



INDO-GERMAN CHAMBER OF COMMERCE

INDO-GERMAN CHAMBER OF COMMERCE (IGCC)

GENERAL CONDITIONS FOR TENDERING PROCEDURES

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Annexure A – Vendor Compliance Declaration

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1. General Information on the Tendering Procedure

These conditions supplement the invitation to submit an offer, service description, pricing schedules, bidder questionnaires and all procurement documents issued by IGCC. Submission of a bid constitutes acceptance of all tender documents.

1.1 Client

The contracting authority is the Indo-German Chamber of Commerce (IGCC) unless otherwise specified.

1.2 Award Platform

Interested companies shall register their interest with the designated procurement contact and shall receive clarifications, amendments and updates.

1.3 Questions, Information and Communication

All communications shall be directed only to the nominated procurement contact. Direct communication with other employees regarding the tender may result in exclusion.

1.4 Checking Tender Documents

Bidders shall review all tender documents and seek clarification before submission.

1.5 Procedure Language

The governing language shall be English.

1.6 Award and Binding Period

The bidder remains bound by its offer until expiry of the award and binding period.

2. Submission of Offers

Offers shall be submitted electronically unless another method is expressly permitted.



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2.1 Electronic Submission of Offers

Late, incomplete or incorrectly submitted offers may be excluded.

2.2 Samples and Examples

Samples requested by IGCC shall be submitted within the prescribed timelines.

2.3 Changes to the Offer

Offers may be revised before expiry of the tender deadline.

2.4 Content of Offers

Offers must be complete, coherent, accurate and responsive to the requirements.

2.5 Secondary Offers, Proposals for Changes and Multiple Main Offers

Only permitted where expressly allowed in the invitation.

2.6 Prices and Discounts

Prices shall include all costs and taxes unless otherwise specified.

3. Information About Applicant/Bidder and Suitability

The bidder shall provide company information, references, qualifications and staffing details.

3.1 Company Information

Company name, address, legal status and contact information shall be provided.

3.2 Declaration and Evidence of Suitability

IGCC may require evidence of expertise, capacity and compliance.

3.3 Company References

Relevant project references may be requested.

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3.4 Coordinator and Key Personnel

The bidder shall nominate key personnel and a coordinator.

4. Evaluation of Offers

Evaluation shall follow the methodology stated in the invitation.

4.1 Opening of Offers

Offers shall be opened after expiry of the submission deadline.

4.2 General Information on Award Criteria

The most economically advantageous offer shall be selected.

4.3 Evaluation of Price

Price evaluation shall be conducted in accordance with the tender documents.

4.4 Concepts

Concept papers shall address all requested criteria.

4.5 Work Samples

Work samples shall demonstrate relevant experience and capability.

4.6 Subsequent Requests

IGCC may request clarifications or missing documents.

4.7 Clarifications

Bidders shall provide clarifications within the prescribed timeframe.

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5.1 Confidentiality

All tender documents and information shall remain confidential.

5.2 Confidentiality of Offers

Award information may be disclosed to the extent necessary for procurement transparency.

5.3 Intellectual Property Rights

The bidder shall disclose any intellectual property restrictions relevant to the services.

5.4 Anti-Bribery and Anti-Corruption

The bidder shall comply with the Prevention of Corruption Act, 1988, Bharatiya Nyaya Sanhita, 2023 and all applicable anti-corruption laws. Bribes, kickbacks, facilitation payments and improper benefits are prohibited. Any breach may lead to exclusion, termination and reporting to authorities.

5.5 Conflict of Interest

The bidder shall disclose any actual, potential or perceived conflict of interest involving IGCC directors, employees, consultants, evaluators or project stakeholders. Failure to disclose may result in exclusion or termination.

5.6 Data Protection, Privacy and Limited Use of Information

Any personal, confidential or sensitive information received from IGCC shall be used solely for the specific contractual purpose authorised by IGCC. The bidder shall not use such information for marketing, analytics, profiling, artificial intelligence training, machine learning models, data monetisation, unrelated processing or creation of derivative databases without prior written approval from IGCC.

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5.7 GDPR and DPDP 2023 Compliance

The bidder shall comply with GDPR, the Digital Personal Data Protection Act, 2023 and all applicable privacy laws. Where multiple standards apply, the higher standard of protection shall prevail.

5.8 Information Security Requirements

The bidder shall maintain role-based access controls, encryption, backup procedures, audit logs, endpoint protection, malware protection, incident management and business continuity arrangements appropriate to the nature of the information processed.

5.9 Data Breach and Cyber Incident Reporting

The bidder shall notify IGCC within 24 hours of becoming aware of any actual or suspected data breach, cyber incident, unauthorised disclosure or loss of information and shall fully cooperate in remediation and reporting.

5.10 Return, Deletion and Destruction of Information

Upon completion, expiry, termination or request by IGCC, all information shall be returned, securely deleted or destroyed and certified in writing.

5.11 Audit Rights

IGCC may request for an audit on compliance with contractual obligations, data protection requirements, anti-corruption obligations and information security controls upon reasonable notice.



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ANNEXURE A – VENDOR COMPLIANCE DECLARATION

Tender Number:

Bidder Name:

The Bidder confirms:

- Compliance with anti-bribery and anti-corruption laws
- Compliance with GDPR
- Compliance with DPDP 2023
- Compliance with information security requirements
- Acceptance of confidentiality obligations
- Acceptance of audit rights
- Accuracy of information provided

Authorised Signatory

Name:

Designation:

Date:

Company Seal:

ANNEXURE B – CONFLICT OF INTEREST DECLARATION

The Bidder declares:

- No actual conflict exists
- No potential conflict exists
- Details are disclosed separately

Conflict Details (if any):

Authorised Signatory

Name:

Designation:

Date:

Company Seal:

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ANNEXURE C – DATA PROTECTION & INFORMATION SECURITY DECLARATION

The Bidder confirms:

- Information received from IGCC shall only be used for authorised contractual purposes.
- No use for AI training, machine learning, analytics, profiling or marketing shall occur without prior written approval.
- Appropriate technical and organisational security measures are implemented.
- Data breaches shall be reported within 24 hours.
- Information shall be returned or destroyed upon request.

Authorised Signatory

Name:

Designation:

Date:

Company Seal:

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