such as trade/business/technology promotion, market access, environment, energy, climate, urbanisation, ICT, mobility, and/or research and innovation. As support functions are understood human resources; finance and procurement; infrastructure management; information and knowledge services; office administration; and/or communication and marketing.

- 3) **Technical capacity of candidate** (based on items 5 and 6 of the application form). The reference period which will be taken into account will be the last five years from submission deadline.

Criteria for legal and natural persons:

1- The candidate has provided services under at least two (2) contracts each with a budget of at least EUR 300 000 in the field of promotion of innovative EU technological solutions, promotion of EU standards, and/or promotion of EU business best practices abroad.

2- The candidate has provided services under at least one (1) contract with a budget of at least of EUR 100 000 in one of the following fields: market access barriers, and/or market access advocacy strategy.

3 - The candidate has provided services under at least two (2) contracts each with a budget of at least EUR 50 000 in the field of organization and management of public events related to trade/business promotion (e.g. B2B meetings, business/investment conferences, trade fairs, etc.).

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case, the project will be considered in its whole if proper evidence of performance is provided (statement or

certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

If a candidate/tenderer has implemented the project in a consortium, the percentage that the candidate/tenderer has successfully completed must be at least 30% and appear clearly from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

- 1) the highest number of projects found eligible under criterion 21.3.1 and implemented in India; and in case of an equal number of projects found eligible under this criterion, then
- 2) the highest number of projects found eligible under criterion 21.3.2 and implemented in India; and in case of an equal number of projects found eligible under this criterion,
- 3) the highest number of projects found eligible under criterion 21.3.3 and implemented in India.

22. Award criteria

Best price-quality ratio.

APPLICATION

23. Deadline for receipt of applications

17:00 India Standard Time on 4 May 2018

Any application received by the Contracting Authority after this deadline will not be considered.

24. Application format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

25. How applications may be submitted

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to :

Delegation of the European Union to India
To the attention of: Ms. Maria Cantero de Pedro – Finance and Contract Assistant
Service for Foreign Policy Instruments
5/5 Shanti Niketan,
110 021 New Delhi
India

In this case, the delivery record makes proof of compliance with the time-limit for receipt.

- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Ms. Maria Cantero de Pedro – Finance and Contract Assistant
Delegation of the European Union to India
Service for Foreign Policy Instruments
5/5 Shanti Niketan,
110 021 New Delhi
India

Phone number: +91 11 6678 1919, Office hours: Monday - Friday, 9.00 am - 5.00 pm

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The Contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application.

26. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. Operational language

All written communications for this tender procedure and contract must be in English.

28. Date of publication of prior information notice

13 February 2018

29. Legal basis

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action, and Regulation (EU) N°234/2014 establishing a Partnership Instrument for cooperation with third countries.

30. Additional information

The amount of incidental expenditure in the project budget will amount to approximately 50%.

Questions can be sent to the following email address: DELEGATION-INDIA-FPI@eeas.europa.eu, clearly stating the reference and title of the call. Answers to questions submitted will be published by the Contracting Authority periodically on the EuropeAid website where the contract notice is published.

The electronic version of the application must be included with the printed version. If there are any discrepancies between the electronic version and the original, printed version, the latter has precedence.

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