



MRM-SQ3-2083/84-03

STANDARD BIDDING DOCUMENT (SBD)

को दफा ६५ को उपदफा (१) को खण्ड (ग) ले दिएको अधिकार बमोजिम
गलियबाट जारी गरिएको

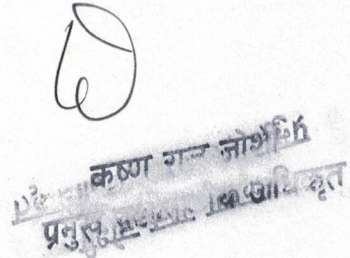
sued by the Public Procurement Monitoring Office in accordance with the authority given by
clause (c) of Subsection (1) of Section 65 of the Public Procurement Act, 2063)



Procurement of Goods Sealed Quotation

[For Procurement of Goods up to NPR. 2.00 Million and for Medicinal
Goods, Health related equipment and drugs up to NRs.5.00 Million]

Issued by:
Government of Nepal
Public Procurement Monitoring Office (PPMO)
Kathmandu



(August, 2026)



Table of Contents

Introduction and Instructions	1
Section I. Invitation for Sealed Quotation	3
Section II. Instructions to Bidders	4
Section IV. Quotation Form and Price Schedule	16
Section V. Schedule of Requirements	20
Section VI. General Conditions of Contract	22
Section VII. Special Conditions of contract	24
Section VIII. Contract form	26



कृष्ण राय ज्ञेनी

प्रमुख प्रशासकीय अधिकारी

Introduction and Instructions

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 million/ for Health equipment, medicinal goods and drugs up to NRs.5 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.

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 million/ for Health equipment, medicinal goods and drugs up to NRs.5 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.

कछा रात्र जोशी
प्रमुख प्रशासकीय अधिकारी

Introduction and Instructions

BIDDING DOCUMENT

For

THE PROCUREMENT OF



[MRM-SQ3-2083/84-03]

Sealed Quotation (SQ)-Re Invitation

[Masta Rural Municipality, Bhatekhola Bajhang]

For


केशव राज जोशी
प्रमुख प्रशासकीय अधिकारी

[MRM-SQ3-2083/84-03]

Sealed Quotation (SQ)-Re Invitation

Issued on: Oct -6-2026

Issued to: All Eligible Bidders

Invitation for Quotations No.: MRM-SQ3-2083/84-03

SQ No.: MRM-SQ3-2083/84-03

Section I. Invitation for Sealed

Section I. Invitation for Sealed Quotation

Name of the Office: **Masta Rural Municipality**
Address of the Office: **Bhatekhola Bajhang**



Invitation for Sealed Quotation for the procurement of **Goods For Store Branch**.

Sealed Quotation No: **MRM-SQ3-2083/84-03**

Date of first Publication:

1. The **[Masta Rural Municipality Bhatekhola Bajhang]** invites sealed quotations from registered Suppliers for the supply, delivery and installation of **[Procurement and supply Goods For Store Branch]**.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of **[Masta Rural Municipality, Bhatekhola Bajhang, ito.mastamun@gmail.com, 9858487315]** or may visit PPMO website www.bolpatra.gov.np.
3. A complete set of Bidding Documents may be purchased from the office **[Masta Rural Municipality Bhatekhola Bajhang]** and the office **[Masta Rural Municipality Bhatekhola Bajhang]** 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 NRs. 1000.00 till **[Oct-12-2026]**¹ during office hours.
4. ~~if electronic bid is allowed, insert the following text~~: "Bidder who chooses to submit their bid electronically may download the bidding documents for e submission from PPMO's e GP ~~insert the name of e-GP system i.e www.bopatra.gov.np/egp~~. Bidders, submitting their bid electronically, should deposit the cost of bidding document in the following account
Name of the Bank: **Rastriya Baniya Bank** Name of Office: **Masta Rural Municipality**
Office Code no.: **801077010** Office Account no.:
Rajaswa (revenue) Shirshak no.: **14229**"
5. Sealed bids must be submitted to the office **[Masta Rural Municipality Bhatekhola Bajhang]** by hand ~~for through insert the name of e-GP system i.e www.bopatra.gov.np/egp~~ on or before **[12 Noon]** on **[Oct-13-2026]**. Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at **[Oct-13-2026]** at the office of **[Masta Rural Municipality]**. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of **[28000.00/- (2 to 3 % of estimated amount without VAT and Contingencies but including PS)]**, which shall be valid for 30 days beyond the validity period of the bid (i.e. ~~insert the date~~). If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No. **[Rastriya Baniya Bank, Account no 4110100303000006]** at **[Rastriya Baniya Bank Bhatekhola Bajhang]** and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
7. 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.
8. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.
9. **[Add other information regarding requirement of the Purchaser.]**


कृष्णा राज जोशी
प्रमुख प्रशासकीय अधिकारी

¹The time interval between last purchasing date and last submission date shall not be more than one day.



Section II. Instructions to Bidders

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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.

कृष्ण राम जोशी
प्रमुख प्रशासकीय अधिकृत

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.

Section II. Instructions to Bidders

Section II. Instructions to Bidder



1. Scope of Works	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.
2. Eligible Bidder	2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified in BDS. a) Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate or Evidence of Time Extension or Tax return submission evidence for the Fiscal Year as specified in BDS -FY 2081/82 d) Business registration certificate/licence (if required) e) Power of Attorney to sign the Sealed Quotation 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.Other g) Other Documents as needed as specified in BDS 2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), by a competent authority under the prevailing law for failure to repay loan disbursed by bank or financial institution, 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, the competent authority and/or the DP.
3. One Quotation per Bidder	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.
4. Cost of Bidding	4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotation and the Purchaser shall in no case be liable for those costs.
5. Site Visit	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.
6. Content of Quotation Form	6.1 The Quotation Form comprise the sections listed below: Section I: Invitation for Sealed Quotation (SQ) Section II: Instructions to Bidders Section III: Bid Data Sheet Section IV Quotation Forms and Price Schedule



Section II. Instructions to Bidders

	Section V: Schedule of Requirements Section VI: General Conditions of Contract (GCC) Section VII: Special Conditions of Contract Section VIII: Contract Form
7. Clarification	7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.
8. Language of Quotation	8.1 All documents relating to the Quotation shall be in English or in Nepali.
9. Documents Comprising Quotation	9.1 The Quotation by the Bidder shall comprise the following: - Quotation Form and Price Schedules - Bid Security - Schedule of Requirements - Eligibility Information as per BDS 2.1 - Power of Attorney of Bid Signatory and The Quotation form and price schedules must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested
10. Quotation Prices	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.
11. Quotation Validity	11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive. In the case of electronic submission, if any technical issue arises in the handling of the e-GP system, the PPMO may extend the deadline for submission. However, the validity period of the quotation shall still be counted from the original submission deadline. The sealed quotation valid for a shorter period shall be rejected by the Employer as nonresponsive
12. Quotation/Bid Security	12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security as specified in the BDS . In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. 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

Section II. Instructions to Bidders

	and the scanned copy submitted with e-Sealed Quotation should be the same otherwise the Sealed Quotation 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 Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) a cash deposit voucher in the Purchaser's Account as specified in the 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 Purchaser. 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. The Bid security valid for shorter period shall be rejected. 12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser 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 or modification during the period of bid validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline. (b) a Bidder changes the prices or substance of the Sealed Quotation while providing information; (c) a Bidder involves in fraud and corruption pursuant to clause ITB 26; (d) the successful Bidder fails to: (i) furnish a performance security in accordance with clause ITB 25; (ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or (iii) accept the correction of arithmetical errors pursuant to clause ITB 19.1 (iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification 12.5 The purchaser shall return the bid securities except those that are to be forfeited as per ITB 12.4 to the respective bidders within three (3) days after the successful bidder has furnished the required performance security and signed the Contract Agreement pursuant, to ITB 25.1 and ITB 24.2.
13. Format and Signing of Quotations	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 initialled by the same authorized person.
14. Sealing and Marking of	14.1 Bidders may submit their bids by manually or by electronically, when so specified in the BDS. Procedures for submission, sealing

Section II. Instructions to Bidders

Quotations	and marking are as follows: Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation. 14.2 Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in the BDS
15. Deadline for Submission of Quotations	15.1 Quotations shall be delivered to the Purchaser at the address or submitted by hand no later than the time and date specified in the BDS.
16. Late Quotation	16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17. Modification And Withdrawal	17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
18. Bid Opening	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 18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.
19. Process to be Confidential	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.
20. Examination of Quotations	20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed by the authorized person; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Bidding documents.
21. Evaluation and Comparison of Quotations	21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows: (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

Section II. Instructions to Bidders

	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; (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 (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. 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. 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. 21.4 In Case, a 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 from the evaluation, if public entity receives instruction from Government of Nepal.
22. Award of Contract	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. 22.2 In Case, a 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 from the evaluation, if public entity receives instruction from Government of Nepal.
23. Purchaser's Right to Accept or Reject	23.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all sealed quotations at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all sealed quotations submitted and specifically, Sealed Quotation securities, shall be promptly returned

Section II. Instructions to Bidders



	to the Bidders.
	23.2 The purchaser shall give notice of the rejection of sealed quotations or the cancellation of the procurement proceedings pursuant to ITB 23.1, along with the reasons for such rejection or cancellation, to all bidders participating in the sealed quotation.
	23.3 Where any bidder requests, within thirty (30) days of the communication of the notice pursuant to ITB 23.2, the grounds for the rejection of all sealed quotations or the cancellation of the procurement proceedings, the public entity shall provide such information to that bidder.
24. Notification of Award and Signing of Agreement	24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser. 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 Acceptance, the successful Bidder shall deliver the Performance Security pursuant ITB25 and sign the Agreement. 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.
25. Performance Security	25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security in an amount in NPR equal to 5% of Bid Price (without VAT but including PS) 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. 25.2 Failure of the successful Bidder to submit the Performance Security pursuant to ITB 25.1, engaged in corrupt or fraudulent practices pursuant to ITB 26.1 or failure to sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Sealed Quotation security.
26. Corrupt or Fraudulent Practices	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. 26.2 In Case, a 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 from the evaluation, if public entity receives instruction from Government of Nepal.

Section II. Instructions to Bidders



27. Conduct of Bidders	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. 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: - give or propose improper inducement directly or indirectly, - distortion or misrepresentation of facts - engaging or being involved in corrupt or fraudulent practice - interference in participation of other prospective bidders. - 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, - 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. 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 contract
28. Blacklisting Bidder	28.1 Without prejudice to any other right of the Purchaser 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: - if it is proved that the bidder committed acts pursuant to the Sub-Clause ITB 27.2, - if it is proved later that the bidder/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, - if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract. - if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information, - Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser, - a Bidder requests for withdrawal or modification of its

Section II. Instructions to Bidders



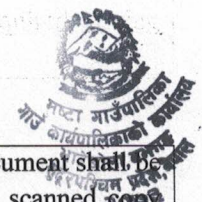
	quotation: (i) after the Bid Submission deadline and during the period of validity specified by the Bidder on the Letter of quotation, in case of electronic submission; (ii) from the period twenty-four hours prior to quotation submission deadline up to the period of quotation validity specified by the Bidder on the Letter of quotation, in case of hard copy submission. (g) if the bidder does not provide clarifications of its sealed quotation by the date and time set in the Employer's request for clarification as per ITB 21.2. (h) a Bidder changes the prices or substance of the sealed quotation while providing information pursuant to ITB 21.2. 28.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), by a competent authority under the prevailing law for failure to repay a loan disbursed by a bank or financial institution, 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, the competent authority and/or the DP.
29. Publication of contract award notice	1. 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. a. Name of the procurement, b. IFB number, c. date and name of newspaper published the IFB notice, d. name of the successful Bidder, and the contract price. 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.
30. Provision of PPA and PPR	30.1 If any provision of this document are 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 II. Instructions to Bidders

SECTION - III Bid Data Sheet



ITB 1	The scope of Supply is: Procurement and supply of <i>the Goods for Store Branch</i>. <i>[insert name of the procurement]</i> The number of the Invitation for Sealed Quotation (SQ) is : <i>MRM-SQ3-2083/84-03</i><i>[insert IFQ Number]</i> The Purchaser is: <i>Masta Rural Municipality Bhatekhola Bajhang</i><i>[insert the name of Purhaser]</i> The name of the Project is: Procurement and supply of the Medicine item For Health Branch <i>[insert the name of the project, if any]</i>
ITB 2.1	All Bidders shall submit following documents as pre- requisites for eligibility: 1. Tax Clearance Certificate or Evidence of Time Extension or Tax return submission evidence for the F/Y <i>2081/82</i><i>[insert fiscal year]</i> 2. Business registration certificate/Licence <i>[if required]</i> 3. Additional Required Documents(<i>Letter of quotation, Bank Guarantee, Company Registration, Business Registration, Power Of Attroney, Price schedule, Bank Vouche r of bid fee, Ioint Venture agreement/intent of jv.</i>)
ITB 12.1	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 NPR 28000<i>[insert amount (2 to 3 % of estimated amount without VAT and contingency but including PS)]</i>, which shall be valid for 30 days beyond the validity period of the bid.
ITB 12.2 (b)	Cash Deposit Account for Bid Security: Bank Name: <i>Rastriya Banijya Bank</i> Bank Address <i>Bhatekhola Bajhang</i> Account holder's Name: <i>Masta Rural Municipality</i> Account Number: <i>4110100303000006</i>
ITB 14.1	Bidders shall have the option of submitting their bids <i>-By Hand /By Courier</i> <i>[insert one option:</i> <i>option 1: "by electronic only"</i> <i>option 2: "by electronic or by mail/ by hand / by courier"</i> <i>Option 3: "by mail / by hand / by courier"</i>]. Electronic submission procedure shall be : <i>[Insert electronic submission procedure if electronic submission is allowed]</i> "Bidders shall follow the electronic bid submission procedures specified below: i. The bidder is required to register in the e-GP system <i>https://www.bolpatra.gov.np/egp</i> following the procedure specified in e-GP guideline. ii. Interested bidders may either purchase the bidding document from the Purchaser's office as specified in the BDS or may download the from e-GP system. iii. The registered bidders need to maintain their profile data required during preparation of bids.



Section II. Instructions to Bidders

- iv. In order to submit their bids electronically the cost of the bidding document shall be deposited in the account specified in IFQ. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the bid.
- v. The bidder can prepare the their bids using data and documents maintained in bidder's profile and forms/format provided in Sealed Quotation Document by Purchaser. The bidder may submit bids as a single entity or as a joint venture. The bidder submitting bid in joint venture shall have to upload joint venture agreement along with partner(s) **Bolpatra ID** provided during bidder's registration.
- vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation and submission of their bids.
- vii. In case of bid submission in JV, the consent of the partners shall be obtained through the confirmation link sent to the registered email address and the partners shall have to acknowledge their confirmation.

The required forms and documents shall be part of technical bids.

No.	Document	Requirement	Remarks
1	Letter of Quotation	Mandatory	PDF
2	Quotation Security/Bank Guarantee	Mandatory	PDF
3	Company registration	Mandatory	PDF
4	Business registration certificate/Licence (if required)	Mandatory	PDF
5	VAT registration	Mandatory	PDF
6	Tax clearances certificate or evidence of tax return submission for the F/Y 2082/83	Mandatory	PDF
7	Power of Attorney of Bid signatory	Mandatory	PDF
8	Completed Price Schedule	Mandatory	PDF
9	Bank Voucher for cost of bid document	Mandatory	PDF
10	Joint venture agreement/intent of JV	Mandatory in case of JV Bids Only	PDF
11	Additional documents specified in Bidding Document (any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO)	If applicable	PDF

Note:

- a) The documents specified as "Mandatory" should be included in e-submission and non-submission of the documents shall be considered as non-responsive bid.

- viii. 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.
- ix. 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

कृष्ण राज जोशी
अधिकृत

Section II. Instructions to Bidders



	bid. x. Once Quotation is submitted, bidders won't able to modify/withdrawal their bid. xi. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids; The e-submitted Quotations must be readable through PDF reader. The facility for submission of Quotation 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 Purchaser shall be held liable for Bidder's inability to use this facility. 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."
ITB 15	The deadline for Sealed Quotation submission is: Date: Oct-13-2026. <i>[Insert last date for Sealed Quotation Submission]</i> Time :on/before 12 Noon <i>[Insert last time for Sealed Quotation Submission]</i> Address: Masta Rural Municipality Bhatekhola Bajhang <i>[Insert Address of the Sealed Quotation Submission]</i>
ITB 18	The Sealed Quotation opening shall take place at : Address : Masta Rural Municipality Bhatekhola Bajhang <i>[Insert Address of the Sealed Quotation Opening]</i> Date: Oct-13-2026 <i>[Insert date of Sealed Quotation Opening]</i> Time : 1 P.M. <i>[Insert time for Sealed Quotation Opening]</i> <i>[Insert time that is immediately after submission deadline]</i> i) e-GP system allows to download the Sealed Quotation response document only after bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening. 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.


कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

Section II. Instructions to Bidders



Section IV. Quotation Form and Price Schedule

1. Quotation and Price Schedules

Date:

To: *[name and address of the Purchaser]*

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.

The discounts offered and the methodology for their application for subject contract are ***[insert discount percentage]*** of quoted amount.

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 the amount as stated in the ITB Clause 25 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.

We understand that this SQ, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

We declare that we are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business-related offense.

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign SQ for and on behalf of _____


कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

Section II. Instructions to Bidders

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	

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

Section II. Instructions to Bidders

3. Price Schedule for Goods



Name of Bidder _____ Contract Identification Number _____

• Item	• Description	• Country of Origin	• Quantity	• Unit Price ² EXW (in NRs)		• Total Price (in NRs) (cols. 4x5)
				• In Figure	• In Words	
• 1	• 2	• 3	• 4	• 5		• 4x5=6
•	•	•	•	•	•	•
•	•	•	•	•	•	•
•	•	•	•	•	•	•
• Total						•
• VAT						•
• 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: _____

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

2 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.



Bill Of Quantity

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकारी

Name Of Bidder :-

Contract Identification no- MRM/SC3-2083/84-03

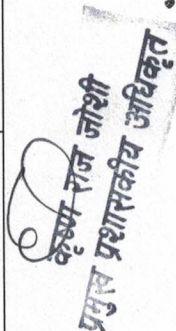
SN	Description	Country of origin	Unit	Quantity	Unit Rate		Total Price	Remarks
					In Figure	In Word		
1	फोटोकपी पेपर	Nepal	रिस	300				
2	पाइलट पेन	Nepal	दर्जन	40				
3	स्टेपलर (बल पेन)	Nepal	डिब्बा	5				
4	हाइलाइटर	Nepal	दर्जन	15				
5	स्ट्यापलर मेसिन	Nepal	दर्जन	7				
6	स्ट्यापलर मेसिन	Nepal	दर्जन	3				
7	स्ट्यापलर मेसिन	Nepal	दर्जन	2				
8	स्ट्यापलर पिन	Nepal	रिस	10				
9	स्ट्यापलर पिन	Nepal	Box	20				
10	स्ट्यापलर प्याड	Nepal	रिस	30				
11	पडिचिड	Nepal	रिस	20				
12	इन्डेक्स फाइल	Nepal	रिस	250				
13	खाम	Nepal	प्याकेट	10				
14	खाम	Nepal	प्याकेट	10				
15	गल स्टिक	Nepal	दर्जन/प्याकेट	10				
16	पिन्टर कार्ट्रिज	Nepal	PCS	50				
17	पिन्टर कार्ट्रिज	Nepal	PCS	10				
18	पिन्टर कार्ट्रिज	Nepal	PCS	10				
19	कैपी	Nepal	रिस	25				
20	पेनड्राइभ	Nepal	रिस	20				
21	बाइन्डिङ टेप	Nepal	रिस	20				

22	रेकर्ड फाइल	Nepal	पिस	250				
23	मार्कर पेन	Nepal	दर्जन	2				
24	नेपाली कागज A4	Nepal	प्याकेट	40				
25	फोटो पेपर	Nepal	प्याकेट	30				
26	कार्डन पेपर	Nepal	प्याकेट	10				
27	बाउज पेपर	Nepal	पिस	100				
28	पेरिसन	Nepal	दर्जन	4				
29	रेसिङ पेपर	Nepal	प्याकेट	2				
30	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	20				
31	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	10				
32	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	5				
33	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	5				
34	रेजिस्टर	Nepal	दर्जन	2				
35	रेजिस्टर	Nepal	दर्जन	2				
36	रेजिस्टर	Nepal	दर्जन	1				
37	रेजिस्टर	Nepal	दर्जन	1				
38	मैक्रोसमेट टैप (Unigrip)	Nepal	हिच्का	5				
39	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	1				
40	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	1				
41	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	1				
42	मैक्रोसमेट टैप (Unigrip)	Nepal	पिस	1				
43	कोरा कागज	Nepal	मिटर	100				
44	ट्रान्सपरेन्ट पेपर	Nepal	प्याकेट	5				
45	मिस्ट्रिन्ग	Nepal	पिस	30				
46	रिबन	Nepal	पिस	10				

सुदूर पश्चिम प्रदेश, नेपाल
गोर्खा गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय
भोतेखोला, बर्नाह
२०७३

47	फिन्टर मसी कलर	Nepal	सेट	3					
48	राष्ट्रिय झण्डा	Nepal	पिस	1					
49	राष्ट्रिय झण्डा	Nepal	पिस	1					
50	एन्टिआइस	Nepal	पिस	3					
51	फेनलईट व्याट्री	Nepal	दर्जन	5					
52	रिमोट ब्याट्री	Nepal	दर्जन	4					
53	मार्स वायर	Nepal	दर्जन	1					
54	मार्स पाड	Nepal	पिस	10					
55	किलोई बाण्डेड	Nepal	पिस	10					
56	ताला	Nepal	दर्जन	7					
57	रयानजैरिक	Nepal	दर्जन	1					
58	फिनायल	Nepal	दर्जन	5					
59	साबुन	Nepal	दर्जन	2					
60	झाडू	Nepal	दर्जन	2					
61	झाडू	Nepal	दर्जन	2					
62	ठूलो कित्ताब	Nepal	पिस	2					
63	चलानी कित्ताब	Nepal	पिस	2					
64	उम्बल टेप	Nepal	पिस	10					
65	मास्किड टेप	Nepal	पिस	15					
66	HDMI Cable	Nepal	पिस	7					
67	फ्यालकलेटर	Nepal	पिस	10					
68	भित्ति घडी	Nepal	पिस	5					
69	लाइट	Nepal	डिब्या	2					
70	नापी स्केल	Nepal	पिस	10					
71	न्यून फिन्ट पेपर	Nepal	पिस	50					

सुदूरपश्चिम प्रदेश
भारतखोला, बर्माड
कार्यपालिकाको कार्यालय
महोदय
२०७३



72	बकेट/बास्केट प्लास्टिक	Nepal	पिस	10					
73	Plug Electric	Nepal	pds	5					
74	ओडोनिल	Nepal	पिस	100					
75	पावर केबल	Nepal	दर्जन	1					
76	Cobra File	Nepal	दर्जन	5					
77	Hard Disk External	Nepal	पिस	7					
78	क्वाट स्विच	Nepal	रोल	1					
79	RU 45	Nepal	पिस	20					
80	पानी खाने बौतल	Nepal	पिस	10					
81	भिन्दर कार्टुज	Nepal	पिस	5					
82	झयरी छपाई	Nepal	दर्जन	5					
83	स्टिल जग	Nepal	पिस	5					
84	सिसाको जग	Nepal	पिस	7					
85	जिलास सिसा	Nepal	दर्जन	2					
86	जिलास स्टिल	Nepal	दर्जन	2					
87	कप सेट	Nepal	दर्जन	2					
88	टावल	Nepal	पिस	10					
89	टावल	Nepal	पिस	5					
90	खाम नेपाली	Nepal	प्याकेट	5					
91	पीछा	Nepal	पिस	10					
92	सोयपर	Nepal	पिस	10					
93	ढोकाको खाटा	Nepal	पिस	150					
94	दोसल्वा	Nepal	पिस	100					
95	लार	Nepal	पिस	2					



96	LED बल्ब	Nepal	प्रिस	20				
97	LED बल्ब	Nepal	प्रिस	20				
98	Harpic	Nepal	प्रिस	15				
99	कलर पेपर	Nepal	प्रिस	5				
				Total Amount				
				13% Vat Amount				
				Grand Total Amount				

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

Section II. Instructions to Bidders

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 datenumber.....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 Bankon (Applicable for Bid Security of Foreign Banks).

Section IV. Schedule of Requirements

Section V. Schedule of Requirements



1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.³

Number	Description	Quantity	Unit	Required Delivery Schedule (In Days/weeks/months from the date of signing the contract)	Bidder's offered Delivery date [to be provided by the bidder]

Section IV. Schedule of Requirements

Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.³

Number	Description	Quantity	Unit	Required Delivery Schedule (In Days/weeks/months from the date of signing the contract)	Bidder's offered Delivery date [to be provided by the bidder]

कर्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

³ The delivery may be specified for a single delivery, or for several partial deliveries, for a specific date, or range of acceptable delivery periods.

Price schedule of Goods

Name Of Bidder :-

Contract Identification no- MRM-SQ3-2083/84-03

SN	Description	Quantity	Unit	Required Delivery Schedule		Bidder Offered Delivery Date
				Minimum Delivery Date	Maximum Delivery Date	
1	फोटोकपी पेपर	300	रिम	7 days after agreement	10 days after agreement	
2	पाइलट पेन	40	दर्जन	7 days after agreement	10 days after agreement	
3	स्टेपलर (बल पेन)	5	डिब्बा	7 days after agreement	10 days after agreement	
4	हाइलाइटर	15	दर्जन	7 days after agreement	10 days after agreement	
5	स्टापालर मेसिन	7	दर्जन	7 days after agreement	10 days after agreement	
6	स्टापालर मेसिन	3	दर्जन	7 days after agreement	10 days after agreement	
7	स्टापालर मेसिन	2	दर्जन	7 days after agreement	10 days after agreement	
8	स्टापालर पिन	10	पिस	7 days after agreement	10 days after agreement	
9	स्टापालर पिन	20	Box	7 days after agreement	10 days after agreement	
10	स्ट्यान्डम प्याड	30	पिस	7 days after agreement	10 days after agreement	
11	पञ्चिङ	20	पिस	7 days after agreement	10 days after agreement	
12	इन्डेक्स फाइल	250	पिस	7 days after agreement	10 days after agreement	
13	खाम	10	प्याकेट	7 days after agreement	10 days after agreement	
14	खाम	10	प्याकेट	7 days after agreement	10 days after agreement	
15	गल स्टिक	10	दर्जन/प्याकेट	7 days after agreement	10 days after agreement	
16	प्रिन्टर कार्ट्रिज	50	pcs	7 days after agreement	10 days after agreement	
17	प्रिन्टर कार्ट्रिज	10	pcs	7 days after agreement	10 days after agreement	
18	प्रिन्टर कार्ट्रिज	10	pcs	7 days after agreement	10 days after agreement	
19	कैपी	25	पिस	7 days after agreement	10 days after agreement	
20	पेनड्राइभ	20	पिस	7 days after agreement	10 days after agreement	
21	बाइन्डिङ टेप	20	पिस	7 days after agreement	10 days after agreement	
22	रेकर्ड फाइल	250	पिस	7 days after agreement	10 days after agreement	
23	मार्कर पेन	2	दर्जन	7 days after agreement	10 days after agreement	
24	नेपाली कागज A4	40	प्याकेट	7 days after agreement	10 days after agreement	
25	फोटो पेपर	30	प्याकेट	7 days after agreement	10 days after agreement	
26	कार्बन पेपर	10	प्याकेट	7 days after agreement	10 days after agreement	
27	ब्राउन पेपर	100	पिस	7 days after agreement	10 days after agreement	
28	पेटिसन	4	दर्जन	7 days after agreement	10 days after agreement	
29	रेसिड पेपर	2	प्याकेट	7 days after agreement	10 days after agreement	

१३
महानगरपालिका

30	मेडरमेन्ट टेप (Unigrip Flix)		20	पिस	7 days after agreement	10 days after agreement	
31	मेडरमेन्ट टेप (Unigrip Flix)		10	पिस	7 days after agreement	10 days after agreement	
32	मेडरमेन्ट टेप (Unigrip Flix)		5	पिस	7 days after agreement	10 days after agreement	
33	मेडरमेन्ट टेप (Unigrip Flix)		5	पिस	7 days after agreement	10 days after agreement	
34	रजिस्टर		2	दर्जन	7 days after agreement	10 days after agreement	
35	रजिस्टर		2	दर्जन	7 days after agreement	10 days after agreement	
36	रजिस्टर		1	दर्जन	7 days after agreement	10 days after agreement	
37	रजिस्टर		1	दर्जन	7 days after agreement	10 days after agreement	
38	आलपिन		5	डिब्बा	7 days after agreement	10 days after agreement	
39	माइक्रोफाइबर रजिस्टर रातो कपडा		1	पिस	7 days after agreement	10 days after agreement	
40	माइक्रोफाइबर रजिस्टर रातो कपडा		1	पिस	7 days after agreement	10 days after agreement	
41	माइक्रोफाइबर रजिस्टर रातो कपडा		1	पिस	7 days after agreement	10 days after agreement	
42	कशेर		1	पिस	7 days after agreement	10 days after agreement	
43	कोरा कपडा		100	मिटर	7 days after agreement	10 days after agreement	
44	ट्रान्सपरेन्ट पेपर		5	पाकेट	7 days after agreement	10 days after agreement	
45	मल्टिप्लाग		30	पिस	7 days after agreement	10 days after agreement	
46	रिबन		10	पिस	7 days after agreement	10 days after agreement	
47	पिन्टर मशी कलर		3	सेट	7 days after agreement	10 days after agreement	
48	राष्ट्रिय झण्डा		1	पिस	7 days after agreement	10 days after agreement	
49	राष्ट्रिय झण्डा		1	पिस	7 days after agreement	10 days after agreement	
50	एन्टिआइरस		3	पिस	7 days after agreement	10 days after agreement	
51	पेनलाइट व्याट्री		5	दर्जन	7 days after agreement	10 days after agreement	
52	रिमोट व्याट्री		4	दर्जन	7 days after agreement	10 days after agreement	
53	मार्स वायर		1	दर्जन	7 days after agreement	10 days after agreement	
54	मार्स पाड		10	पिस	7 days after agreement	10 days after agreement	
55	किलोई ब्राउड		10	पिस	7 days after agreement	10 days after agreement	
56	ताला		7	दर्जन	7 days after agreement	10 days after agreement	

57	टयान्डरिक	1 दर्जन	7 days after agreement	10 days after agreement	
58	फिनायल	5 दर्जन	7 days after agreement	10 days after agreement	
59	साबुन	2 दर्जन	7 days after agreement	10 days after agreement	
60	झाडु	2 दर्जन	7 days after agreement	10 days after agreement	
61	झाडु	2 दर्जन	7 days after agreement	10 days after agreement	
62	ठूलो किताब	2 पिस	7 days after agreement	10 days after agreement	
63	चलानी किताब	2 पिस	7 days after agreement	10 days after agreement	
64	उम्बल टेप	10 पिस	7 days after agreement	10 days after agreement	
65	मार्किङ टेप	15 पिस	7 days after agreement	10 days after agreement	
66	HDML Cable	7 पिस	7 days after agreement	10 days after agreement	
67	क्याल्कुलेटर	10 पिस	7 days after agreement	10 days after agreement	
68	भित्ति घडी	5 पिस	7 days after agreement	10 days after agreement	
69	लाइट	2 डिब्बा	7 days after agreement	10 days after agreement	
70	नापी स्केल	10 पिस	7 days after agreement	10 days after agreement	
71	न्यूज प्रिन्ट पेपर	50 पिस	7 days after agreement	10 days after agreement	
72	बर्केट/बाल्टी प्लास्टिक	10 पिस	7 days after agreement	10 days after agreement	
73	Jug Electric	5 pcs	7 days after agreement	10 days after agreement	
74	ओडीनिल	100 पिस	7 days after agreement	10 days after agreement	
75	पावर केबल	1 दर्जन	7 days after agreement	10 days after agreement	
76	Cobra File	5 दर्जन	7 days after agreement	10 days after agreement	
77	Hard Disk External	7 पिस	7 days after agreement	10 days after agreement	
78	क्याट रिचय	1 रोल	7 days after agreement	10 days after agreement	
79	RU 45	20 पिस	7 days after agreement	10 days after agreement	
80	पानी खाने बोतल	10 पिस	7 days after agreement	10 days after agreement	
81	प्रिन्टर काटिज	5 पिस	7 days after agreement	10 days after agreement	
82	झपरी छपाई	5 दर्जन	7 days after agreement	10 days after agreement	
83	स्टिल जग	5 पिस	7 days after agreement	10 days after agreement	
84	सिसाको जग	7 पिस	7 days after agreement	10 days after agreement	
85	गिलास सिसा	2 दर्जन	7 days after agreement	10 days after agreement	
86	गिलास स्टिल	2 दर्जन	7 days after agreement	10 days after agreement	
87	कप सेट	2 दर्जन	7 days after agreement	10 days after agreement	
88	टावल	10 पिस	7 days after agreement	10 days after agreement	
89	टावल	5 पिस	7 days after agreement	10 days after agreement	
90	खाम नेपाली	5 प्याकेट	7 days after agreement	10 days after agreement	
91	पौछा	10 पिस	7 days after agreement	10 days after agreement	

92	सोयपर	10	पिस	7 days after agreement	10 days after agreement	
93	ढोकाको खादा	150	पिस	7 days after agreement	10 days after agreement	
94	दोसला	100	पिस	7 days after agreement	10 days after agreement	
95	तार	2	पिस	7 days after agreement	10 days after agreement	
96	LED बल्ब	20	पिस	7 days after agreement	10 days after agreement	
97	LED बल्ब	20	पिस	7 days after agreement	10 days after agreement	
98	Harpic	15	पिस	7 days after agreement	10 days after agreement	
99	कलर पेपर	5	रिम	7 days after agreement	10 days after agreement	



कृष्ण राज जोशी
 प्रमुख प्रशासकीय अधिकारी

2. Technical Specifications

The purpose of the Technical Specifications (TS) is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The TS, as a part of the schedule of Requirements (SR), constitute a Contract document and are, therefore, a part of the Contract. The Purchaser must prepare the TS and include them as a part of the Procurement Document, as applicable to each Contract.

Purchaser Requirement

Item No.	Name of Goods or Related Services	Technical Description, Specifications, and Standards		Bidders proposed		Reference page/ no. / Catlogue page/ no.	The bidder shall state as Fully complaint/ Partially complaint/ Non complaint
		Particulars	Requirements	proposed technical description, specification and standard			
				Particulars	details		
1	2	3	4	5			6

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.


 कृष्ण राज जोशी
 प्रमुख प्रशासकीय अधिकृत

Purchaser Requirement

SN	Name Of Goods and Related Services	Technical Description Specification and standard		The bidder shall state as Fully complaint/ Partially complaint/ Non complaint
		Particular	Requirements	
1	फोटोकपी पेपर	फोटोकपी पेपर	A4, 500 sheet 80 Gsm	
2	पाइलट पेन	पाइलट पेन	0.5 कालो, हरियो, रातो	
3	स्टेपलर (बल पेन)	स्टेपलर (बल पेन)	0.5 कालो	
4	हाइलाइटर	हाइलाइटर	टेक्नोटिप इटपेन	
5	स्टापलर मेसिन	स्टापलर मेसिन	10 नम्बर	
6	स्टापलर मेसिन	स्टापलर मेसिन	45 नम्बर	
7	स्टापलर मेसिन	स्टापलर मेसिन	55 नम्बर	
8	स्टापलर पिन	स्टापलर पिन	Large 2313	
9	स्टापलर पिन	स्टापलर पिन	10 no.	
10	स्ट्याम्प प्याड	स्ट्याम्प प्याड	कालो, निलो	
11	पञ्चिङ	पञ्चिङ	DP 600	
12	इन्डेक्स फाइल	इन्डेक्स फाइल	Plastic coted	
13	खाम	खाम	लम्बाइका खामहरू ४*९ (९*९००)	
14	खाम	खाम	गाउँपालिकाको नाम भएको	
15	गुलु स्टिक	गुलु स्टिक	A4 चलानी फाइलर (९*९०) गाउँपालिकाको	
16	प्रिन्टर कार्ट्रिज	प्रिन्टर कार्ट्रिज	नाम भएको	
17	प्रिन्टर कार्ट्रिज	प्रिन्टर कार्ट्रिज	36 Gsm	
18	प्रिन्टर कार्ट्रिज	प्रिन्टर कार्ट्रिज	2900	
19	कैची	कैची	3010	
20	पेनड्राइभ	पेनड्राइभ	Toner 2305 Brother	
21	बाइन्डिङ टेप	बाइन्डिङ टेप	210 MM	
22	रेकर्ड फाइल	रेकर्ड फाइल	64 GB	
23	मार्कर पेन	मार्कर पेन	2"	
			मेटा गाउँपालिकाको नाम सहित	
			3 MM	

७७७
शासकीय अधिकृत
राज ज्ञानेश्वर

24	नेपाली कागज A4	नेपाली कागज A4	20 GSM	
25	फोटो पेपर	फोटो पेपर	190 Gms (1*30)	
26	कार्बन पेपर	कार्बन पेपर	Standard	
27	ब्राउन पेपर	ब्राउन पेपर	Standard	
28	पेटिसन	पेटिसन	Standard	
29	ट्रेसिड पेपर	ट्रेसिड पेपर	Standard	
30	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	5 मिटर	
31	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	20 मिटर	
32	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	50 मिटर फाइबर	
33	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	मेझरमेन्ट टेप (Unigrip Flix Fiberglass)	100 मिटर फाइबर	
34	रजिस्टर	रजिस्टर	2 नम्बर	
35	रजिस्टर	रजिस्टर	3 नम्बर	
36	रजिस्टर	रजिस्टर	4 नम्बर	
37	रजिस्टर	रजिस्टर	6 नम्बर	
38	आलपिन	आलपिन	250 पिन	
39	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	3 नम्बर	
40	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	4 नम्बर	
41	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	6 नम्बर	
42	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	माइक्रोफाइबर रजिस्टर रातो कपडा कभर	8 नम्बर	
43	कोरा कपडा	कोरा कपडा	54"	
44	ट्रान्सपरेन्ट पेपर	ट्रान्सपरेन्ट पेपर	प्लास्टिक ए.सि. A4	
45	मल्टिप्लेग	मल्टिप्लेग	16-25 A, 220 V (4 Port Fuzel), 3 Mtr wire	
46	रिबन	रिबन	2" विभिन्न कलर (10 मिटर)	
47	प्रिन्टर मसी कलर	प्रिन्टर मसी कलर	विभिन्न 003	
48	राष्ट्रिय झण्डा	राष्ट्रिय झण्डा	5 फिट	

49	राष्ट्रिय झण्डा	राष्ट्रिय झण्डा	6 फिट	
50	एन्टिभाइरस	एन्टिभाइरस	3 प्रयोग	
51	पेनलाईट व्याट्री	पेनलाईट व्याट्री	जोडा	
52	रिमोट व्याट्री	रिमोट व्याट्री	जोडा	
53	मार्स वायर	मार्स वायर	with wire	
54	मार्स पाइ	मार्स पाइ	—	
55	किलोई ब्राण्डेड	किलोई ब्राण्डेड	with wire	
56	ताला	ताला	मिडियम	
57	ह्यान्डरिक	ह्यान्डरिक	600 ML	
58	फिनायल	फिनायल	1 लिटर	
59	साबुन	साबुन	हात धुने 75 gsm	
60	झाडु	झाडु	फूल	
61	झाडु	झाडु	सिङ्गल	
62	ठुलो किताब	ठुलो किताब	6 नम्बर	
63	चलानी किताब	चलानी किताब	6 नम्बर	
64	उम्बल टेप	उम्बल टेप	मिडियम	
65	मार्किङ टेप	मार्किङ टेप	मिडियम	
66	HDMI Cable	HDMI Cable	5 M	
67	क्याल्कुलेटर	क्याल्कुलेटर	14 डिजिट	
68	भित्ति घडी	भित्ति घडी	Standard	
69	लाइट	लाइट	10 एम एल ग्यास	
70	नापी स्केल	नापी स्केल	Measurement Triangular Scale 30 CM	
71	न्युज प्रिन्ट पेपर	न्युज प्रिन्ट पेपर	Standard	
72	बक्रेट/बाल्टी प्लास्टिक	बक्रेट/बाल्टी प्लास्टिक	20 लिटर	
73	Jug Electric	Jug Electric	2 Ltr. (1.8 ltr.)	
74	ओडोनिल	ओडोनिल	—	
75	पावर केबल	पावर केबल	प्रिन्टर कम्प्युटर	
76	Cobra File	Cobra File	Plastic coted	
77	Hard Disk External	Hard Disk External	2 TB	
78	क्वाट स्विच	क्वाट स्विच	रोल	

79	RI 45	RI 45	Standard	
80	पानी खाने बोतल	पानी खाने बोतल	1 लिटर	
81	प्रिन्टर कार्ट्रिज	प्रिन्टर कार्ट्रिज	Canon lbp 6030	
82	डायरी छपाई	डायरी छपाई	गाउँपालिकाको नाम सहित लेटर कभरमा, 4 नम्बर	
83	स्टिल जग	स्टिल जग	1.8-2 लिटर भित्र तामाको लेपन भएको	
84	सिसाको जग	सिसाको जग	1.8-2 लिटर	
85	गिलास सिसा	गिलास सिसा	325 ml	
86	गिलास स्टिल	गिलास स्टिल	300 ml	
87	कप सेट	कप सेट	100 ml	
88	टावल	टावल	Standard (2.5/4 Ft)	
89	टावल	टावल	Standard (2.5/1 Ft)	
90	खाम नेपाली	खाम नेपाली	9*4 (1*100)	
91	पौछा	पौछा	सम्मो	
92	सोयपर	सोयपर	सम्मो	
93	ढोकाको खादा	ढोकाको खादा	—	
94	दोसल्ला	दोसल्ला	—	
95	तार	तार	1.5 mm	
96	LED बल्ब	LED बल्ब	5 w	
97	LED बल्ब	LED बल्ब	7 w	
98	Harpic	Harpic	10x max clean 1000ml	
99	कलर पेपर	कलर पेपर	A4 पहिलो	

Section VI. General Conditions of Contract

1. Definitions	1.1 In this contract, the following terms shall be interpreted as indicated: "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; "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation; "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; "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. "The Purchaser" means the procuring entity purchasing the goods; "The Supplier" means the organization supplying the goods and services under this contract.
2. Technical Specification	2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.
3. Patent Right	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.
4. Performance Security	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. 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. 4.3 The Performance Security shall be forfeited for any loss resulting from the Supplier's failure to complete its obligations under the Contract. 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. 4.5 The performance security shall be released within 30 days of completion of warranty period and upon submission of claim by the Supplier.
5. Inspection and Tests	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 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.
6. Packing	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. 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. 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.
7. Delivery of Goods	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.
8. Insurance	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.
9. Warranty	9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract. 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. 9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. 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.
10. Payment	10.1 Payment shall be made in the Nepalese currency as specified in the SCC 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.
11. Prices	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.
12. Change Order	12.1 Where the Purchaser desires to make changes in Schedule of

	Requirement , it shall not exceed more than 15 percent.
13. Liquidated Damages	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.
14. Resolution of Disputes	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. 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. 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 commenced prior to or after delivery of the Goods under the Contract. 14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA). 14.3 Notwithstanding any reference to arbitration herein, a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and b. the Purchaser shall pay the Supplier any monies due the Supplier.
15. Governing Language	15.1 The Governing Language shall be: Nepali or English.
16. Applicable Law	16.1 The applicable law shall be Laws of Nepal.
17. Notices	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 and delivered against receipt through e-GP system or e-mail or fax or courier; 17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.
18. Taxes and Duties	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees



	b. if the supplier fails to sign an agreement pursuant to ITB Clause 24, 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, d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract. 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.
22. Social Security Fund	22.1 The Supplier shall enroll the laborers, employees, or other workforce engaged in such work in the Social Security Fund in accordance with prevailing laws. 22.2 The Supplier shall be responsible to disburse the remuneration, benefits, and other payments of the laborers, employees, or workforce into the bank account of the concerned individual. 23.3 The Supplier shall be responsible for ensuring that the required work permit has been obtained in accordance with prevailing laws in respect of foreign personnel.
22. Social Security Fund	b. if the supplier fails to sign an agreement pursuant to ITB Clause 24, 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, d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract. 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.
22. Social Security Fund	22.1 The Supplier shall enroll the laborers, employees, or other workforce engaged in such work in the Social Security Fund in accordance with prevailing laws. 22.2 The Supplier shall be responsible to disburse the remuneration, benefits, and other payments of the laborers, employees, or workforce into the bank account of the concerned individual. 23.3 The Supplier shall be responsible for ensuring that the required work permit has been obtained in accordance with prevailing laws in respect of foreign personnel.

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत



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.]

Clause	Item
GCC 1.1.1 (e)	The Purchaser is: <i>Masta Rural Municipality Bhatekhola Bajhang</i> [<i>insert complete name of the Purchaser</i>]
GCC 4.1	The Currency of of the performance Security shall be in Nepalese Rupees. The amount of the performance security shall be 5% of Bid Price (without VAT and contingencies but including PS).
GCC 9.1	The warranty period shall be One Years year [<i>insert number of months/year</i>]
GCC 10	The terms of payment to be made to the Supplier under the contract shall be as follows: 1. The payment shall be made: through accounts division/unit of the Purchaser. (a) through accounts division/unit of the Purchaser [Delete those not appropriate]
GCC 10	2. Payments shall be made in Nepalese Rupees in the following manner: Sample provisions: Advance Payment: Zero Usually not more than twenty (20) percent of the contract price shall be paid within thirty (30) days of signing of the contract, and upon submission of request for advance and a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law for equivalent amount valid until the goods are delivered and accepted and in the form provided in the Bidding Document. On Delivery and acceptance: 100% [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 thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s. Advance payment shall be deducted and settled in this payment.
GCC 17.1	For notices , the Purchaser's address shall be: [<i>insert full name and address of Purchaser including telephone number, facsimile number and electronic mail address (if applicable)</i>] Name and Address of the Purchaser: Masta Rural Municipality Bhatekhola Bajhang Telephone number: 9858487315 Facsimile number: e-mail Address: ito.mastamun@gmail.com

Handwritten signature and stamp of Karna Raj Joshi, dated 2073.

Clause	Item
	For notices, the Suppliers's address shall be: <u>[insert full name and address of Suppliers including telephone number, facsimile number and electronic mail address (if applicable)]</u> Name and Address of the Supplier: Telephone number: Facsimile number: e-mail Address:
GCC 19.1	The Supplier shall supply One [Specify number of copy/ies] manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC.

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

Clause	Item
	For notices, the Suppliers's address shall be: <u>[insert full name and address of Suppliers including telephone number, facsimile number and electronic mail address (if applicable)]</u> Name and Address of the Supplier: Telephone number: Facsimile number: e-mail Address:
GCC 19.1	The Supplier shall supply One [Specify number of copy/ies] 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 Purchaser]

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:

CC:

[Insert name and address of all other Bidders who submitted the SQ]

कमल गुरु जोशी

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:

प्रमुख प्रशासकीय अधिकृत
राज जाशी

3. Performance Security



Date :

To: *[name and address of the Purchaser]*

WHEREAS *[insert complete name of Supplier]* (hereinafter “the Supplier”) has received the notification of award for the execution of *[insert identification number and name of contract]* (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security *[insert type of security]* issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert complete address of Guarantor]*, (hereinafter the “Guarantor”), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[insert currency and amount of guarantee in words and figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of *[insert currency and amount of guarantee in words and figures]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the *[insert day, month, year]*.

Name: *[insert complete name of person signing the Security]*

In the capacity of: *[insert legal capacity of person signing the Security]*

Signed: *[insert signature of person whose name and capacity are shown above]*

Duly authorized to sign the security for and on behalf of: *[insert seal and complete name of Guarantor]*

Date: *[insert date of signing]*


कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत

4. Bank Guarantee for Advance Payment



To: *[name of the Purchaser]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with the Purchaser a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

The validity period of the guarantee shall be 30 days beyond the period scheduled for repayment of the advance payment and the guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the Purchaser receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

कृष्ण राज जोशी
प्रमुख प्रशासकीय अधिकृत