

# **BIDDING DOCUMENT**

## **Procurement of Works**

### **Sealed Quotation**

[For works up to NRS.2 Million]

**Chaurideurali Rural Municipality Office**  
**Kavre, Bagmati Province, Nepal**

# **BIDDING DOCUMENT**

## **FOR**

**PROCUREMENT OF**

**SUPPLY, DELIVERY AND INSTALLATION**

**For**

**Equipment and Accessories for *Rural Municipality office***

Issued on: 2077/07/19

Issued to:

Invitation for Quotations No: 01/2077/2078

SQ No.: 01

## **Abbreviations**

BD .....	Bidding Document
BDF .....	Bidding Forms
BDS .....	Bid Data Sheet
BOQ .....	Bill of Quantities
COF .....	Contract Forms
DP .....	Development Partners
ELI .....	Eligibility
GCC .....	General Conditions of Contract
GoN .....	Government of Nepal
ICC .....	International Chamber of Commerce
IFQ .....	Invitation for Quotations
ITB .....	Instructions to Bidders
NCB .....	National Competitive Bidding
PAN .....	Permanent Account Number
PPA .....	Public Procurement Act
PPMO.....	Public Procurement Monitoring Office
PPR .....	Public Procurement Regulations
SBD .....	Standard Bidding Document
SCC .....	Special Conditions of Contract
TS .....	Technical Specifications
VAT.....	Value Added Tax
WRQ .....	Works Requirement

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## Introduction and Instructions

### **Introduction**

1. This Standard Bidding Documents has been prepared by Government of Nepal (GON), Public Procurement Monitoring Office (PPMO) for use in the procurement of Goods (value upto NRs.2.00 million/ for Health equipment and drugs upto NRs.5.00 Million through Sealed Quotation.
2. This Introduction and Instruction part of the SBD should not be incorporated into the bidding documents of Public Entities (PEs) that may be issued to the Supplier as a part of bid documents. This part is only for the use of Purchaser in order to prepare a proper bidding document.
3. If any provision of this document is inconsistent with Public Procurement Act (PPA). 2063 or Public Procurement Regulations (PPR), 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

## Section-I

# Invitation for Sealed Quotation

चौरीदेउराली गाउँपालिका  
गाउँकार्यपालिकाको कार्यालय,ढाडखर्क,काभ्रेपलाञ्चोक  
बागमती प्रदेश, नेपाल,  
शिलबन्दी दरभाउपत्र आव्हानको सुचना  
प्रथम पटक प्रकाशित:२०७७/०७/२० गते

१. काभ्रेपलाञ्चोक जिल्ला चौरीदेउराली गाउँपालिका -०४, ढाडखर्क स्थित चौरीदेउराली गाउँपालिका गाउँकार्यपालिकाको कार्यालयबाट देहायका कार्यका लागि शिलबन्दी दरभाउपत्रको माध्यमबाट गराउनुपर्ने भएकाले सार्वजनिक खरिद नियमावली दशौं संशोधन २०७७ बमोजिम नेपाल सरकारबाट ईजाजत प्राप्त आधिकारीक स्पलायर्सहरूबाट स्था.ले.नं ,आयकर दर्ता प्रमाणपत्र, मु.अ.कर दर्ता प्रमाणपत्र,कर चुक्ता प्रमाणपत्र( आ.व. २०७७/७८) र कालोसुचिमा नरहेको स्व घोषनाको पत्र संलग्न गरि यस कार्यालयमा २०७७/०८/०४ गते दिनको १२.०० बजे सम्ममा रीतपूर्वकको शिलबन्दी पेश गर्नुहुन यो सुचना प्रकाशित गरिएको छ।

२. पेश भएका दरभाउ पत्रहरू कार्यालय प्रतिनिधि तथा दरभाउपत्र दाता वा निजका प्रतिनिधिहरूको रोहवरमा २०७७/०८/०५ गते दिनको अपरान्ह २.०० बजे खोलिन्छ।दरभाउ पत्रदाता वा निजका प्रतिनिधिहरू उपस्थित नभए पनि दरभाउ पत्र खोल्ने कार्यमा बाधा पर्ने छैन।

३.उल्लिखित प्रत्येक दरभाउ पत्र खरिद बापतको रु.१००० रकम यस कार्यालयको चौरीदेउराली शाखा अन्तर्गत नेपाल क्रेडिट एण्ड कमर्स बैंक च. हि.न: १४४०००००३११०१ मा जम्मा गरेको बैंक भौचर वा नगदी रसिद BID DOCUMENT संगै राख्नुपर्नेछ। दरभाउ पत्रको शुल्क मुल्यांकनमा समावेश गरिनेछैन।

४.नेपाल सरकारलाई बुझाउनुपर्ने आयकर तथा अन्य कर बुझाउनुपरेमा आपुर्तिकर्ता स्वयमले बुझाउनुपर्नेछ।

५.सामान आपुर्ति भए पछि यस कार्यालयबाट भुक्तानि सम्झौतामा उल्लेख भएका प्रावधान अनुसार हुनेछ।

६.मालसामानको ढुवानी खर्च आपुर्तिकर्ता स्वयमले व्यहोर्नु पर्नेछ।

७. दरभाउपत्रदाताहरूले दरभाउपत्रमा समावेश सम्पूर्ण कागजातहरूको सक्कल प्रति दरभाउपत्र खोलिएको २ दिन भित्रमा पेश गर्नुपर्नेछ। अन्यथा दरभाउपत्र मुल्याङकनमा समावेश गरिनेछैन।

८.दरभाउपत्र स्वीकृत गर्ने,नगर्ने,आंशीक स्वीकृत गर्ने वा रद्द गर्ने सबै अधिकार यस कार्यालयमा सुरक्षित रहनेछ।

९.सुचना र BIDS DOCUMENTS मा नपरेको व्यहोराको हकमा सार्वजनिक खरिद ऐन २०६३, सार्वजनिक खरिद नियमवली (दशौं संशोधन )२०७६,तथा नेपालको कानुन अनुसार हुनेछ।

दरभाउपत्र नं	कामको विवरण	जमानत रकम रु.
०१-०७७/७८	<b>SUPPLY, DELIVERY AND INSTALLATION For Equipment and Accessories of Chaunrideurali Rural municipality Office .</b>	रु.२२,६५०-

- The Chaunrideurali Rural municipality Office invites sealed quotations from registered suppliers for the procurement of equipment and accessories for Chaunrideurali Rural municipality Office .Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of Chaunrideurali Rural municipality Office .Chaunrideurali-04,Dhadkharka , Kavrepalanchok, Nepal.
- A complete set of Bidding Documents may be purchased from the Chaunrideurali Rural municipality Office . Chauri deurali-04, Dhadkharka.  
Kavrepalanchok, Nepal by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of Rs. 1000.00 till 2077/08/04, 12.00 AM
- Sealed bids must be submitted to the office Chaunrideurali Rural municipality Office . Chaunrideurali-5, Dhadkharka, Kavrepalanchok, Nepal by hand before 2077/08/04, 12:00 AM. Bids received after this deadline will be rejected.

4. The bids will be opened in the presence of Bidders' representatives who choose to attend at 2077/08/05, 14:00 at the office of Chaunrideurali Rural municipality Office .Chaunrideurali-5, Dhadkharka, Kavrepalanchok, Nepal. Bids must be valid for a period of 30 days after bid opening and must be accompanied by a bid security amounting to a minimum of 22,650/- which shall be valid for 30 days beyond the validity period of the bid (i.e. [Refer Clause ITB 20.1]. If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No.[ 1440000031101] at [NCC, Chaurideurali Branch] and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
5. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
6. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

Note:

(As mentioned in clause 49ka of PPR 2064 clause 49ka ,add more relevant information as per required)

## Section II. Instruction to Bidders(ITB)

This section of the bidding documents should provide the information necessary for Interested Suppliers to prepare responsive bids, in accordance with the requirements of the Purchaser. It should also give information on bid submission, opening and evaluation, and award of Contract. These Instructions to Bidders shall not be part of the Contract and shall cease to have effect once the Contract is signed.

<b>1. Scope of Works</b>	1.1 The Purchaser stated in the BDS for the procurement of Goods as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS.
<b>2. Eligible Bidder</b>	<p>2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.</p> <ul style="list-style-type: none"> <li>a) Up to date Firm/Company Registration Certificate</li> <li>b) VAT and PAN Registration Certificates</li> <li>c) Tax Clearance Certificate for the latest Fiscal Year (2077/2078)</li> <li>d) Business registration certificate</li> <li>e) Power of Attorney to sign the Sealed Quotation</li> <li>f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV.</li> <li>g) Other related documents .....</li> </ul> <p>2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.</p> <p>2.3 Firms shall be excluded in any of the cases, if the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.</p>
<b>3. One Quotation per Bidder</b>	3.1 Each Bidder shall submit only one quotation. A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.
<b>4. Cost of Bidding</b>	4.1 The Bidder shall bear all costs associated with the preparation and submission of his bid and the Employer shall in no case be liable for those costs.
<b>5. Site Visit</b>	5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Goods.
<b>6. Content of Quotation Form</b>	<p>6.1 The Quotation Form comprise the documents listed below:</p> <ul style="list-style-type: none"> <li>1. Section I: Invitation for Sealed Quotation (SQ)</li> <li>2. Section II: Instructions to Bidders</li> </ul>



	3. Section III: Bid Data Sheet 4. Section IV Quotation Forms and Price Schedule 5. Section V: Schedule of Requirements 6. Section VI: General Conditions of Contract (GCC) 7. Section VII: Special Conditions of Contract 8. Section VIII: Contract Form
<b>7. Clarification</b>	7.1 A prospective Bidder may obtain clarification on the Quotation Form from the Employer on or before 5 days prior to the deadline for submission of quotation.
<b>8. Language of quotation</b>	8.1. All documents relating to the bid shall be in English /Nepali.
<b>9. Documents Comprising quotation</b>	9.1 The Quotation by the Bidder shall comprise the following: a. Quotation Form and Price Schedules b. Bid Security c. Schedule of Requirements
<b>10. Quotation Prices</b>	10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all items of the goods to be supplied under the contract. 10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder. 10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
<b>11. Quotation Validity</b>	11.1 Bids shall remain valid for the period <b>specified in the BDS</b> after the bid submission deadline date prescribed by the Employer. A bid valid for a shorter period shall be rejected by the Employer as nonresponsive.
<b>12. Quotation Security</b>	12.1 The Bidder shall furnish as part of its bid, in original form, a bid security <b>as specified in the BDS</b> . In case of e-submission of bid, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the bid. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-bid should be the same otherwise the bid shall be non-responsive.  12.2 The bid security shall be, at the Bidder's option, in any of the following forms: (a) an unconditional bank guarantee from <b>Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law</b> or; (b) a cash deposit voucher in the Employer's Account as specified in BDS. In the case of a bank guarantee, the bid security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the employer. The form must include the complete name of the Bidder. The bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid 12.3 Any bid not accompanied by an enforceable and substantially compliant bid security shall be rejected by the Employer as nonresponsive. In case of e-Submission, if the scanned copy of an acceptable Bid Security letter is not uploaded with the electronic Bid then Bid shall be rejected. 12.4 The bid security shall be forfeited if: (a) a Bidder requests for withdrawal during the period of bid validity specified by the Bidder on the Letter of Bid, after bid submission deadline.

	<p>(b) a Bidder changes the prices or substance of the bid while providing information;</p> <p>(c) a Bidder involves in fraud and corruption pursuant to clause 27;</p> <p>(d) the successful Bidder fails to:</p> <ul style="list-style-type: none"> <li>(i) furnish a performance security in accordance with clause 25 and 26;</li> <li>(ii) sign the Contract in accordance within the period stipulated in Letter of Acceptance; or</li> <li>(iii) accept the correction of arithmetical errors pursuant to clause 21.1</li> </ul>
<b>13. Format and Signing of Quotations</b>	13.1 The quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialed by the same authorized person.
<b>14. Sealing and Marking of Quotations</b>	<p>14.1 Bidders may submit their bids by hand copy or by electronically. When so <b>specified in the BDS</b>, bidders shall have the option of submitting their bids electronically. Procedures for submission, sealing and marking are as follows:</p> <ul style="list-style-type: none"> <li>(a) Bidders submitting bids by hand copy: The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Employer specified in the Invitation for Quotation and shall bear the name and identification number of the quotation.</li> <li>(b) Bidders submitting Bids electronically shall follow the electronic bid submission procedure <b>specified in the BDS</b></li> </ul>
<b>15. Deadline for Submission of Quotations</b>	15.1 Quotation shall be delivered to the Employer at the address no later than the time and date <b>specified in BDS</b> .
<b>16. Late Quotations</b>	16.1 Any quotation received by the Employer after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
<b>17. Modification And Withdrawal of Quotations</b>	17.1 Sealed quotations once submitted shall not be withdrawn or modified.
<b>18. Quotations Opening</b>	<p>18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS</p> <p>18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.</p>
<b>19. Process to be Confidential</b>	19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.
<b>20. Examination of Quotations</b>	<p>20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation</p> <ul style="list-style-type: none"> <li>(a) meets the eligibility criteria defined in Clause 2;</li> <li>(b) has been properly signed by the authorized person;</li> <li>(c) is accompanied by the required securities; and</li> <li>(d) is substantially responsive to the requirements of the Bidding documents.</li> </ul>
<b>21. Evaluation and Comparison of</b>	21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors.

<p><b>Quotations</b></p>	<p>Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:</p> <p>(a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;</p> <p>(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>(c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected. (d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) ,(b) and (c) above.</p> <p>21.2 In case of e-submission of bid, upon notification from the Purchaser, the bidder shall also submit the original of documents comprising the Sealed Quotation as per ITB 9 for verification of submitted documents for acceptance of the e-submitted bid. If a Bidder does not provide original of document of its Sealed Quotation by the date and time set in the Purchaser's request for clarification, its bid may be rejected.</p> <p>21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.</p> <p>21.4 If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded during the evaluation.</p>
<p><b>22. Award of Contract</b></p>	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.</p> <p>22.2 If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be rejected.</p>
<p><b>23. Purchaser's Right to Accept any Bid and to Reject any or all Bids</b></p>	<p>23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.</p>
<p><b>24. Notification of Award and Signing of Agreement</b></p>	<p>24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.</p> <p>24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of</p>

	<p>Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
<b>25. Performance Security</b>	<p>25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:  Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.  The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p> <p>26</p>
<b>26. Corrupt or Fraudulent Practices</b>	<p>26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>26.2 In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible bidder.</p>
<b>27. Conduct of Bidders</b>	<p>27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.</p> <p>27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <p>a) give or propose improper inducement directly or indirectly,  b) distortion or misrepresentation of facts  c) engaging or being involved in corrupt or fraudulent practice  d) interference in participation of other prospective bidders.  e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,  f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price.</p> <p>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of</p>

	contract
<b>28.Blacklisting Bidder</b>	<p>28.1 Without prejudice to any other right of the Employer under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> <li>a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,</li> <li>b) if it is proved later that the bidder/contractor had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,</li> <li>c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.</li> <li>d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,</li> </ul> <p>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.</p>
<b>29. Publication of contract award notice</b>	<p>29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office, Such notice shall also be posted in its website and PPMO's website.</p> <ul style="list-style-type: none"> <li>a. Name of the procurement,</li> <li>b. IFB number,</li> <li>c. date and name of newspaper published the IFB notice,</li> <li>d. Name of the successful Bidder, and the contract price.</li> </ul> <p>29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.</p>
<b>30. Provision of PPA and PPR</b>	<p>If any provision of this document is inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.</p>

## SECTION - III

### Bid Data Sheet

ITB 1	<p>The scope of supply is: Supply, Delivery and installation of Equipment and Accessories for <i>office of Rural Municipality office</i></p> <p>The number of the Invitation for Sealed quotation (SQ) is 01-2077/78</p> <p>Chaunrideurali Rural Municipality Office , Kavre, Bagmati Province, Nepal</p> <p>The name of the Project is: <b>Equipment and accessories for Chaunrideurali Rural Municipality Office</b></p>
ITB 10	<p>The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of NRs.22,650/- which shall be valid for 30 days beyond the validity period of the bid.</p>
ITB 10 (a)	<p>Cash Deposit Account for Bid Security:</p> <p>Bank Name: Nepal Credit and Commerce Bank Ltd.</p> <p>Address: Chaurideurali, Kavrepalanchok</p> <p>Account holder's Name: Chaunrideurali Rural Municipality Office</p> <p>Account Number: 1440000031101</p>
ITB 14.1	<p>Bidders [<i>insert "shall" or "shall not"</i>] have the option of submitting their bids electronically.</p> <p>Electronic submission procedure shall be : [<i>Insert electronic submission procedure if electronic submission is allowed</i>]</p> <p>"Bidders shall follow the electronic bid submission procedures specified below:</p> <ol style="list-style-type: none"> <li>i. The bidder is required to register in the e-GP system <a href="https://www.bolpatra.gov.np/egp">https://www.bolpatra.gov.np/egp</a> following the procedure specified in e-GP guideline.</li> <li>ii. Interested bidders may either purchase the bidding document from the employer's office as specified in the Invitation for Bid (IFB) or bidders may download the IFB and bidding document from e-GP system.</li> <li>iii. The registered bidders need to maintain their profile data required during preparation of bids.</li> <li>iv. In order to submit their bids electronically the cost of the bidding document shall be deposited in the account specified in IFB. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the bid.</li> <li>v. The bidder can prepare their bids using data and documents maintained in bidder's profile and forms/format provided in bidding document by Employer. The bidder may submit bids as a single entity.</li> <li>vi. Bidders should update their profile data and documents required during</li> </ol>

	<p>preparation and submission of their bids.</p> <p>The required forms and documents shall be part of technical bids.</p> <table><tr><th>No.</th><th>Document</th><th>Requirement</th><th>Remarks</th></tr><tr><td></td><td>Letter of Bid</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Bid Security/Bank Guarantee</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Company registration</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>VAT registration</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Tax Clearance Certificate/Tax return submission evidence/evidence of time extension</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Power of Attorney of Bid signatory</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Completed BoQ</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Bank Voucher for cost of bid document</td><td>Mandatory</td><td>PDF</td></tr><tr><td></td><td>Additional documents specified in Bidding Document</td><td>If applicable</td><td>PDF</td></tr></table> <p>vii. After providing all the details and documents, bid response documents will be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission.</p> <p>viii. For verifying the authentic user, the system will send one time password in the registered email address of the bidder. System will validate the OTP and allow bidder to submit their bid.</p> <p>ix. Once bid is submitted, bidders won't able to modify/withdrawal their bid.</p> <p>x. The Bidder / Bid shall meet the following requirements and conditions for e-submission of bids;</p> <p>The e-submitted bids must be readable through PDF reader.</p> <p>The facility for submission of bid electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the bidding process. The Bidders are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Employer shall be held liable for Bidder's inability to use this facility.</p> <p>When a bidder submits electronic bid through the PPMO e-GP portal, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the Bidding documents including specifications, drawings and conditions of contract."</p>	No.	Document	Requirement	Remarks		Letter of Bid	Mandatory	PDF		Bid Security/Bank Guarantee	Mandatory	PDF		Company registration	Mandatory	PDF		VAT registration	Mandatory	PDF		Tax Clearance Certificate/Tax return submission evidence/evidence of time extension	Mandatory	PDF		Power of Attorney of Bid signatory	Mandatory	PDF		Completed BoQ	Mandatory	PDF		Bank Voucher for cost of bid document	Mandatory	PDF		Additional documents specified in Bidding Document	If applicable	PDF
No.	Document	Requirement	Remarks																																						
	Letter of Bid	Mandatory	PDF																																						
	Bid Security/Bank Guarantee	Mandatory	PDF																																						
	Company registration	Mandatory	PDF																																						
	VAT registration	Mandatory	PDF																																						
	Tax Clearance Certificate/Tax return submission evidence/evidence of time extension	Mandatory	PDF																																						
	Power of Attorney of Bid signatory	Mandatory	PDF																																						
	Completed BoQ	Mandatory	PDF																																						
	Bank Voucher for cost of bid document	Mandatory	PDF																																						
	Additional documents specified in Bidding Document	If applicable	PDF																																						
ITB 15	<p>The deadline for bid submission is:</p> <p>Address: Chaunrideurali rural municipality office,dhadkharka Bhanjyang , Kavrepalanchok</p> <p>Date: 2077/08/04</p> <p>Time : 12:00</p>																																								
ITB 18	<p>The bid opening shall take place at :</p> <p>Address : Chaurideurali Rural Municipality Office , Dhadkharka Bhanjyang Kavrepalanchok</p> <p>Date: 2077/08/05 Time : 14:00</p> <p>i) e-GP system allows to download the bid response document only after bid opening date and time are met. Simultaneous login of two members of the</p>																																								

	<p>opening committee is required for bid opening.</p> <p><i>ii)</i> The purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders' representatives who choose to attend.</p>
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## Section- IV: Quotation Form and price Schedule

### 1. Quotation and Price Schedules

Date:

To: Chaunrideurali Rural Municipality Office, Kavrepalanchok

Gentlemen and/or Ladies:

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said SQ documents for the sum of [total SQ amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

We undertake, if our SQ is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to Five ( 5) percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this SQ for a Period of 45 days from the date fixed for SQ opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this SQ, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any SQ you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[signature]

[in the capacity of]

Duly authorized to sign SQ for and on behalf of \_\_\_\_\_



## 2. Bidder's Information Form

[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted. In case of joint venture, each partner shall fill the information in separate form.]

1. Bidder's Legal Name : .....

2. Bidder's Address: .....

3 Bidder's Country of Registration: .....

4 . Bidder's Year of Registration: .....

5 . Bidder's Legal Address in Country of Registration: .....

### 6. Bidder's Authorized Representative Information

Name: .....

Address: .....

Telephone/Fax numbers: .....

Email Address: .....

7. Bidder's Telephone/Fax numbers: .....

8. Bidder's Email Address: .....

***[Attached are copies of the following original documents. 1. Firm Registration Certificate 2. Authorization to represent the firm]***

### 3. Price Schedule for Goods

Name of Bidder \_\_\_\_\_ Contract Identification Number \_\_\_\_\_

S. N.	Item	Description	Country of Origin	Qty	Unit Price1 EXW (in NRs)		Total Price (in NRs)
					In Figure(Rs.)	In Words	
1	Desktop computer			9			
2	Canon 29 model Printer			9			
3	Document scanner			9			
4	4G wifi pocket router			9			
5	Laptop			1			
5	Complete intercom set			1			
Total							
VAT 13%							
Grand Total							

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

[If there are more than one lot/slice/package, prepare Price Schedule form for each lot/slice/package]

**Name**

**In the capacity of**

**Signed**

**Duly authorized to sign the Sealed Quotation for and on behalf of**

**Date:**

*The price shall include all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item or the customs duties and sales and other taxes paid on the previously imported item offered ex warehouse, ex showroom, or off-the-shelf. These factors should not be entered separately.*

## 4. Bid Security

**Bank's Name, and Address of Issuing Branch or Office**  
**(On Letter head of the Commercial Bank or Financial Institution eligible to issue Bank**  
**Guarantee as per prevailing Law)**

Beneficiary: ..... name and address of Employer.....

Date:.....

Bid Security No.: .....

We have been informed that . ....[*insert name of the Bidder*] (hereinafter called "the Bidder") intends to submit its bid (hereinafter called "the Bid") to you for the execution of ..... name of Contract ..... under Invitation for Bids No. .... ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we..... name of Bank. ....hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of. . ....amount in figures ..... ( . ....amount in words ..... ) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.
- (d) is involved in fraud and corruption in accordance with the ITB

This guarantee will remain in force up to and including the date .....number.....days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

Bank's seal and authorized signature(s) . . .

### **Note:**

The bid security of ..... has been counter guaranteed by the Bank .....on ..... (Applicable for Bid Security of Foreign Banks).

## Section V. Schedule of Requirements

### Section V. Schedule of Requirement

#### 1. List of Goods and Related Services

##### 1. Computing machinery equipment and supplies

S.N.	Item Description	Unit of Measurement	Quantity
1	Supply, Delivery, installation and setup of Branded <b>Desktop computer</b> with accessories as per specification	Pcs	9
2	Supply, Delivery, installation and setup of Branded <b>Canon 29 model Printer</b> with accessories as per specification	Pcs	9
3	Supply, Delivery, installation and setup of <b>Document scanner</b> with accessories as per specification	Pcs	9
4	Supply, Delivery, installation and setup of <b>4G wifi pocket router</b> with accessories as per specification	Set	9
5	Supply, Delivery, installation and setup of <b>Laptop</b> with accessories as per specification	Pcs	1
6	Supply, Delivery <b>Complete Intercom set</b> as per specification	Set	1

##### 2. Delivery and Completion Schedule

S. N.	Item Description	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
1	Supply, Delivery, installation and setup of Branded <b>Desktop computer</b> with accessories as per specification	2077-08-13	2077-08-12	2077-08-13	
2	Supply, Delivery, installation and setup of Branded <b>Canon 29 model Printer</b> with accessories as per specification	2077-08-13	2077-08-12	2077-08-13	
3	Supply, Delivery, installation and setup of <b>Document scanner</b> with accessories as per specification	2077-08-13	2077-08-12	2077-08-13	
4	Supply, Delivery, installation and setup of <b>4G wifi pocket router</b> with accessories as per specification	2077-08-13	2077-08-12	2077-08-13	
5	Supply, Delivery, installation and setup of Branded <b>Laptop</b> with accessories as per specification	2077-08-13	2077-08-12	2077-08-13	
6	Supply, Delivery <b>Intercom</b> as per specification	2077-03-13	2077-03-12	2077-03-13	

### 3. Technical Specifications

S. N.	Description of Goods	Particulars	Requirements	Bidder's Offer
1	Supply, Delivery, installation and setup of Branded <b><u>Desktop Computer</u></b> with accessories as per specification	<b><u>Desktop Computer</u></b>	Intel core i5 8th generation or higher, Minimum 4 cores, Integrated Graphics , minimum 18 inch anti glare LED display, minimum 4 GB DDR4, 2 DIMM slots, minimum 1 TB SATA 7200 RPM HDD, 1 headphone/microphone combo; 2 or more USB 3.0 or higher, 1 RJ 45; 2 DisplayPort 2(VGA HDMI), windows 10, 802.11 ac wifi with Bluetooth 4.0, USB Optical mouse from the same brand, USB keyboard from the same brand, power code from desktop and monitor ,HDMI/VGA cable and minimum 1 years warranty.	
2	Supply, Delivery, installation and setup of Branded <b>Cacon 29 model <u>Printer</u></b> with accessories as per specification	<b><u>Printer</u></b>	Laser-Monochrome, print, Black: min 12 ppm , minimum 25000 pages/month, minimum 4 GB system memory, Wired, high speed USB, minimum 600*600dpi, less then 10 second from standby to first printing,minimum 150 pages, Minimum 100 sheets, Sizes: A4, A5, B5, Letter,Envelop, Minimum 2000 pages, should have Authorised Service centres in Nepal, one year warrenty, onside service.	
3	Supply, Delivery, installation and setup of <b><u>Document Scanner</u></b> with accessories as per specification	<b><u>Document Scanner</u></b>	Flatbed, minimum 2400*2400 dpi, 25-2400 dpi, high speed USB, 48 bit input, 24 bit output, 16 bit input, 8 bit output, A4/letter,PDF,SCAN, copy, Windos 10(32 and 64 bit) , 1 year warrenty.	
4	Supply, Delivery, installation and setup of	<b><u>4G wifi pocket Router</u></b>	4G LTE FDD Band 800/850/900/1800/2100/2600MHZ , 3G WCDMA Band 900/2100MHz, 2G GSM/EDG/GPRS:	

	<b><u>4G wifi pocket Router</u></b> with accessories as per specification		850/900/1800/1900MHz, 4G LTE DL Minimum 150Mbps, 4G LTE UL Minimum 50 Mbps. 2.4 GHz 802.11b/g/n , should support Minimum 6 concurrent users(WIFI), minimum 1800 Mah battery included, should support Microsoft windows 10, should support NTC ,NCELL , SMART CELL.	
5	Laptop	<b><u>Laptop</u></b>	Any Brand, Processor Intel Core i5 (8th Gen) Processor Display15.6" (39.62 cm) display, 1920 x 1080 px Ram 8 GB DDR4 RAM Webcam necessary, Storage1 TB HDD Speakers, Dual Speakers Graphic Processor, AMD Radeon 530 Graphics Memory 2 GB Battery Cell 3 Cell, Operating System Windows 10 Home Basic,1 year warranty	
6	Supply, Delivery <b><u>Complete Intercom set</u></b> as per specification	<b><u>Complete Intercom set</u></b>	EPABX Branded minimum 3 coline input, 24 line output	

## Section VI. General Conditions of Contract

<b>1. Definitions</b>	<p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> <li>a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;</li> <li>b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;</li> <li>c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;</li> <li>d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.</li> <li>e. "The Purchaser" means the procuring entity purchasing the goods;</li> <li>f. "The Supplier" means the organization supplying the goods and services under this contract.</li> </ul>
<b>2. Technical Specification</b>	<p>2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.</p>
<b>3. Patent Right</b>	<p>3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.</p>

<b>4. Performance Security</b>	<p>4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.</p> <p>4.3 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
<b>5. Inspection and Tests</b>	<p>5.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises</p> <p>5.2 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser.</p>
<b>6. Packing</b>	<p>6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.</p> <p>6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.</p> <p>6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.</p>
<b>7. Delivery of Goods</b>	<p>7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.</p>
<b>8. Insurance</b>	<p>8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified</p>
<b>9. Warranty</b>	<p>9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.</p> <p>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.</p> <p>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p>

	<p>9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.</p>
<b>10. Payment</b>	<p>10.1 Payment shall be made in the Nepalese currency as specified in the SCC</p> <p>10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.</p>
<b>11. Prices</b>	<p>11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.</p>
<b>12. Changed Order</b>	<p>12.1 Where the Purchaser desires to make changes in <b>Schedule of Requirement</b>, it shall not exceed more than 15 percent.</p>
<b>13. Liquidated Damages</b>	<p>13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.</p>
<b>14. Resolution of Disputes</b>	<p>14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p style="padding-left: 40px;">14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be</p>
	<p style="padding-left: 40px;">commenced prior to or after delivery of the Goods under the Contract.</p> <p style="padding-left: 40px;">14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <p style="padding-left: 40px;">a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p style="padding-left: 40px;">b. the Purchaser shall pay the Supplier any monies due the Supplier.</p>
<b>15. Governing Language</b>	<p>15.1 The Governing Language shall be: Nepali or English</p>



<b>16. Applicable Law</b>	16.1 The applicable law shall be Laws of Nepal.
<b>17. Notices</b>	<p>17.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt</p> <p>17.2 A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.</p>
<b>18. Taxes and Duties</b>	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GON.
<b>19. Operation, Maintenance and Spare-parts Manuals</b>	19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC..
<b>20. Conduct of Suppliers</b>	<p>20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN’s Procurement Act and Regulations.</p> <p>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ul style="list-style-type: none"> <li>a. give or propose improper inducement directly or indirectly,</li> <li>b. distortion or misrepresentation of facts</li> <li>c. engaging or being involved in corrupt or fraudulent practice</li> <li>d. interference in participation of other prospective bidders.</li> <li>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> </ul>
	<ul style="list-style-type: none"> <li>f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price..</li> <li>g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</li> </ul>
<b>21. Blacklisting Supplier</b>	<p>21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:</p> <ul style="list-style-type: none"> <li>a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2,</li> <li>b. if the supplier fails to sign an agreement pursuant to ITB Clause 24,</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,</li><li>d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.</li></ul> |
|--|---|

21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal.

## Section VII. Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

*[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder shall complete the following information before submitting his Sealed Quotation.]*

<b>GCC 1.1.1 (e)</b>	<b>The Purchaser shall be:</b> Chaunrideurali Rural Municipality Office
GCC 4.1	<p>The Currency of of the performance Security shall be in Nepalese Rupees. The amount of the performance security shall be as follows:</p> <p>(i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>(ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p>(iii) Performance Security Amount = <math>[(0.85 \times \text{Cost Estimate} - \text{Bid Price}) \times 0.5] + 5\%</math> of Bid Price.</p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
GCC 9.1	The warranty period shall be : 1 year
GCC 10	<p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <p>Through accounts division/unit of the Purchaser Payments shall be made in Nepalese Rupees in the following manner:</p> <p>Sample provisions:</p> <p>Advance Payment:</p> <p>On Delivery and acceptance: [Hundred (100) percent. of the Contract Price of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser delivered shall be paid within 7 days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s.</p> <p>One Hundred (100)] percent. of the Contract Price of the Goods and related services delivered shall be paid within 7 days of receipt of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. and upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s TDS shall be deducted as per the prevailing rules and regulations.</p> <p>Payments shall be made in Nepalese Rupees in the following manner:.</p> <p>Advance payment 0%</p> <p>Installment &amp; commission 100%</p>
GCC 17.1	<p>For notices, the Purchaser's address shall be:</p> <p>Attention: Chaunrideurali Rural Municipality Office</p> <p>Address: Chaurideurali-4, Dhadkharka Bhanjyang, Kavrepalanchok</p> <p>Designation:</p> <p>Electronic Mail Address: ito.chaunrimun@gmail.com</p> <p>For notices, the Suppliers's address shall be:</p> <p>Attention:</p> <p>Address:</p> <p>Designation:</p> <p>Telephone:</p> <p>Electronic Mail Address:</p>
GCC 19.1	The Supplier shall supply 3 number of copies manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC

## Section VIII. Contract Form

### 1. Letter of Acceptance

[on letterhead paper of the Employer]

Date: .....

To: ..... name and address of the Contractor .....

Subject: ..... Notification of Award

This is to notify that your Sealed Quotation dated . . . . . for execution of the . . . . . name of the contract and identification number, as given in the Contract Data/SCC . . . . . for the Contract price of Nepalese Rupees [insert amount in figures and words in Nepalese Rupees], as corrected in accordance with the Instructions to Bidders is hereby accepted in accordance with the Instruction to Bidders.

You are hereby instructed to contract this office to sign the formal contract agreement within 7 days. As per the Conditions of Contract, you are also required to submit Performance Security, as specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII (Contract Forms) of the Bidding Document.

The Purchaser shall forfeit the bid security, in case you fail to furnish the Performance Security and to sign the contract within specified period.

Authorized Signature: .....

Name and Title of Signatory: .....

## 2. Contract Agreement

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of Purchaser] (hereinafter called "the Purchaser") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Sealed Quotation for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a SQ by the Supplier for the supply of those goods and services in the sum of ..... [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Form of Agreement
  - b. The Purchaser's Notification of Award
  - c. The General Conditions of Contract;
  - d. Special Conditions of Contract
  - e. Quotation Form and the Price Schedule submitted by the Supplier;
  - f. The Schedule of Requirements; .
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

Name:

Designation:

Sign:

Seal:

On behalf of the Supplier

Name:

Designation:

Sign:

Seal:

### 3. Performance Security

**Bank's Name, and Address of Issuing Branch or Office**  
**(On Letter head of the Commercial bank or any Financial Institution eligible to issue Bank**  
**Guarantee as per prevailing Law)**

..... **Bank's Name, and Address of Issuing Branch or Office** .....Beneficiary:  
..... Name and Address of Employer .....  
Date: .....

Performance Guarantee No.:.....

We have been informed that ... .. **[insert name of the Contractor]** (hereinafter called "the Contractor") has been notified by you to sign the Contract No. .... **[insert reference number of the Contract]** for the execution of ..... **[insert name of contract and brief description of Works]** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we..... **[insert name of the Bank]** hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....**[insert name of the currency and amount in figures\*]** (..... **insert amount in words**) such sum being payable in Nepalese Rupees, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the.....Day of ..... \*\*, and any demand for payment under it must be received by us at this office on or before that date.

.....  
**Seal of Bank and Signature(s)**

Note:

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

\* The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract in Nepalese Rupees.

\*\* Insert the date thirty days after the date specified for the Defect Liability Period. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee".

## 4. Advance Payment Security

**Bank's Name, and Address of Issuing Branch or Office**

**(On Letter head of the Commercial bank or any Financial Institution eligible to issue Bank Guarantee as per prevailing Law)**

..... **Bank's Name, and Address of Issuing Branch or Office**.....

Beneficiary: .....**Name and address of employer**

Date : .....

Advance Payment Guarantee No.....

We have been informed that .....has entered into Contract No. .... **Name and Address of Employer**.....**name of the Contractor**.....(hereinafter called "the Contractor")..reference number of the Contract.....dated ..... with you, for the execution of ...contract and brief description of Works ..... (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum..... name of the currency and amount in figures\*...(.... **amount in words** ....) is to be made against an advance payment guarantee.

At the request of the Contractor, we... ..... **name of the Bank** ..... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.....name of the currency and amount in figures\*.....(**amount in words** ... ..)upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the ..... day of ..... \*\*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

.....  
**Seal of Bank and Signature(s)**

### **Note:**

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

\*The Guarantor shall insert an amount representing the amount of the advance payment in Nepalese Rupees of the advance payment as specified in the Contract.

\*\* Insert the date Thirty days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee".