



MAI JOGMAI RURAL MUNICIPALITY

OFFICE OF THE RURAL MUNICIPAL EXECUTIVE

Ilam, Province no. 1, Nepal

BIDDING DOCUMENT

for

SUPPLY and DELIVERY of BACKHOE LOADER

National Competitive Bidding (NCB)

IFB No. MJRM/NCB/goods/2075/76-02

September, 2018

Issued to:

Issued on:



Abbreviations

BDS Bid Data Sheet
BD Bidding Document
DCS Delivery and Completion Schedule
DPDevelopment Partner
EQC Evaluation and Qualification Criteria
GCC General Conditions of Contract
GoN Government of Nepal
ICCInternational Chamber of Commerce
IFB Invitation for Bids
Incoterms International Commercial Terms
ITB Instructions to Bidders
LGRSList of Goods and Related Services
NCB National Competitive Bidding
PANPermanent Account Number
PPMOPublic Procurement Monitoring Office
SBDStandard Bidding Document
SBQSchedule of Bidder Qualifications
SCC Special Conditions of Contract
SR Schedule of Requirements
TS Technical Specifications
$UNCITRAL\United\ Nations\ Commission\ on\ International\ Trade\ Law$
VATValue Added Tax



Invitation for Bids

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INVITATION FOR BIDS

यान्त्रिक उपकरण आपुर्ति सम्बन्धी वोलपत्र आब्हानको सूचना

प्रथम पटक प्रकाशित मिति : २०७५।०६।१२

यस कार्यालयलाई आवश्यक पर्ने Backhoe Loader खरीद गर्ने कार्य बोलपत्रवाट गराउनु पर्ने भएकोले नेपाल सरकारवाट इजाजत प्राप्त इच्छुक योग्य नेपाली सप्लायर्स/बोलपत्रदाताहरुका लागि निम्न शर्तहरुको अधिनमा रिह यो रितपूर्वकको बोलपत्र आहवान गरिन्छ ।

- १. बोलपत्र कागजात यस कार्यालयवाट यो सूचना प्रकाशित भएको मितिले ३० (तीस) दिन भित्र प्रोपाइटर वा निजको आधिकारीक प्रतिनिधिवाट माइजोगमाई गाउपालिकाको नाममा रहेको तपिसलमा उल्लेख भए अनुसारको दस्तुर (फिर्ता नहुने) वुफाई (संचित कोष खाता नं. ग−४ ०६३१०९८९७९९९९९९९, सिभिल बैक, माईजोगमाई शाखा, ईलाममा जम्मा गरी) खरिद गर्न सिकने छ ।
- २. बोलपत्र कागजात खरिद गर्न इच्छुक सप्लायर्स∕बोलपत्रदाताहरुले नियमानुसारको बोलपत्र दस्तुर बुभाएको रिसद पेश गरी निवेदन दिनु पर्नेछ । निवेदन साथ उद्योग दर्ता प्रमाण पत्र, इजाजत प्रमाण पत्र, स्थायी नम्बर लेखा नम्बर, मूल्य अभिवृद्धि करमा दर्ता भएको प्रमाण पत्र र गत आ.व.को कर चुक्ताको प्रमाणपत्रको प्रमाणित प्रतिलिपि पेश गर्नु पर्नेछ ।
- ३. खिरद गिरिएका बोलपत्र फारम नियमानुसार भरी सूचना प्रकाशित भएको मितिले ३१ औ दिनको १२.०० वजे भित्र यस कार्यालयमा दाखिला गर्न सिकने छ । दाखिला हुन आएका बोलपत्रहरु सोही दिनको १४:०० वजे यस कार्यालयमा उपस्थित बोलपत्र दाताहरु वा निजको अधिकार प्राप्त प्रतिनिधिहरु र कार्यालयका प्रतिनिधिहरुको रोहबरमा खोलिने छ । बोलपत्र दाता वा निजको प्रतिनिधि उपस्थित नभएमा पिन बोलपत्र खोल्न क्नै बाधा पर्ने छैन ।
- ४. बोलपत्र कागजात खरिद गरिने अन्तिम दिन वा बोलपत्र बुभाउने अन्तिम दिन विदा पर्न गएमा सो को लगतै कार्यालय खुलेको दिन बोलपत्र खरिद गर्न वा बुभाउन सिकने छ।
- प्रे. बोलपत्र कागजात यस कार्यालयमा खिरद वा दाखिला गर्न सिकनेछ साथै नियमानुसार विद्युतिय प्रणाली मार्फत खिरद वा दाखिला गर्न सिकनेछ । अन्य कार्यालयमा पेश गिरएको बोलपत्र लाई मान्यता दिईने छैन ।
- ६. बोलपत्र को खाम वाहिर बोलपत्र नम्बर, दाखिला गर्ने कार्यालयको नाम, आपुर्ति गर्ने साधनको नाम र बोलपत्र दाताको नाम, ठेगाना र फोन नं (घरको, मोवाईलको) स्पष्ट लेखिएको हुन् पर्नेछ ।
- ७. बोलपत्रका साथ माइजोगमाई गाउपालिकाको नाममा रहेको सिभिल बैक, माईजोगमाई शाखा, ईलाम स्थित धरौटी खाता ग—३ ०६३१०१८१७९५०५१ मा बोलपत्रदाताको नामवाट तपसीलमा उल्लेखित जमानत वापतको रकम जम्मा गरेको सक्कलै भौचर वा बोलपत्र पेश गर्ने अन्तिम मितिदेखि कम्तिमा १२० (एकसय बीस दिन) म्याद भएको नेपाल सरकारवाट मान्यता प्राप्त क वर्गका वाणिज्य बैंकहरुबाट यस कार्यालयको नाममा जारी गरिएको जमानी पत्र (विडबण्ड) पेश गर्नु पर्ने छ । सो जमानी पत्र /भौचरमा सम्बन्धित ठेक्का पट्टा नं र आपुर्ति गर्ने साधनको नाम उल्लेख भएको हुनु पर्ने छ । सम्भौता सम्पन्न भएपछि मात्र जमानत वापतको रकम फिर्ता गरिनेछ ।
- ८. बोलपत्र दाताले दररेट स्पप्ट रुपमा अंक तथा अक्षर दुवैमा लेख्नु पर्नेछ । अंक र अक्षरमा फरक देखिएमा अक्षरमा लेखिएको दरलाई मान्यता दिईनेछ ।
- ९. एउटा फर्मका नामवाट खरिद गरिएको बोलपत्र फारम अर्को फर्मका नाममा दाखिला गर्न पाईने छैन ।
- १०. बोलपत्र दाताले बोलपत्र पेश गर्दा सम्पुर्ण कर सिंहतको मुल्य सिंहतको बोलपत्र पेश गर्नु पर्नेछ।
- 99. स्थानिय तथा नेपाल सरकारलाई ब्फाउन् पर्ने सबै प्रकारका करहरु बोलपत्र दाता स्वयम् आफैले ब्फाउन् पर्नेछ ।
- १२. अन्य विस्तृत विवरण Bid Document को Bid Data मा उल्लेख गिरएको छ । सो सम्बन्धमा आवश्यक पर्ने प्रमाणहरु पेश गर्ने जिम्मेवारी बोलपत्र दाताको हुनेछ ।
- १३. सूचनाको शर्त विपरित भएको, कार्यालयवाट उपलब्ध गराईएको बोलपत्र फाराममा कुनै थपघट गरिएको रित नपुगेको, म्याद नाघी पेश हुन आएको बोलपत्र उपर कुनै कारवाही गरिने छैन ।
- १४ वोलपत्रको परीक्षण र मूल्यांकन स्पेशिफिकेसन अनुसार हुनेछ र परीक्षण गर्न लाग्ने सम्पूर्ण खर्च कवोल दररेटमा नै समावेश गर्नपर्नेछ।
- १५ वोलपत्रदाताहरुले आफ्नो वोलपत्र दाखिला गर्नु अगावै वोलपत्रमा उल्लेखित विवरण अनुसार सप्लाई कार्यको स्थलगत निरीक्षण गरि बुक्ति पेश गर्नु पर्नेछ ।

9६. वोलपत्र खरिद गर्नको लागी रकम क्रामाणवामी बक्को विवरण तिम्नानुसार् रहेको छ । प्याक्स ट्रान्सफर आदि मार्फत गरीने खरीद उपर कारवाही गरीने छैन के किला प्रशासकीय प्रशासकीय प्रशासकीय विकर्ण ते :- ग-४ ०६३१०१८१९९९९९९९

वैंकको नाम :- सिभिल बैक, माईजोगमाई शाखा, ईलाम संचित कोष खाता नं. :- ग−४ ०६३१०९८९९९९९९९९९९ । सुचनामा उल्लेख भएकोमा सोही वमोजिम र अन्य विषयको हकमा स्थानीय सरकार सञ्चालन ऐन २०७४, तथा सार्वजिनक खरिद ऐन (संशोधन सहित), २०६३ र सार्वजिनक खरिद नियमावली (संशोधन सहित), २०६४ तथा प्रचिलत

ऐन नियम अनुसार हुनेछ।

- १८. वोलपत्र शर्त रहित, केरमेट नभएको मूल्यपत्र लगायत कार्यालयबाट उपलब्ध गराएका डकुमेण्ट फाराममा कुनै थपघट वा द्रष्टब्य नलेखिएको हन्पर्नेछ ।
- 9९. सप्लायर्सले कम्तिमा ५ वटा स्पेशिफिकेसन वमोजिमको उपकरण गत ५ वर्ष भित्रमा सप्लाई गरेको साथै सप्लाई गरेको मध्ये किम्तिमा एक वटा १ वर्ष सम्म सन्तोषजनक रुपमा संचालन भएको प्रमाण पेश गर्नुपर्नेछ ।
- २०. बोलपत्रको अन्य डकुमेण्टमा (भाषागत समेत) त्रुटी भएमा वा विषय वा प्रसंगले अन्य अर्थ लागेमा कार्यालयले कुनै वेला सच्याउन वाधा पर्ने छैन । कार्यालयको हितलाई ध्यानमा राखी सबै बोलपत्र, पुरै वा आंशिक रूपमा स्वीकार / स्विकृत गर्ने वा अस्वीकार / अस्विकृत गर्ने वा सुचना नै रद्ध गर्ने लगायतका सम्पूर्ण अधिकार यस कार्यालयमा सुरक्षित रहनेछ ।
- २१. वोलपत्र सम्वन्धि थप जानकारीका लागि कार्यालय समयमा यस कार्यालयमा सम्पर्क गर्न सिकनेछ ।

सम्पर्क फोन नं. ०२७ ४९१०४४, मोवाईल नं. ९८४९७४२०५२

सिलवन्दी बोलपत्र सम्वन्धि कार्यको विवरण

सि. नं.	ठेक्का नं.	कामको विवरण	जमानत रकम रु.	वोलपत्र फारम दस्तुर रु.	वोलपत्र खरिद गर्न सिकने अविध (दिन)
٩.	MJRM/NCB/goods/ 2075/76-02	Backhoe Loader खरीद गर्ने कार्य।	9,90,000100	₹,000 00	२०७५/०७/११ कार्यालय समय सम्म

प्रमुख प्रशासिकय अधिकृत



Section I. Instructions to Bidders



General A.

1. Scope of Bid	 1.1 The Purchaser <i>indicated in the BDS</i> issues this Bidding Document for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification of contracts are <i>indicated in BDS</i>. 1.2 Throughout this Bidding Document: (a) the term "in writing" means communicated in written form with proof of receipt; (b) if the context so requires, singular means plural and vice versa; and (c) "day" means calendar day.
2. Source of Funds	 2.1 GoN Funded: In accordance with its annual program and budget, approved by the GoN, the Purchaser intends to apply a portion of the allocated budget to eligible payments under the contract(s) <i>indicated in the BDS</i> for which this Bidding Document is issued. 2.2 Or 2.3 DP Funded: The GoN has applied for or received financing (hereinafter called "funds") from the Development Partner (hereinafter called "the DP") <i>indicated in the BDS</i> toward the cost of the project <i>named in the BDS</i>. The GoN intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued.
	 DP Funded: Payment by the DP will be made only at the request of the GoN and upon approval by the DP in accordance with the terms and conditions of the financing agreement between the GoN and the DP (hereinafter called the "Loan Agreement"), and will be subject in all respects to the terms and conditions of that Loan Agreement. No party other than the GoN shall derive any rights from the Loan Agreement or have any claim to the funds. Public Entity's Resources Funded.
3. Fraud and Corruption	 3.1 Procuring Entities as well as Bidders, suppliers and contractors and their subcontractors shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this:; (a) the Purchaser adopts, for the purposes of this provision, the terms as defined below: (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property

Carried States	× ~ ×	_
कार्यपालिकाक	पशासकीय	अधिकृत

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	of the party to influence improperly the actions of a party;
	(iv) "collusive practice" means an arrangement between two or more
	parties designed to achieve an improper purpose, including
	influencing improperly the actions of another party.
	(v) "obstructive practice" means (a) deliberately destroying,
	falsifying, altering, or concealing of evidence material to an
	investigation; (b) making false statements to investigators in
	order to materially impede an investigation; (c) failing to comply
	with requests to provide information, documents, or records in
	connection with an investigation; (d) threatening, harassing, or
	intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the
	investigation; or (e) materially impeding GoN/DP's contractual
	rights of audit or access to information; and
	(vi) "integrity violation" is any act which violates Anticorruption
	Policy, including (i) to (v) above and the following: abuse, conflict
	of interest, violations of GoN/DP sanctions, retaliation against
	whistleblowers or witnesses, and other violations of Anticorruption
	Policy, including failure to adhere to the highest ethical standard.
(b) the Purchaser will reject a proposal for award if it determines that
	the Bidder recommended for award has, directly or through an agent,
	engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;
(c)	DPwill cancel the portion of the financing allocated to a contract if it
	determines at any time that representative(s) of the GoN or of a beneficiary of DP-financing engaged in corrupt, fraudulent, collusive,
	or coercive practices or other integrity violations during the procurement
	or the execution of that contract, without the GoN having taken timely
	and appropriate action satisfactory to DP to remedy the situation.
(d ₁	DP will impose remedial actions on a firm or an individual, at any time, in accordance with DP's Anticorruption Policy and related Guidelines (as
	amended from time to time), including declaring ineligible, either
	indefinitely or for a stated period of time, to participate in DP-financed, -
	administered, or -supported activities or to benefit from an DP-financed, -
	administered, or -supported contract, financially or otherwise, if it at any
	time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive
	practices or other integrity violations; and
(e)	The Supplier shall permit the GoN/DP to inspect the Supplier's accounts
	and records relating to the performance of the Supplier and to have them
	audited by auditors appointed by the GoN/DP, if so required by the GoN/DP.
32 T	The Bidder shall not carry out or cause to carry out the following
	cts with an intention to influence the implementation
	f the procurement process or the procurement agreement:
,	a) give or propose improper inducement directly or indirectly,
`	b) distortion or misrepresentation of facts,
,	c) engaging in corrupt or fraudulent practice or involving in such act,
,	d) interference in participation of other competing 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,
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(f) collusive practice among bidders before or after submission of bids for

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	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,
	(g) Contacting the Purchaser with an intention to influence the Purchaser with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the notification of award of contract.
	 3.3 PPMO, on the recommendation of the Procuring Entity may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including on the following grounds and seriousness of the act committed by the bidder: (a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract, (b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information, (c)if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a GoN/DP-financed contract.
	 (d) if the Successful Bidder fails to sign the Contract. 3.4 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, may be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP including credit information bureau of Nepal.
	3.5 Furthermore, Bidders shall be aware of the provisions of GCC 28.3.
4. Eligible Bidders	4.1 This Invitation for Bids is open to eligible Bidders from all countries, except for any <i>specified in the BDS</i> .
	4.2 A Bidder may be a natural person, private entity, government-owned entity (subject to ITB 4.4) or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). Maximum number of parners in JV shall be as specified in BDS . In the case of a JV:
	(a) all parties to the JV shall be jointly and severally liable; and
	(b) a JV shall nominate a representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.
	4.3 A Bidder shall not have a conflict of interest. Any Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:
	(a) have controlling shareholders in common;
	(b) receive or have received any direct or indirect subsidy from any of them;
	(c) have the same legal representative for purposes of this Bid;
	(d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding

5.3 The origin of goods and services is distinct from the nationality of the

supplied

Bidder.

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	6. Site Visit	6.1	For goods contracts requiring installation/ commissioning/ networking or	
	o. Site visit		similar services at site, the Bidder, at the Bidder's own responsibility and	
			risk, is encouraged to visit and examine the Site and obtain all	
			information that may be necessary for preparing the Bid and entering	
			into a contract for the supply of goods and related services.	
		6.2	The Bidder should ensure that the Purchaser is informed of the visit in	
			adequate time to allow it to make appropriate arrangements.	
		6.3	The costs of visiting the Site shall be at the Bidder's own expense.	

B. Contents of Bidding Document

			B. Contents of Bidding Document
7.	Sections of the Bidding Document	7.1	The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read and construed in conjunction with any Addenda issued in accordance with ITB 9.
			PART 1 Bidding Procedures
			• Section I. Instructions to Bidders (ITB)
			• Section II. Bid Data Sheet (BDS)
			 Section III. Evaluation and Qualification Criteria
			Section IV. Bidding Forms
			PART 2 Supply Requirements
			• Section V. Schedule of Requirements
			PART 3 Conditions of Contract and Contract Forms
			• Section VI. General Conditions of Contract (GCC)
			 Section VII. Special Conditions of Contract (SCC)
			Section VIII. Contract Forms
		7.2	The Purchaser will reject any Bid submission (in case of hard copy submission) if the Bidding Document was not purchased directly from the Purchaser, or through its assigned office as stated in the invitation for bids or has not deposited (in case of electronically submission) the cost of Bidding Document as stated in the invitation for bids.
		7.3	The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document as well as in Amendments, if any. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.
		7.4	The Invitation for Bids issued by the Purchaser is not part of the Bidding Document
8.	Clarification of Bidding Document/P re-bid meeting	8.1	A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address <i>indicated in the BDS</i> . The Purchaser will respond in writing to any request for clarification, provided that such request is received within the time limit <i>specified in the BDS</i> prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the

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	M/NCB/goods/201	8.2	procedure under ITB 9 and 24.2. The purchaser may organize a pre-bid meeting of Bidders before the deadline for submission of Bids at the place, date and time as <i>specified in the BDS</i> to provide information relating to Bidding Documents, Technical
			specifications and the like matters. Should the purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 9 and ITB 24.2 .
9.	mendment of Bidding Document	9.1	At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda.
	Document	9.2	Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser.Such Addendum notice shall also be published in the National newspaper.
		9.3	To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB 24.2.

c. Preparation of Bids

10.	Cost of Bidding	su lia	ne Bidder shall bear all costs associated with the preparation and abmission of its Bid, and the Purchaser shall not be responsible or able for those costs, regardless of the conduct or outcome of the adding process.
11.	Language of Bid	B la li th	ne Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the anguage <i>specified in the BDS</i> . Supporting documents and printed terature that are part of the Bid may be in another language provided ney are accompanied by an accurate translation of the relevant assages in the language <i>specified in the BDS</i> , in which case, for urposes of interpretation of the Bid, such translation shall govern.
12.	Documents Comprising the Bid	()	Bid Submission Letter and the applicable Price Schedules, in accordance with ITB Clauses 13, 15, and 16; Bid Security in accordance with ITB 21; alternative bids, if permissible, in accordance with ITB 14; written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 22; documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to bid; documentary evidence in accordance with ITB Clauses 18 and 31, that the Goods and Related Services conform to the Bidding Document; documentary evidence in accordance with ITB 19 establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and any other document <i>required in the BDS</i> .
		12.2 Th	ne Bidder is solely responsible for the authenticity of the submitted

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		documents.
13.	Bid Submission Letter and Price Schedules	13.1 The Bidder shall submit the Bid Submission Letter using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
		13.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms
14.	Alternative Bids	14.1 Unless otherwise <i>indicated in the BDS</i> , alternative bids shall not be considered.
15.	Bid Prices and Discounts	15.1 The Bidder shall complete the appropriate Price Schedule and the sources of Goods schedules included herein, stating the unit prices, total cost per item, the total Bid amount and the expected countries of origin of the Goods to be supplied under the contract.
		15.2 Prices quoted in the Price Schedules shall be included the cost of goods, other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item, the customs duties, transportation cost up to final delivery, insurance cost, unloading, and any other cost for (incidental) services, if any, related to the delivery of goods. All risks and responsibilities up to the final destination including installation and commissioning of Goods, if applicable, shall be borne by the Supplier.
		15.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise <i>specified in the BDS</i> . A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 31. However, if in <i>accordance with the BDS</i> , prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
		15.4 The Bidder's separation of price components in accordance with ITB 15.1 above will be solely for the purpose facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
		15.5 If the Bidder intends to offer any unconditional discount, it shall always be expressed in fixed percentage and that shall not vary as the quantity varies and be applicable to each unit rate. The methodology for its application shall be provided in bid submission letter.
16.	Currencies of Bid	16.1 All Prices shall be quoted in Nepalese Rupees.
17.	Documents Establishing the Eligibility of the Bidder	 17.1 To establish their eligibility in accordance with ITB 4, Bidders shall: (a) complete the eligibility declarations in the Bid Submission Letter, included in Section IV, Bidding Forms; and (b) if the Bidder is an existing or intended JV in accordance with ITB 4.2, submit a copy of the JV Agreement, or a letter of intent to
		enter into such an Agreement. The respective document shall be

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			signed by all legally authorized signatories of all the parties to the existing or intended JV, as appropriate.
			(c) submit the copy of the documents as <i>specified in BDS</i> .
10 D		10.1	
the Conf	blishing formity	18.1	To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods and Related Services conform to the requirements specified in Section V, Supply Requirements.
and Serv the I	f the Goods nd Related ervices to he Bidding locument	18.2	The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of Section V, Schedule of Requirements.
		18.3	Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Section V, Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Section V, Schedule of Requirements.
Est g tl Qu	tablishin he alificatio	19.1	The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
	of the lder	19.2	If so <i>required in the BDS</i> , a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Nepal and take care of the warranty provided.
		19.3	If so <i>required in the BDS</i> , a Bidder that does not conduct business within Nepal shall submit evidence that it will be represented by an Agent in Nepal equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.
		19.4	A foreign Bidder wishing to have or already having a local agent shall state the following:
			a. Name and address of the Agent/Representative,
			b. The Agent/Representative providing type of services,
			c. Amount of commission if the Agent/Representative is entitled to get such payment and if it participates in the procedure of payment,
			d. Other agreement with Agent/Representative, if any,
			e. Bidder shall certify in the Letter of Authorization as follows:
			"We certify that the statement and disclosure made by us on the above are complete and true to the best of our knowledge and belief",

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	19.5 If a foreigh Bidder in its Bid, has not provided the information mentioned in ITB 19.4 or has submitted its bid stating that the Bidder does not have a local agent and later it is proved that the bidder has a local agent or it is proved that the commission mentioned in the Bid is less than the commission received by the local agent then the Purchaser shall initiate proceedings to blacklist such bidder in accordance with ITB 3.3.
20. Period of Validity of Bids	20.1 20.1 Bid shall remain valid for a period <i>specified in the BDS</i> after the bid submission deadline date prescribed by the purchaser. A bid valid for a shorter period shall be rejected by the purchaser as nonresponsive.
	20.2 20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.
21. Bid Security	21.1 The Bidder shall furnish as part of its bid, in original form a Bid Security as <i>specified in the BDS</i> .
	21.2 If a bid security is specified pursuant to ITB 21.1, the bid security shall be a demand guarantee in any of the following forms at the Bidder's option:
	(a) original copy of an unconditional bank guarantee from "A" class commercial bank or;
	(b) original copy of cash deposit voucher in the Purchaser 's Account as <i>specified in BDS</i> .
	21.3 In case of a bank guarantee, the Bid Security shall be submitted using the Bid Security Form included in Section IV, Bidding Forms. The form must include the complete name of the Bidder. The Bid Security shall be valid for minimum thirty (30) days beyond the end of the validity period of the bid. This shall also apply if the period for bid validity is extended.
	21.4 The bid security issued by any foreign Bank outside Nepal must be counter guaranteed by an "A" class Commercial Bank in Nepal.
	21.5 If a bid Security is required in accordance with ITB 21.1, any Bid not accompanied by an enforceable and compliant Bid Security in accordance with ITB 21.2, 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.
	21.6 If a Bid Security is specified pursuant to ITB 21.1, the Bid Security of unsuccessful Bidders shall be returned within three (3) days upon the successful Bidder furnishing of the signed Contract Agreement and the Performance Security pursuant to ITB 42.
	21.7 If a Bid Security is specified pursuant to ITB 21.1, the Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract Agreement and furnished

the required Performance Security.

- 21.8 The Bid Security may be forfeited:
- (a) a Bidder requests for withdrawal or modification of its bid, except as provided in ITB 20.2
 - (i) during the period of bid validity specified by the Bidder on the Letter of Bid, in case of electronic submission:
 - (ii) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission.
- (b) a Bidder changes the prices or substance of the bid while providing information pursuant to clause 29.1;
- (c) a Bidder involves in fraud and corruption pursuant to clause 3.1;
- (d) the successful Bidder fails to:
 - (i) furnish a performance security in accordance with ITB 41.1;
 - (ii) sign the Contract in accordance with ITB 42.1; or
 - (iii) accept the correction of arithmetical errors pursuant to clause 33.
- 21.9 The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in ITB 17.1 (b).

22. Format and Signing of Bid

- 22.1 The Bidder shall prepare bid as described in ITB 12 and shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid.
- 22.2 Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the

D. Submission and Opening of Bids

23. Sealing and Marking of **Bids**

- 23.1 Unless otherwise specified in BDS, Bidders shall submit their bids by electronic or by mail/ by hand/ by courier. Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the BDS.
- 23.2 Bidders submitting bids by mail or by hand or by courier shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB 14, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL", "ALTERNATIVE" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB 23.2.1 and 23.2.2.
- 23.3 The inner and outer envelopes shall:
 - (a) bear the name and address of the Bidder;
 - be addressed to the Purchaser in accordance with ITB 23.1; and
 - bear a warning "NOT TO OPEN BEFORE THE TIME AND DATE FOR BID OPENING".

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	23.4 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
24. Deadline f Submission of Bids	
	24.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 9, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
25. Late Bids	25.1 The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 24. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
26. Withdraw or Modificati n of Bids	either in hard copy or by e-Submission. Procedures for withdrawal or



27. Bid Opening

- 27.1 The Purchaser's bid opening committee shall conduct the bid opening in public in the presence of bidder or its representative who choose to attend at the address, date and time *specified in the BDS*. The opening committee shall download the e-submitted bid files. The e-procurement system allows the Purchaser to download the e-submitted bid files (report) only after bid opening date and time after login simultaneously by two members of the Bid opening committee.
- 27.2 Electronically submitted bid shall be opened at first in the same time and date as specified above. Electronic Bids shall be opened one by one and read out. The e-submitted bids must be readable through open standards interfaces. Unreadable and or partially submitted bid files shall be considered incomplete.
- 27.3 Before opening the bids the opening committee shall separate the envelopes of the bids received after the deadline of bid submission, the envelopes containing an application given for WITHDRAWAL, MODIFICATION of bids and the envelopes of bids duly registered. The bids received after the deadline of submission shall be returned to concerned bidder unopened. Then envelopes the "WITHDRAWAL" shall be opened first, read out, and recorded, and the envelope containing the corresponding Bid shall not be opened, but returned to the Bidder. If the withdrawal notice is not accompanied by a copy of the valid authorization pursuant to ITB 22.2, the withdrawal shall not be permitted and the corresponding Bid will be opened. Envelopes marked "MODIFICATION" shall be opened, read out, and recorded with the corresponding Bid. No Bid shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at bid opening. Only envelopes that are opened, read out, and recorded at bid opening shall be considered further.
- 27.4 All other envelopes shall be opened one at a time, and the following read out and recorded: the name of the Bidder and whether there is a modification; the Bid Prices (per lot if applicable), any discounts and alternative offers; the presence of a Bid Security, if required; if there is discrepancy between figure and words, description of such discrepancy; whether the bid form is signed by the bidder or his agent; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out and recorded at bid opening shall be considered for evaluation. No Bid shall be rejected at bid opening except for late bids, in accordance with ITB 25.1.
- 27.5 The opening committee shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, any discounts and alternative offers if they were permitted; and the presence or absence of a Bid Security. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted on line when electronic bidding is permitted. The Bidders' representatives who are present shall also be requested to sign an attendance sheet.

E. Evaluation and Comparison of Bids

28. Confidentialit 28.1 Information relating to the examination, evaluation, comparison, and

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y	post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract award; thereafter, information will be disclosed in accordance with ITB 40.1.
	28.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the Bids or Contract award decisions may result in the rejection of its Bid.
	28.3 Notwithstanding ITB 28.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.
29. Clarification of Bids	29.1 To assist in the examination, evaluation, comparison and post-qualification of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder with regard to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with ITB 33.
30. Deviations, Reservations, and	30.1 During the evaluation of bids, the following definitions apply:(a) "Deviation" is a departure from the requirements specified in the Bidding Document;
Omissions	(b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
	(c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.
31.Determination of	31.1 The Purchaser's determination of the responsiveness of a Bid is to be based on the contents of the Bid itself, as defined in ITB12.
Responsivene ss	31.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,
	a. if accepted, would:
	 (i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in Section V, Schedule of Requirements; or
	(ii) limits in any substantial way, inconsistent with the Bidding Document, the Purchaser's rights or the Bidder's obligations under the proposed Contract; or
	b. if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.
	31.3 The Purchaser shall examine the technical aspects of the bid in particular, to confirm that all requirements of Section V, Schedule of Requirements have been met without any material deviation or reservation.
32.Non-material Non-	32.1 The Purchaser may regard a Bid as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics,

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conformi-ties	terms, conditions and other requirement set forth in the Bidding Document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the Bid.
	32.2 Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	32.3 Provided that a Bid is substantially responsive, the Purchaser shall rectify non-material non-conformities or omissions. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the method indicated in Section III, Evaluation and Qualification Criteria.
	32.4 If small differences are found such as in technical specification, description, feature which does not make the bid to be rejected, then the cost, which is calculated to the extent possible due to such differences, shall be included while evaluating bid.
	32.5 If the value is found fifteen percent more than the quoted amount of the bidder on account of small differences pursuant to ITB 32.4, such bid shall be considered irresponsive in substance and shall not be considered for evaluation.
33.Correction of	
Arithmetical	33.1 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
Arithmetical	a) 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
Arithmetical	 correct arithmetical errors on the following basis: a) 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; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total
Arithmetical	 correct arithmetical errors on the following basis: a) 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; 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 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) and (b) above. 33.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and the bid security shall be forfiteed.
Arithmetical Errors 34.Goods manufactured	 correct arithmetical errors on the following basis: a) 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; 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 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) and (b) above. 33.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and the bid security
Arithmetical Errors 34.Goods	a) 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; 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 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) and (b) above. 33.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and the bid security shall be forfiteed. 34.1 If the price of goods manufactured in Nepal, are higher up to fifteen percent than that of manufactured in foreign countries, the goods

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	comparison only by adding an amount equal to 15 percent of the bid price of the such Goods manufactured in Nepal to the bid price of Goods manufacture outside Nepal and lowest evaluated bid shall be determined.
35.Evaluation and Comparison	35.1 The Purchaser shall evaluate and compare each Bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
of Bids	35.2 To evaluate a Bid, the Purchaser shall only use all the criteria and methodologies defined in this Clause and in Section III, Evaluation and Qualification Criteria. No other criteria or methodology shall be permitted.
36.Post- qualification of the Bidder	 36.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily. 36.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 19. 36.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
37.Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids	37.1 The Purchaser reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

F. Award of Contract

38.Award Criteria	38.1 The Purchaser shall select to award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
39.Purchaser's Right to Vary Quantities at Time of Award	39.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed the percentages <i>indicated in the BDS</i> , and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.
40.Notification of Intention to Award	 40.1 The Purchaser shall notify the concerned Bidder whose bid has been selected in accordance with ITB 38.1 within seven days of the selection of the bid, in writing that the Purchaser has intention to accept his/her bid and shall Inform via the Letter of Intention included in the Contract Forms and the information of name, address and amount of selected bidder shall be given to all other bidders who submitted the bid. 40.2 If no bidder submits an application pursuant to ITB 43.1 within a period of
	seven days of providing the notice under ITB 40.1 the Purchaser shall accept the bid selected in accordance with ITB 38.1 prior to the expiry of

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	bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.
41.Performance Security	41.1 Within fifteen (15) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section VIII, Contract Forms, or another form acceptable to the Purchaser.
	i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent less than the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.
	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.
	41.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Securityand black listing. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.
42. Signing of Contract	42.1 The successful Bidder shall sign the contract in the form included in section VIII after the submission of performance security in accordance with ITB 41.
	42.2 At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding, and shall publish in an English/Nepali language newspaper or well-known and freely accessible website the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at Bid Opening; (iii) name and evaluated prices of each Bid; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the Price it offered, as well as the duration and summary scope of the Contract awarded.
43.Complaint and Review	43.1 If a Bidder dissatisfies with the Procurement proceedings or the decision made by the Purchaser in the intention to award the Contract, it may file an application to the Chief of the concerning Public Entity of the Purchaser within seven (7) days of having, receipt of such notice or decision making, for review of the proceedings stating the factual and legal grounds.
	43.2 An application filed after the deadline pursuant ITB 43.1 shall not be processed.
	43.3 The chief of Public Entity of the Purchaser shall, within five (5) days after receiving the application, give its decision with reasons, in writing pursuant to ITB 43.1:
	(a) whether to suspend the procurement proceeding and the



procedure for further proceedings to be adopted; or

(b) whether or not to reject a application.

No application can be submitted before the Review Committee for review against the decision made by the chief of the Public Entity for the Bid amount up to the value *as stated in BDS*.

- 43.4 If the Bidder is not satisfied with the decision of the Public Entity in accordance with ITB 43.3, or the decision by the Public Entity is not given within five (5) days of receipt of application pursuant to ITB 43.1, it can, within seven (7) days of receipt of such decision, file an application to the Review Committee of the GoN, stating the reason of its disagreement on the decision of the chief of Public Entity and furnishing the relevant documents, provided that its Bid amount is above the amount as stated in ITB 43.3. The application may be sent by hand, or by post, or by courier, or by electronic media at the risk of the Bidder itself.
- 43.5 Late application filed after the deadline pursuant to ITB 43.4 shall not be processed.
- 43.6 Within three (3) days of the receipt of application from the Bidder, pursuant to ITB 43.4, the Review Committee shall notify the concerning Public Entity of the Purchaser to furnish its procurement proceedings and comments on the issue, pursuant to ITB 43.3.
- 43.7 Within three (3) days of receipt of the notification pursuant to ITB 43.6, the Public Entity shall furnish the copy of the related documents along with its comment or reaction of complaint to the Review Committee.
- 43.8 The Review Committee, after inquiring from the Bidder and the Public Entity, if needed, shall give its decision within one (1) month after receiving the application filed by the Bidder, pursuant to ITB 43.4.
- 43.9 The Bidder, filing application pursuant to ITB 43.4, shall have to furnish a cash amount or Bank guarantee *as stated in BDS* with the validity period of at least ninety (90) days from the date of the filing of application pursuant to ITB 43.4. Application filed without furnishing the security deposit shall not be processed.
- 43.10 If the claim made by the Bidder pursuant to ITB 43.4 is justified, the Review Committee shall have to return the security deposit to the applicant, pursuant to ITB 43.9, within seven (7) days of such decision made.
- 43.11 If the claim made by the Bidder pursuant to ITB 43.4 is rejected by the Review Committee, the security deposit submitted by the Bidder pursuant to ITB 43.9 shall be forfeited.

44. Publication of contract award notice

- 44.1 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 Chief District Office, District Co-ordination Office and District Treasury Control 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.

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	44.2 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 44.1, requests in writing the grounds on which its bid was not selected.
45.Provision of PPA and PPR	45.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.



Section II. Bid Data Sheet

Section में. Bid Data Sheet

	A. Introduction		
ITB 1.1	Name of the Purchaser: Mai Jogmai Rural Municipality, Office of the Rural Municipal Executive, Ilam.		
ITB 1.1	Name and Identification number of the Contract: Supply and Delivery of Backhoe Loader (MJRM/NCB/goods/2075/76-02)		
ITB 2.1	Name of the Project: [Not Applicable] Name of the DP: Not Applicable Implementing Agency: Mai Jogmai Rural Municipality, Office of the Rural Municipal Executive, Ilam Funding: Resources of the Purchaser		
ITB 4.1	Bidders from the following countries are not eligible: "Not Applicable"		
ITB 5.1	Goods and related services to be supplied from following countries are not eligible: <i>Not Applicable</i>		
B. Bidding Document			
ITB 8.1	For clarification purposes only, the Purchaser's address is: Attention: Name of the Purchaser is Mai Jogmai Rural Municipality, Office of the Rural Municipal Executive, Nayabazzar, Ilam. Tel./Fax:027-411044/027-411058 Email:- maijogmaigaupalika@gmail.com		
ITB 8.1	The purchaser will respond in writing to any request for clarification provided that such request is received no later than Ten (10) days prior to the deadline date for submission of bid.		
ITB 8.2	Pre-Bid meeting "shall not" be organized.		
	C. Preparation of Bids		
ITB 11.1	The language of the Bid is: Nepali or English		
ITB 12.1 (h)	The Bidder shall submit the following additional documents with its Bid: (i) Manufacturer's Authorization. (ii) End User's Certificates (iii) Statement and disclosure of local agent (if any), as specified in ITB 19.4 (A local agent bidding on behalf of the Supplier shall also furnish Agency registration, VAT registration and tax clearance certificates or proof of submission of income return for fiscal year 2074/75 or 2073/074). (iv) All other necessary documents as indicated in Section III, Evaluation and Qualification Criteria (Qualification Requirements).		
ITB 14.1	Alternative Bids: Not applicable		
ITB 15.2 (i)	The price quoted shall be: The prices shall include all duties, taxes and other levies and cost of registration in transport office for public service, and ownership transfer to the purchasing agency. The prices should be expressed in the term of EXW in Nepalese Rupees.		
ITB 15.2 (ii)	N/A		
ITB 15.2 (iii)	The price of other incidental services :Not Applicable		
ITB 15.3	The prices quoted by the Bidder shall be: Fixed		

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ITB 15.4	The incoterms additions is: Incoterms 2010		
ITB 17.1 (c)	 The Bidders shall submit: Firm / Company/Business Registration Certificate VAT and PAN Registration Certificate Tax Clearance Certificate/Tax return submission evidence for the F/Y 2074/75 or 2073/74. A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings, and has not been punished for a profession or business related offense. Joint Venture Authorization/ Agreement (if any) Other documents as needed 		
ITB 19.2	A Manufacturer's Authorization letter is required.		
ITB 19.3	The Bidder " is " required to include with its bid, evidence that it will be represented by an Agent in Nepal.		
ITB 20.1	The bid validity period shall be Ninety (90) calendar days after the date of Bid closing.		
ITB 21.1	The Bidder shall furnish a bid security, from "A" class commercial bank with a minimum of <i>NRs.</i> 1,10,000/- which shall be valid for 30 days beyond the validity period of the bid (i.e. minimum of 120 days)		
ITB 21.2	If the Bidder wishes to submit the Bid Security in the form of cash, the cash should be deposited in Account No.: Ga-3 06310181795051 of Mai Jogmai Rural Municipality, Office of the Rural Municipal Executive, Ilam maintained at Civil Bank Ltd., Maijogmai Rural Municipality, Ilam and submit the receipt of the deposited amount of cash along with the bid.		
ITB 22.1	The written confirmation of Authorization to sign on behalf of the Bidder shall consist of: <i>Power of Attorney</i>		
	D. Submission and Opening of Bids		
ITB 23.1	Bidders shall have the option of submitting their bids: electronically or by hand .		
ITB 23.1	 (a) If bidders submit their bids electronically, the electronic bidding submission procedures shall be: Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in this clause. i. The bidder is required to register in the e-GP system https://www.bolpatra.gov.np/egp 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 Invitation for Bid (IFB) or bidders may download the IFB and bidding document from e-GP system. iii. The registered bidders need to maintain their profile data required during preparation of bids. iv. In order to submit their bids the cost of the bidding document can be deposited as specified in IFB. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the technical bid. v. The bidder can prepare their bids using data and documents maintained in bidder's profile and forms/format provided in bidding document by Purchaser. The bidder may submit bids as a single entity or as a joint venture. The bidder submitting 		

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bid majoint 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 technical 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 bids.

No	Document	Requirement	Remarks
1.	Letter of Bid	Mandatory	PDF
2.	Bid Security	Mandatory	PDF
3.	Company registration	Mandatory	PDF
4.	VAT registration	Mandatory for domestic bidders	PDF
5.	Business Registration Certificate	if required, Mandatory	PDF
6.	Tax clearances certificate or evidence of tax return submission or extension of time	Mandatory for domestic bidders	PDF
7.	Power of Attorney of Bid signatory	Mandatory	PDF
8.	Bank Voucher for cost of bid document	Mandatory	PDF
9.	Joint venture agreement	Mandatory in case of JV Bid	PDF
10.	Completed Price Schedule	Mandatory	PDF or Web Forms
11.	Qualification Documents	Mandatory	PDF
12.	Technical specifications	Mandatory	PDF or Web Forms
13.	Delivery and Completion Schedule	Mandatory	PDF or Web Forms
14.	Additional Documents specified in ITB 12.1 (h)	If applicable	PDF

Note: 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. For verifying the authentic user, the system will send one time password (OTP) in the registered e-mail address of the bidder. System will validate the OTP and allow bidder to submit their bid.
- ix. Electronically submitted bids can be modified and/or withdrawn through

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1	system. The bidder may modify their bids multiple times online within bid		
	submission date and time specified in e-GP system. Once a Bid is		
	withdrawn, bidder won't be able to submit another bid response for the		
	same bid.		
	x. The Bidder / Bid shall meet the following requirements and conditions fo		
	e-submission of bids;		
	aa) The e-submitted bids must be readable through PDF reader.		
	bb) 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 Purchaser		
	shall be held liable for Bidder's inability to use this facility.		
	cc) 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 24.1	For bid submission purposes only, the Purchaser's address is :		
	Mai Jogmai Rural Municipality, Office of the Rural Municipal Executive		
	Tel./Fax :027-411044/027-411058		
ITB 24.1	The deadline for bid submission is:		
	Date: 2075-07-08		
	Time: 12:00 hrs Place: Mai Jogmai Rural Municipality, Office of the Rural Municipal		
	Executive, llam		
	Tel./Fax : 027-411044/027-411058		
ITB 24.1	If the last date of purchasing, submission and opening of Bid falls on a government holiday then the next working day shall be considered as the last day		
	without any change in the time and place as fixed.		
ITB 27.1	The bid opening shall take place at:		
	Date: 2075-07-08 Time: 14:00 hrs		
	Place : Mai Jogmai Rural Municipality, Office of the Rural Municipal		
	Executive, Nayabazzar, Ilam		
	Tel./Fax: 027-411044/027-411058		
ITB 27.1	If electronic bid submission is permitted in accordance with ITB 23.1, the specific bid opening procedures shall be:		
	The e-procurement system allows the Purchaser to download the e-submitted bid		
	files (report) only after bid opening date and time after login simultaneously by		
	two members of the Bid opening committee.		
	E. Evaluation and Comparison of Bids		
ITB 36.4	Bids shall be rejected as being non-responsive if:		
	a. The bidder has not purchased and submitted the original document issued by office.		
	b. The Bid Document is issued in the name of one firm and Bid proposal submitted by another firm.		
	c. The Bid does not contain wax sealed bid proposal.		
	d. The Bid is not signed and stamped by the bidder or their authorized		

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e. It is proved that bidders have submitted the bids by making such arrangements that limits the participation of other bidders or influences the bid price in any manner.

- f. The Bid is received by office after the deadline for submission of Bids.
- g. All the information required by the bid document is not mentioned or falsely quoted.
- h. The documents and guarantee/bank voucher as required by the bid are not attached with the bid proposal.
- i. The notarized copy of joint venture agreement is not attached, in case the bidder is participating in the bid in Joint Venture.
- j. The amount of commission, currency of payment, and method of payment to the bidder's agent are not revealed.
- k. Any other conditions with the agent is not revealed or falsely mentioned.
- l. The power of attorney to sign the bid on behalf of joint venture is not attached.
- m. The percentage of liability among joint venture partners is not clearly mentioned.
- n. The bid is conditional.

representative.

- o. Any conditions mentioned in tender invitation are not fulfilled.
- p. Data on qualifications of Bidder/Manufacturer are not filled and the supporting documents required by the forms are not furnished.
- q. The Bid fails to satisfy that Bid is fully cognizant of the scope and details of the work involved.
- r. The Bid does not contain technical information and documents for major items required by the Specifications for materials on which the bidder is offering.
- s. The offered goods are not substantially in compliance with the specification or there is a major deviation in specification for the equipment to be supplied and delivered.
- t. If the attached Technical Data Sheet in the specification is not properly completed and/or data furnished are not supported by the catalogues and test reports (wherever required). If the bidder does not attach their Brochure (Catalogue) of the equipment with bid document.
- u. Evaluation and Qualification criteria as per **Section III** are not met.
- v. The description provided by the bidders pertaining to the qualification is found to be false or is substantially incomplete.
- w. The bidder is blacklisted in its contractual obligations in past GoN contracts.
- x. If the required documents are not submitted authenticated English version. However the documents in Nepali language issued from the concerned authority of Nepal will also be accepted.

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	y. The bidder does not offer all the items and quantity specified in Price Schedule.	
	z. The Bid Security (Bid Bond) is not enclosed pursuant to Clause 21 or is not acceptable in form and / or substance.	
	aa. The Bid has price escalation clause.	
	bb. The Bid Security submitted is not specifically mentioned to be applicable to the offer of the Bidder.	
	cc. The Bid Bond submitted by someone other than the Bidder does not clearly mention that the Bond is submitted on behalf of the Bidder in the Bid Bond itself.	
	dd. The Bid Bond is not in the name of Joint Venture, in case of Joint Ventures.	
	ee. The bid price of lowest substantially responsive bidder is substantially higher than the estimated price.	
F. Award of Contract		
ITB 39.1	The maximum percentage by which quantities may be increased/ decreased is N/A	
ITB 43.3	No application can be submitted before the Review Committee for review against the decision made by the chief of the Public Entity for the bid amount up to the value of Nepalese Rupees 20,000,000 (twenty million)	
ITB 43.9	The Bidder, filing application pursuant to ITB 43.4, shall have to furnish a cash amount or Bank guarantee equal to 0.15% of its bid price.	



Section III. Evaluation and Qualification Criteria



Section 3 - Evaluation and Qualification Criteria

The Bidder shall provide all the required information requested in the forms included in Section 4 (Bidding Forms).

1. Evaluation Criteria

In addition to the criteria listed in ITB 17.1(c) and 36.4 of BDS, the following criteria shall apply:

- a) The bid does not comply with the instructions as specified in the Invitation for bid and Notice published.
- b) Non-responsiveness, if there is a major deviation in specification of Backhoe Loader proposed by the bidder from that specified in the technical specifications (Specifications with bold and hi-lighted format).
- c) Manufacturer's Letter of Authorization: Bids submitted by an agent other than the manufacturer shall be accompanied by a letter from the manufacturer stating that the Bidder is the authorized agent of the said manufacturer for this bid. The letter of authorization should clearly state the extent of power delegated to such agent with respect to price quotation and negotiation. The principal / manufacturer is bound to honor any commitment of whatever nature made by his agent so authorized on behalf of his principal. Bids submitted by an agent other than the Manufacturer i.e. fabricator, authorized dealer as well as authorized re-sale agent, accompanied by a letter from the manufacturer stating that the Bidder is the authorized agent and shall be eligible for the bid. The letter of authorization should clearly state the extent of power delegated to such agent with respect to price quotation and negotiation. The principal / manufacturer is bound to honor any commitment of whatever nature made by his agent so authorized on behalf of his principal. Non submission of the authorization shall result in rejection of the bid.
- d) The bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of Backhoe Loader which the bidder proposes to supply under the contract.
- e) The offered Backhoe Loader shall be of latest model under standard production and should be in production for a minimum 1 year.
- f) The bidder is required to submit documentary evidence showing that s/he has already supplied at least 5 units of same / similar equipment in Government or Non-Government organization within Nepal. Furthermore, bidder is required to submit documentary evidence showing that the manufacturer's representative in Nepal has been providing after sales services for at least past 3 years. Non submission of this document shall result the submitted bids to be non-responsive.
- g) The Bidder is required to state clearly the specifications of his proposed Backhoe Loader alternatives, if any. Compliance with or variation from the buyer's requirement of the technical specifications shall be duly filled in and signed in the offered specification column of the technical Specification supported by relevant Technical Catalogues/Leaflets.
- h) Any additional terms and conditions contradictory to those stipulated in the bid document and which might involve hidden additional financial liabilities on the Purchaser's side shall not be included.
- i) An agent cannot submit bids on behalf of more than one manufacturer.
- j) The Bidder must sign the Bid Form, Bid Data Sheet and the Price Schedules of the Bid Document. Any erasures or change shall be initiated by the person signing the Bid.
- k) The bidder shall submit a list of standard Accessories and cost of such accessories should be included in bid price.

Criteria for bid evaluation shall be on the basis of (apart from Evaluation criteria stated above):

- 1. Technical Specification,
- 2. CIP site price,
- 3. Delivery requirement as specified in Schedule of Requirements,

Delivery Schedule: **As stated in schedule of requirement of Bid document.** The Equipment under the invitation for bids shall be delivered at the time specified in the schedule of requirement. A delivery "adjustment" will be calculated for the bids at the rate of one twentieth of one percent (0.05%) of the CIP site (final destination) price for each day of delay beyond the time specified in

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2. Qualification Criteria

1.1 Legal Status:

i) For the Bidder which is not a Joint-Venture:

The Bidder shall be a **Person or Firm or Institution or Company** for conducting business. A notarized copy of legal registration certificate shall be submitted along with the Bid.

ii) For the IV Bidder:

- (a) Original of joint venture agreement legally binding on all IV partners shall be included in the Bid. The joint venture agreement shall bear the seal of the entity and signatures of personnel authorized by the respective entities forming the joint venture. All such authorization documents shall also be included in the Bid. These Authorization document shall be on the original letterhead of the respective entity with stamp/seal of the entity.
- (b) The number of joint venture partners shall not exceed three (3).
- (c) Partners of the JV shall be a **Person or Firm or Institution or Company**. Each of the partners of the JV shall be legally registered for conducting business.
- (d) Notarized copies of legal registration certificates for each JV partners shall be submitted along with the Bid.

1.2 Contractual Experience:

- The Bidder shall have a minimum of last Three (3) years overall experience in the supply of a) Goods and related services. [In case of JV, at least one partner must meet the requirement]
- The Bidder shall have a minimum of last two (2) years specific experience in the supply of similar Goods and related services (Supply of Backhoe Loader) of nature, quantity and of contract amount to government enterprises or private institutions. [In case of JV, at least one partner must meet the requirement].

1.3 Manufacturer's Experience

- i. In case the Bidder is not the manufacturer of Goods offered, the Bidder shall submit manufacturer's certificate authorizing the Bidder to supply the manufacturers' Goods (as asked in Price Schedule). This certificate shall bear details of the Goods that the manufacturer will be supplying under the authorization. The authorization shall be on the manufacturer's/Dealer's original letterhead with seal/stamp of the manufacturer.
- The manufacturers of goods to be supplied under this Bid shall hold valid quality ISO ii. certificate as required by the specifications (as asked in Price Schedule) and a copy of ISO certificates shall be included in the Bid.
- iii. Type test certificate, if applicable, shall be included in the Bid and shall bear a date that is not earlier than five years from the last date of Bid submission unless otherwise stated in the Technical specifications. The type test certificate shall have been issued by a reputed independent laboratory accredited by International Laboratory Accreditation Corporation (ILAC) or International Accreditation Forum (IAF) or other reputed accreditation agencies.
 - In case the Type test certificate is not as per the requirement, the bidder shall, upon award of the Contract, undertake to carry out the required Type tests from an independent laboratory qualified as above or in the laboratory owned or nominated by the Client/Employer before delivery of the corresponding equipment at no extra cost to the Client/Employer.
- The Bidder shall submit at least two numbers of end user certificates showing that the Bidder iv. or manufacturer has successfully completed the supply of Backhoe Loader at least (twice the bid quantity) as a main supplier over last five years period ending on the last date of bid submission. Out of the supplied quantity, a minimum of half the bid quantity of offered goods shall have been in operation satisfactorily to the end users for at least one (1) year. The end

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user certificates shall be of the letterhead of the end user with valid address for correspondence and signed by or on behalf of the end user.

1.4 Miscellaneous

The Bidder or any of the Joint Venture partners shall not be on the blacklist circulated by Public Procurement Monitoring Office, Government of Nepal.



Section IV. Bidding Forms



Bid Submission Form

(The Bidder shall accomplish the Bid Submission Form in its Letter Head clearly showing the Bidders Complete name and address)

		Con	e: tract No.: tation for Bid No.: _		
	nsert name of purchaser) e, the undersigned, declare that:				
(a)	We have examined and have	no reservations to the	_	_	nda No.:
(b)) We offer to supply in conform schedule specified in the Sch	nedule of Requiremen	ts, the following Go	oods and Related S	delivery Services:
(c)	The total price of our Bid, exc	eluding any discounts of	offered in item (d) be	elow is:	
(d)	The discounts offered and the				
(e)	Our Bid shall be valid for a deadline in accordance with the accepted at any time before the	ne Bidding Document,	and it shall remain b		
(f)	If our Bid is accepted, we co ITB 41 for the due performance		formance Security in	the amount as spe	cified in
(g)) We are not participating, as alternative offers in accordance			pidding process, of	her than
(h)) The following commissions, § to the bidding process or exec		y, have been paid or	are to be paid with	n respect
	Name of Recipient	Address	Reason	Amount	

(If none has been paid or is to be paid, indicate "none.")

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- (i) We understand that this Bid, 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.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (k) We declare that, we have not been black listed as per ITB 3.4 and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.
- (l) We agree to permit GoN/DP or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the GoN/DP.

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uly authorized to sign the Bid for and on behalf of	_
ate	



1. 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.]

	Date:[insert date (as day, month and year) of Bid Submission				Submission]
			Page _	of	pages
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:				

2. Joint Venture Information Form

Lead Partner	Name of the Lead Partner in Joint Venture:	
	Place of Firm Registration:	
	Place of Business Registration:	
	Percentage of Partnership:	
Partner	Name of the Partner in Joint Venture:	
	Place of Firm Registration:	
	Place of Business Registration:	
	Percentage of Partnership:	
Partner	Name of the Partner in Joint Venture:	
	Place of Firm Registration:	
	Place of Business Registration:	
	Percentage of Partnership:	
	Name of the partner authorized to sign the Bid:	



3. Financial Situation Form

Financial Data for Previous 3 Years (in NRs)			
Year 1:	Year 2:	Year 3:	

Information from Balance Sheet

Total Assets		
Total Liabilities		
Net Worth		
Current Assets		
Current Liabilities		

Information from Income Statement

Total Revenues		
Profits Before Taxes		
Profits After Taxes		

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three or above years, as indicated above, complying with the following conditions?
 - Historic financial statements must be audited by a certified accountant.
 - Historic financial statements must be complete, including all notes to the financial statements.
 - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).



4. Average Annual Turnover Form

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for work in progress or completed to NRs at the end of the period reported.

Annual Turnover Data for the Last Years		
Year	Amount (in NRs)	
Average Annual Turnover		



5. Financial Resources Form

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, available to meet the total cash flow requirements of the subject contract

	Financial Resources			
No.	Source of financing	Amount (in NRs)		
1				
2				
3				

Note:

The letter from the Bank must be unconditional.



6. Pending Litigation Form

Each Bidder or member of a JV must fill in this form

Year	Matter in Dispute	Value of Pending Claim in NRs	Value of Pending Claim as a Percentage of Net Worth



Bidder's Legal Name:	Date: IFI	B No.:
		of pages
Similar Contract	Inform	nation
Contract Identification		
Award date Completion date		
Total Contract amount		Currency
Description of the contract performed by the Bidder		
If partner in a JV or subcontractor, specify participation of total Contract amount	%	Currency
Purchaser's Name:		
Purchaser's Address:		
Purchaser's Telephone/fax number: Purchaser's E-mail:		

The Bidder shall complete this form for each contract completed/in progress.



0.	
nsert name of Purchaser)	
entleman,	
is here by certify that [Name of Bidder] has never either himself of any of his dissociates or any of his administrators has been involved in any case of bankruptcy aspension of payments.	
gned and sealed this day of of	
idder's Name in Print and Signature	

The BIDDER offers the following information with respect to a Local Agent:

- 1. Name and address of Local Agent:
- 2. Amount of commission, currency of payment, and method of payment:
- 3. Other conditions of the Agreement:

Signature and Stamp of Bidder



To. (insert name of Purchaser)

List of disputes raised in other contracts:

Gentleman,

The Bidder hereby declares that, till date, no dispute has raised in any contract executed or under execution other than the cases herewith mentioned. All claims raised have been settled amicably between THE PURCHASER and the bidder beside the cases listed here below. No civil or criminal case against the bidder has been raised or is currently being raised or being dealt with in court other than the cases here with listed.

	Employer 	Date of dispute	Amount	Remarks		
		n other contracts:				
Contract	Employer	Date of claim Amo	unt Rem	arks		
	criminal cases:					
		Date Court Case				
Signed and s	sealed this day	of				
RIDDER's Name in Print and Signature						



Price Schedules

Westerman			- ~ -
क्रायंपालिकाकी	रिव प्रशा	सकीय	अधिकृत

Price Schedule for Goods

	of Bidder						
	ct Identification Numb ct Name: <i>Supply and I</i>		, -				
Ite m	Description	Quantity (No)	Unit price EXW (in NRs) In Figure In Words		Total price EXW	VAT and Other taxes payable, if contract is	Total Bid Price
A	В	С		D	E=CxD	awarded F	G=E+F
1	Supply and Delivery of Backhoe Loader	1					
Total	Bid Price in words inc	luding all ta	xes:				
	Rid Price shall include Ition Maijogmai Rural N			s, TDS, transporta	ition cost, insura	nce cost upto	the final
Name		<u>in</u> th	e capacity of				
Signed	1						
Duly a	uthorized to sign the	e Bid for an	d on behalf of	f			
Date _							



[This is the format for the Bid Security to be issued on the letterhead by a "A" class commercial bank specified by Nepal Rastra Bank] [insert Bank's Name, and Address of Issuing Branch or Office]

Date: [insert date].....

To:

MaiJogmai Rural Municipality Office of the Rural Municipal Executive, Ilam Tel./Fax 027411044

BID GUARANTEE No.:[insert number]......

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") intends to submit its bid to you (hereinafter called "the Bid") for the execution of [insert name of contract] under Invitation for Bids No. *[insert IFB number]* ("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 *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of finsert amount in figures/finsert 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:
 - i) during the period of bid validity specified by the Bidder on the Letter of Bid, in case of electronic submission
 - (ii) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) changes the prices or substance of the bid while providing information pursuant to clause 29.1 of ITB; or
- (d) having been notified of the acceptance of its Bid by the Purchaser 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.
- (e) is involved in fraud and corruption in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) thirty (30) days after the expiration of the Bidder's bid which comes to be *[insert the date]*.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

Name
in the capacity of
Signed
Ouly authorized to sign the Bid Security for and on behalf of
Date



Manufacturer's Authorization Letter

[This letter of authorisation should be on the letterhead of the manufacturer and should be signed by the person with the proper authority to sign documents that are binding on the manufacturer]

Date:	
IFB No.:	
To: MaiJogmai Rural Municipality Office of the Rural Municipal Executive, Ilam Tel./Fax 027411044	
WHEREAS [name of the Manufacturer] who are established and reputable manufacture [name and/or description of the goods] having factories at [address of factory]	rers of
We hereby authorize [name and address of Agent] solely to submit a Bid, and subsequence and sign the Contract with you against IFB No. [reference of the Invitation to B] the above goods manufactured by us.	
We hereby extend our full guarantee and warranty in accordance with Clause 27 of the G Conditions of Contract, with respect to the Goods offered by the above firm in reply 1 Invitation for Bids.	
Name	
In the capacity of:	
Signed	
Duly authorized to sign the Authorization for and on behalf of	
Date	



Section V. Schedule of Requirements

<u>02</u> प्रशासकीय अधिक्त <u>vection V Schedule of Requirements</u> Delivery and Completion Schedule

Delivery Site: Office of the Rural Municipal Executive, MaiJogmai Rural Municipality, Ilam

Delivery Period: As specified below

Job: Supply and Delivery of Backhoe Loader

Delivery shall take place in compliance with the dates, duration, and locations indicated below:

					Delivery Date		
Line Item No	Description of Goods	Qua ntity	Physi cal unit	Final Destination as specified in BDS	Earliest Deliver y Date	Final Deliver y Date	Bidder's offered Delivery date [to be provided by the bidder]
1.	2	3	4	5	6	7	8
1	Supply and Delivery of Backhoe Loader	1	No	Office of the Rural Municipal Executive, MaiJogmai Rural Municipality, Ilam	15 days from the date of contract agreeme nt	30 days from the date of contract agreeme nt	Days from the date of contract agreement

^{1. [}The delivery period shall start as of: "the date of signing the contract"]

TECHNICAL SPECIFICATIONS



INTRODUCTION

MaiJogmai Rural Municipality, Office of the Rural Municipal Executive, Ilam intends to purchase following Heavy equipment for its use. Following shall be technical specifications of the item that refer their qualities.

The Bidders are strictly advised to submit the original product catalog, Product's technical Data Sheet, Brochures and other specifications of relevant manufacturer for the offered model that will be helpful in judging the quality of the product. Non-submission of these items will result in non-responsiveness of the bid. The purchaser reserves the right to decline the acceptance of goods which to its own judgment are not convincingly satisfying for the intended use.

TECHNICAL SPECIFICATION:

S.N.	CRITERIA	REQUIREMENT	OFFERED SPECIFICATION
1.	General	All-wheel Drive Backhoe Loader, Heavy Duty Rigid Steel Frame with cab, suitable for operation under rough working condition & Adverse climatic condition at altitude ranging up to 2000 meters & ambient temperature varying -5° to 50° Centigrade. Should be a current model suitable for operation.	Make: Model: Country of Origin:
2	Cab	Should possess all steel enclosed cab with laminated glass windscreen, insulated roof, Suitably located controls for Backhoe (excavator) and Loader operation, rear view mirrors, cabin light, wiper & adjustable cushioned seat for operator.	
3	Engine	Turbocharged, Water Cooled Diesel Engine developing Power Output Not Less than 85 PS (engine fully equipped with accessories) at governed RPM, Maximum Torque not less than 300N-m for efficient full load operation of the backhoe loader at operating condition. The Backhoe Loader shall be equipped with heavy duty radiator, cold starting device, direct electric starting system, heavy duty battery, heavy duty air cleaner and heavy duty fuel filter. Should be capable of performing multipurpose functions such as dozing, digging grading, back filing, grabbing, and loading application.	Make: Model:
4	Emission Standard	The Emission Standard of the equipment should be capable of meeting applicable Nepal Vehicle Mass emission standard, which is to be certified by department of Transport Management, Nepal	
5	Capacity/ size/ Performa nce	Loader: Capacity: Min 1 m³ Break Force: Min. 3750Kgf Lifting Capacity: Min. 2500 Kg Digging depth below ground level: Min. 100 mm Dump clearance: Min 2600mm Max Operating Height: Min 3500 mm	

MJRM	/NCB/goods/	2075/76-02 प्रशासकीय अधिकृत uction V Schedule of Requirements
		Backhoe Bucket Capacity: Min 0.25 m³ Digging force: Min 4200 Kgf Digging depth from Ground level: Min 3800 mm Loading Height from Ground level: Min 3500 mm Side Reach from Centre: Min. 4000 mm Max. Operating/working height: Min 5700mm
6	Dimensio ns	Overall Length x Width x Height (Transportation purpose): (6300 mm x 2500 mm x 4000 mm) (At most)
7	Hydraulic Flow	Main Pump: Min 105 LPM
8	Ground Clearance	High ground clearance preferred, minimum 325 mm.
9	Tires	Shall be provided with Suitable heavy duty four tires with tubes for operating machines in rough road conditions.
10	Transmiss ion	Torque converter with Fully powershift type (At least 4 forward & 2 Reverse)
11	Axles	Four wheel Drive with fixed rear axle and Oscillation of front axles shall be 20°(±10%).
12	Steering	Power steering/ Power Assisted Steering
13	Brakes	Hydraulic Actuated Disc/Caliper type service Brake & Separate Parking Brake.
14	Gauges	Should include Water temperature, Fuel, Oil pressure, Transmission & Hydraulic gauges, Battery Charging Indicator etc. as necessary for efficient operation and Maintenance.
15	Fuel tank capacity	Minimum 130 liters
16	Essential Accessori es	Hydraulic Excavator must be equipped with following accessories: 1. Head (Front) lights, Side Indicators, Operating Lights for Loader & Backhoe & Fog lights. 2. Cabin lights 3. Odometer/speedometer/service hour meter 4. Audio system radio/MP3/DVD/FM 5. Equipped with all accessories offered in standard model but not limited to above items.
17	Manuals	 One copy of the Operator's and Owner's Instructions and Maintenance manual in English shall be supplied with each equipment Copies of following manuals in English shall be supplied with each equipment: Offered model catalogue
18	Instructio ns	All signs and instruction in the vehicle shall be in English.
19	Color	Standard color. Shall be finalized during signing of contract agreement

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MJRM	/NCB/goods/		dule of Requirements
20	Tools	A set of tools as required for general maintenance shall be supplied within a lockable tool box with equipment.	
21	Initial Service	Supplier shall provide necessary filters, Spare parts & Lubricant for first Servicing. Should provide comprehensive insurance cost for the first year.	
22	Warranty	Minimum one year warranty after acceptance to be provided by manufacturer.	
23	Delivery	1 (One) Unit of The Backhoe loader shall be made delivered with all necessary accessories to the office of MaiJogmai Rural Municipality, Office of the Munucipal Executive, Nayabazar, Ilam	

Notes:

- Bidders are strictly advised to complete the TECHNICAL DATA SHEET and submit the
 detail catalog that justifies the filled data, as required; otherwise the BID shall be
 treated as NON-RESPONSIVE BID.
- Note:- The major items are indicated by bold and highlighted letters/alphabets/figures in the technical specifications. Non-compliance of these major items will result in non-responsiveness of the bid offer.

Signed and stami	ped by the	bidder:
2- 5	P	



Section VI. General Conditions of Contract

Section VI. General Conditions of Contract

1. Definitions

- 1.1 1.1. The following words and expressions shall have the meanings hereby assigned to them:
 - (a)"Contract" means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
 - (c)"Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - (d) "Day" means calendar day.
 - (e)"Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
 - (f) "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - (g) "GCC" means the General Conditions of Contract.
 - (h) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
 - (i) "Purchaser's Country" is the country specified in the Special Conditions of Contract (SCC).
 - (j) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.
 - (k) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract.
 - (1) "SCC" means the Special Conditions of Contract.
 - (m) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
 - (n) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
 - (o) "GoN" means the Government of Nepal.
 - (p) "The Site," where applicable, means the place named in the SCC.

2. Contract Documents

2.3 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

3. Fraud and Corruption

3.1 If the Purchaser determines that the Supplier has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and the provisions of GCC Clause 34.1 shall apply.

For the purposes of this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice"1 is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice" 2 is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice" 3 is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) "obstructive practice" is
- (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GoN/DP investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- (bb)acts intended to materially impede the exercise of the GoN/DP's inspection and audit rights provided for under ITB Clause 3.5 and GCC Clause 25.
- 3.2 Without prejudice to any other rights of the Purchaser under this Contract, GoN may **blacklist** a Bidder/Supplier for its conduct for a period of one (1) to three (3) years on the following grounds and seriousness of the act committed by the bidder:
 - (a) if it is established that the Supplier committed acts specified in ITB 3.2.
 - (b) if it is established later that the Bidder has committed substantial

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a "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

[&]quot;parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

a "party" refers to a participant in the procurement process or contract execution.

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deject in implementation of the contract or has not substantially fulfilled its obligations under the contract or the completed work is not of the specified quality as per the contract.

4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Entire Agreement

4.3 The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

4.4 Amendment

4.5 No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.6 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

4.7 Severability

4.8 If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
- 6. Joint Venture, Consortium or Association
- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. A bidder can

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on VI General Conditions of Contract submit only one bid either as a partner of the joint venture or individually. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

7. Notices

- 7.1 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.
- 7.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

8. Governing Law

8.1 The Contract shall be governed by and interpreted in accordance with the laws of Nepal.

9. Settlement of Disputes

- 9.1 The Purchaser and the Supplier shall make every effort to settle amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 9.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred to Arbitration within 30 days after the expiration of amicable settlement period as specified in SCC.

10. Scope of Supply

- 10.1 Subject to the SCC, the Goods and Related Services to be supplied shall be as specified in Section V, Schedule of Requirements.
- 10.2 Unless otherwise stipulated in the Contract, the Scope of Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the Contract.

11. Delivery

11.1 Subject to GCC Sub-Clause 31.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Section V, Schedule of Requirements. The details of documents to be furnished by the Supplier are specified in the SCC.

12. Supplier's Responsibilities

12.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 10, and the Delivery and Completion Schedule, as per GCC Clause 11.

13. Purchaser's Responsibilities

- 13.1 Whenever the supply of Goods and Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from public authorities in Nepal, the Purchaser shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 13.2 The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with GCC Sub-Clause 13.1.

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14. Contract Price

- 14.1 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- 14.2 Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.

15. Terms of Payment

- 15.1 The Contract Price shall be paid in Nepalese Currency.
- 15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 11 and upon fulfillment of all the obligations stipulated in the Contract.
- 15.3 Payments shall be made promptly by the Purchaser, no later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and the Purchaser has accepted it.

16. Taxes and Duties

16.1 For goods supplied, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser

17. Performance Security

- 17.1 The Supplier shall, within fifteen (15) days of the receipt of notification of Contract award, provide a Performance Security for the due performance of the Contract in the amounts and currencies specified in the SCC.
- 17.2 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.
- 17.3 The Performance Security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the SCC, or in another form acceptable to the Purchaser.
- 17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.

18. Copyright

18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

19. Confidential Information

19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such



information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.

- 19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the Contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
- 19.3 The obligation of a party under GCC Sub-Clauses 19.1 and 19.2 above, however, shall not apply to information that:
 - (a)the Purchaser or Supplier need to share with the Donor for Donor funded project or other institutions participating in the financing of the Contract;
 - (b) now or hereafter enters the public domain through no fault of that party;
 - (c)can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
 - (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- 19.4 The above provisions of GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
- 19.5 The provisions of GCC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

20. Subcontracting

- 20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 20.2 Subcontracts shall comply with the provisions of GCC Clauses 3.

21. Specifications and Standards

- 21.1 Technical Specifications and Drawings
 - (a) The Supplier shall ensure that the Goods and Related Services comply with the technical specifications and other provisions of the Contract.
 - (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer

- The Goods and Related Services supplied under this (c) Contract shall conform to the standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- 21.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Section V, Schedule of Requirements Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 32.

22. Packing and **Documents**

- 22.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- 22.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

23. Insurance

23.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured, in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in the manner specified in the SCC.

24. Transportation

24.1 Unless otherwise specified in the SCC, obligations for transportation of the Goods shall be in accordance with the Incoterms specified in Sections V, Schedule of Requirements.

25. Inspections and Tests

- 25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in Sections V, Schedule of Requirements.
- 25.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the final destination of the Goods, or in another place in Nepal as specified in the SCC. Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to

on VI General Conditions of Contract drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

- 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 25.2. provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 25.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 25.7 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, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.
- 25.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

26. Liquidated **Damages**

26.1 Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause



27. Warranty

- 27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 27.2 Subject to GCC Sub-Clause 21.1, the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in Nepal.
- 27.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC.
- 27.4 The Purchaser shall give Notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 27.5 Upon receipt of such Notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

27.7

28. Patent **Indemnity**

- 28.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
 - (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
 - the sale in any country of the products produced by the (b) Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the on VI General Conditions of Contract Supplier pursuant to the Contract.

- 28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 28.3 If the Supplier fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

29. Limitation of Liability

- 29.1 Except in cases of gross negligence or willful misconduct:
 - (a)neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
 - the aggregate liability of the Supplier to the Purchaser, (b) whether under the Contract, in tort, or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.
- 30. Change in Laws and Regulations
- 30.1 Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Nepal where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract.

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Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

31. Force Majeure

- 31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 31.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. Change Orders and Contract Amendments

- 32.1 The Purchaser may at any time order the Supplier through Notice in accordance GCC Clause 7, to make changes within the general scope of the Contract in any one or more of the following:
 - (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
 - (b) the method of shipment or packing;
 - (c) the place of delivery; and
 - (d) the Related Services to be provided by the Supplier.
- 32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.
- 32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

33. Extensions of Time

33.1 If at any time during performance of the Contract, the Supplier or its Subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services

प्रशासकीय अधिकृत on VI General Conditions of Contract pursuant to GCC Clause 11, the Supplier shall promptly, and at least seven (7) days before the expiry of procurement contract, notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

33.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

34. Termination

34.1 Termination for Default

- The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - if the Supplier fails to deliver any or all of the Goods (i) within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33; or
 - if the Supplier fails to perform any other obligation (ii) under the Contract.
 - The supplier uses the advance payment for matters (iii) other than the contarctual obligations.
 - (iv) The purchaser may terminate the contract at any time in the following condition incase contract is terminated.supplier shall obliged to pay whole amount of remaining work or supply or fulfill the any Supplier obligation.
 - (a) does not commence the work as per the contract,
 - (b) abandons the contract with out completing,
 - (c) fails to achieve progress as per the contract.
- In the event the Purchaser terminates the Contract in whole (b) or in part, pursuant to GCC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- (c)if the Supplier, in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, as defined in GCC Clause 3, in competing for or in executing the Contract.

34.2 Termination for Insolvency

34.3 The Purchaser may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

34.4 Termination for Convenience

- (a) The Purchaser, by written Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- The Goods that are complete and ready for shipment within (b) seven (7) days after the Supplier's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
 - To have any portion completed and delivered at the (i) Contract terms and prices; and/or
 - (ii) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

35. Assignment

35.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.



Section VII. Special Conditions of Contract

Section VII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

1. Definitions	GCC 1.1(i)	The Purchaser's country is: NEPAL	
		The Purchaser is:	
	GCC 1.1(j)	Office of the Rural Municipal Executive, MaiJogmai Rural Municipality, Ilam	
	GCC 1.1 (p)	The Site is Office of the Rural Municipal Executive, MaiJogmai Rural Municipality, Ilam	
2. Interpretation	GCC 4.2 (b)	The version of Incoterms shall be: Intercom 2010	
3. Language	GCC 5.1	The language shall be: English /Nepali	
		For notices , the Purchaser's address shall be:	
4. Notices	GCC 7.1	Office of the Rural Municipal Executive, MaiJogmai Rural Municipality, Ilam Tel./Fax 027-411044 Email:- maijogmaigaupalika@gmail.com	
		For <u>notices</u> , the Supplier'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:	
5. Settlement of Disputes	GCC 9.2	In case of arbitration, the arbitration shall be conducted in accordance with the arbitration procedures published by the Nepal Council of Arbitration (NEPCA) at Kathmandu, Nepal	
6. Scope of Supply	GCC 10.1	The Scope of Supply shall be defined in: "Section V, Schedule of Requirements"	
7. Delivery	GCC 11.1	Upon delivery of the Goods to the transporter, the Supplier shall notify the Purchaser and send the following documents to the Purchaser:	
		 a) Copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount; b) Delivery note/truck receipt; c) Manufacturer's or Supplier's warranty certificate; and d) Inspection certificate issued by the nominated inspection agency, and/or the Supplier's factory inspection report; The Purchaser shall receive the above documents before the arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. [Note: The above requirements should be reviewed on a case-by-case basis, with amendments being made as necessary] 	
8. Contract Price	GCC 14.2	The prices charged for the Goods delivered and the Related Services to be performed shall be fixed for the duration of the contract.	
9. Terms of Payment	GCC 15.1	The terms of payment to be made to the Supplier under the contract	

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		shall be as follows:
		a) Advance Payment: 10%of the contract price shall be paid within thirty (30) days of signing of the contract, upon submission of request for advance and a bank guarantee from "A" class commercial bank for equivalent amount valid until the goods are delivered and accepted and in the form provided in the Bidding Document.
		b) On Delivery and acceptance: 95% of the Contract Price/invoice/s value <i>(including advance payment)</i> of the Goods delivered shall be paid within thirty (30) days after certification by Purchaser that all GOODS invoiced has been delivered at the appropriate warehouses of Purchaser.
		As per applicable law of Nepal, the purchaser will deduct Tax Deduction at Source (TDS) from the invoice/s value, at the rate as applicable at the time of payment and deposited to revenue office.
		c) Remaining 5%of the Contract Price/ invoice/s value shall be withheld as retention. The retention thus held shall be paid after the expiry of the warranty period;
10. Taxes and Duties	GCC 16.1	For goods supplied, the Supplier shall be entirely responsible for all taxes, custom duties, license fees, TDS etc., incurred until delivery of the contracted Goods to the Purchaser respected sites.
11. Performance	GCC 17.1	The Supplier shall provide a Performance Security as follows:
Security		I. If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent less than the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.
		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.
		The amount of the Performance Security shall be in Nepalese Rupees, and shall be valid for the period of: <i>Thirteen (13) months from the date of Contract completion Period.</i>
		The performance security shall be forfeited, in case the Supplier fails to complete the contractual obligation and rectify the defects within warranty period.
	GCC 17.3	The types of acceptable Performance Securities are: A bank guarantee issued by "A" class commercial bank located in Nepal or reputable bank located abroad, acceptable to the Purchaser, in the format included in Section VIII, Contract Forms, Performance Security issued by foreign Bank must be counter – guaranteed by "A" class commercial Bank in Nepal.

GCC 17.4 DisCTL 2	MJRM/NCB/goods/	2075/76-02	प्रशासकीय अधिकृत n VII Special Conditions of Contract
accordance with GCC Sub-Clause 17.4; or (b) indicate how the Performance Security shall be discharged After delivery and acceptance of the Goods, the performance security shall not be reduced to cover the Supplier's warranty obligations in accordance with GCC Clause 27.3.] [The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than Ninety (90) days from the date of completion of the Supplier's Performance obligations under the Contract. 12. Packing and Documents GCC 22.2 Additional requirement for packing and marking are as follows: Packaging (a) Where applicable, the Supplier shall pack and crate all equipment for sea shipment in a manner suitable for export to a tropical humid climate in accordance with internationally accepted export practices and in such a manner to protect the equipment from damage and deterioration in transit by road, rail or sea. The Supplier shall be held responsible for all damages due to improper packing. (b) In accordance with good packing practices, materials shall be packed in the smallest possible containers. Interior blocking, bracing, and cushioning shall be provided where necessary to absorb shocks, prevent rattling and prevent damage from destructive forces. Packages containing fragile material shall be so marked in bold letters and shall be topicalized. (c) The use of open type crating and/or similar packing shall not be used without obtaining the prior approval of Purchaser. (d) One protected copy of packing list for each case shall be enclosed in that case. (e) All items must be packaged in manufacturer's quantities, as would be delivered to a retailer and all packages of a given item shall contain the same number of pieces. Bulk shipment is specifically prohibited. Individual packages shall be sufficiently strong to withstand normal handling and storage. All materials used for packing shall be environmentally neutral. Marking The Supplier shall adhere to and/or require his suppliers to adhere to the following			
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occord incording the corner of foreign which the first the corner of foreign which the first the corner of the cor			outside measurement in terms of length, width and height in the
Metric system must be shown on each package.			Metric system must be shown on each package.
(d) Marks indicating where to "SLING" will be emphasized on			•
containers by stamping/painting an arrow on the exposed surface.			

MJKM/ NCD/ g0003/ 2075/ 70 02	THI Special Conditions of Contract
	(e) In the event that prior approval has been obtained from Purchaser to forward pieces without packing as specified in the Clause 6.6 above, the pieces must be safely protected or bundled, using ample metal binding, and metal tags bearing the required marks must be firmly wired to each bundle in at least two (2) visible places. (f) Unless otherwise specified by the purchaser, only the following marks shall be used on shipping containers: To:
	The Purchaser
	For
	Package No:
	Contract No:
	Letter of Credit:
	Contents (or Item): Unit: Quantity:
	Gross Weight:Kg.(Ltr)
	Total Weight:Kg.(Ltr)
	Net Weight:Kg.(Ltr)
	Dimensions-Height-Width-Depth:
	Meters :
	Total Cubic Meters:
	(g) The Supplier shall show and/or require his suppliers to show the following information on all Packing Lists: (i) Reference number of the Contract
	(ii) Supplier's Order Number (iii) Item Number of Suppliers' Order if any
	(iv) Invoice for Itemized cost of each material related to (c)
	(v) Export marking, other marks, and package number of
	each package and of each shipment
	(vi) Outside dimensions of each package in terms of length,
	width, and height, in meters. (vii) Total cubic measurement of the shipment in cubic
	meters.
	(viii) Package number and total number of package in the shipment.
	(ix) Manufacturer's serial number/numbers of equipment in shipment, if any.
	(h) In case of local contractor only the store the receipt advice shall
	be sufficient to meet all above obligation

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MJRM/NCB/goods/2075/76-02		प्रशासकीय अधिकृत vII Special Conditions of Contract
13. Insurance	GCC 23.1	a. The Supplier shall provide and maintain insurance applying to all shipments of GOODS with continuous coverage from the factory to Purchaser designated warehouse. Such insurance shall be with an insurance company presently authorized to conduct business in Nepal.
		b. The Supplier shall provide marine insurance, if sea transportation is required, and all insurance coverage for inland transportation to Purchaser warehouse sites as specified in the Bid Packages.
		c. The insurance provided shall cover all risks, and the minimum limits of insurance shall be the total cost plus ten percent of the materials delivered to Purchaser warehouse sites as specified in the Bid Packages.
		d. The Purchaser shall file with Purchaser properly executed certificates of insurance or copies of insurance policies before commencing shipment. These certificates shall be mailed in accordance with the provisions of Clause herein.
		Certificates of insurance shall contain the following information:
		i. Name and address of the insurance company, policy number and expiration date.
		ii. Signatures of insurance company representative or agent and address thereof.
		iii. Types of coverage and limits of insurance.
		iv. A statement indicating that Purchaser shall receive at least thirty (30) days advance written notice of cancellation of any of the policies or modifications of the insurance.
		e. The Supplier shall be responsible for and ensure that subcontractors, if any, maintain the same insurance and comply with the same provisions required of the Supplier.
		f. The furnishing of the foregoing insurance by the Supplier shall not limit any of the obligations or liabilities of the Supplier imposed under this CONTRACT or by laws of Nepal.
		g. In the event that, prior to acceptance by Purchaser any material is lost or damaged to the extent that in the opinion of Purchaser it cannot be used, the Supplier agrees to make immediate shipment or replacement material upon notification by Purchaser of the types and quantities of materials to be replaced. The shipment of replacement material shall not be delayed pending investigation of the cause of such loss or damage or by the filing and processing of insurance claims. If Purchaser agrees that any damaged material may be repaired instead of requiring replacement, the Supplier agrees to effect the repairs to the satisfaction of Purchaser as promptly as possible and to pay the full cost thereof.
		h. The Supplier agrees to prepare and submit to the insurance carrier all claims for loss or damage. Purchaser will assist the Supplier in compiling the needed information or data to identify the materials lost or damaged. The Supplier agrees that any payment resulting

replacement material.

lost or damaged. The Supplier agrees that any payment resulting from insurance claims will be made by the insurance carrier to the Supplier and will constitute full and complete compensation for the

MJRM/NCB/goods/	/2075/76-02	अविकृत प्रशासकीय अधिकृत vII Special Conditions of Contract
		The Insurance shall be in an amount equal to 110 percent of the CIF or CIP value of the Goods from "warehouse" to "warehouse" on "All Risks" basis, including War Risks, riots and/or Strikes.
14. Transportatio	GCC 24.1	Obligations for transportation of the Goods shall be in accordance with:
n		the responsibility for transportation shall be in accordance with Incoterms or other trade terms, such as "The supplier is required under the contract to transport the Goods to a specified place of final destination, defined as the project site, transport to such place of destination including insurance and storage, as shall be specified in the contract, shall be arranged by the supplier, and related costs shall be included in the contract price.
15. Inspections and Tests	GCC 25.2	Tests and Inspections as specified in Section V, Schedule of Requirements, shall be carried out. Goods: Backhoe Loader Type of Test: As per technical Specification. (Specified in Contract) Time or Milestone: Within 25 Days of Delivery Date Place: Maijogmai Rural Municipality Office of Rural Municipal Executive, Ilam Country: Nepal.
16. Liquidated Damages	GCC 26.1	 a. The applicable rate of Liquidated Damages shall be one twentieth of one (0.05) percent of the total contract price per calendar day of delay b. The maximum amount of liquidated damages shall be: ten (10) percent of the Contract Price. The contract shall be terminated, if liquidated damages exceeds 10 percent of the Contract Price and blacklisting process shall be initiated for the Supplier's failure to complete the contractual
17 Wannanty	CCC 27 2	obligations. The period of validity of the Warrenty shall be 12 months
17. Warranty	GCC 27.3	The period of validity of the Warranty shall be: 12 months For the purposes of the Warranty, the place of final destination shall be: Office of Rural Municipal Executive, Maijogmai Rural Municipality, Ilam.
	GCC 27.5	The Supplier shall correct any defects covered by the Warranty within: 30 days of being notified by the Purchaser of the occurrence of such defects



Section VIII. Contract Forms



[on letterhead paper of the Employer]

Notes on Letter of Intent

The issuance of Letter of Intent is the information of the selection of the bid of the successful bidder by the Employer and for providing information to other unsuccessful bidders who participated in the bid as regards to the outcome of the procurement process. This standard form of Letter of Intent to Award should be filled in and sent to the successful Bidder only after evaluation and selection of substantially responsible lowest evaluated bid.

To:name and a	ddress of the Contractor
Subject: Issu	nance of letter of intent to award the contract
name of the contract and ic amount in figures and words	s our intention to award the contract
	Authorized Signature:
	Name:
	Title:

CC:

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



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 Bid dated date 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 [insertamount 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 15 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 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:



Agreement Form

THIS AGREEMENT made on the [insert number] day of [insert month], [insert year], between[insert complete name of Purchaser] of [insert complete address of Purchaser] (hereinafter "the Purchaser"), of the one part, and [insert complete name of Supplier] of [insert complete address of Supplier] (hereinafter "the Supplier"), of the other part:

WHEREAS the Purchaser invited Bids for certain Goods and Related Services, viz., [insert brief description of the Goods and Related Services] and has accepted a Bid by the Supplier for the supply of those Goods and Related Services in the sum of NRs[insert amount of contract price in words and figures including taxes] (hereinafter "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) Contract Agreement
 - (b) the Purchaser's Notification to the Supplier of Award of Contract;
 - (c) the Bid Submission Form and the Price Schedules submitted by the Supplier;
 - (d) the Special Conditions of Contract;
 - (e) the General Conditions of Contract;
 - (f) the Schedule of Requirements;
 - (g) the Technical Specifications;
 - (h) [indicate other documents the Purchaser wants to add in the particular procurement]

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

- 3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related 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 Related 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 the laws of "Nepal" on the day, month, and year indicated above.

On behalf of the Supplier
Name:
Signature:
Designation:
Seal:

Performance Security

	Date:
To:	Contract No:
[insert complete name of 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].

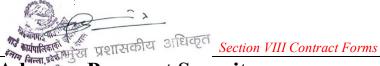
Name: [insert complete name of person signing the Security]

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]



Advance Payment Security

[insert complete name and number of Contract]

To:

[insert complete name of Purchaser]

In accordance with the payment provision included in the Contract, in relation to advance payments, [insert complete name of Supplier] (hereinafter called "the Supplier") shall deposit with the Purchaser a security consisting of [indicate type of security], to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of [insert currency and amount of guarantee in words and figures].

We, the undersigned [insert complete name of Guarantor], legally domiciled in [insert full address of Guarantor] (hereinafter "the Guarantor"), 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 [insert currency and amount of guarantee in words and figures].

This security shall remain valid and in full effect from the date of the advance payment being received by the Supplier under the Contract until [(insert day, month, year) Contract completion date may be a basis for this date].

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]