



Bitthadchir Rural Municipality

Office of Rural Municipal Executive Deulekh , Bajhang Sudurpashchim Provence, Nepal

STANDARD BIDDING DOCUMENT

Procurement of Goods

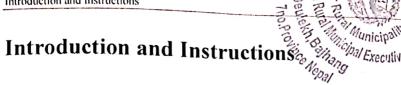
Sealed Quotation for the procurement of Desktop Computers, Printers,
Scanners and Wi-Fi Routers
Supply, Delivery up to Bitthad Rural Municipality Office Deulekh, Bajhang and Installation

December 29, 2020



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Introduction

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



Bitthadchir Rural Municipality Office of Rural Municipal Executive Deulekh, Bajhang

Invitation for Sealed Quotation for the procurement of Desktop Computers, Printers, Scanners and Wi-Fi Routers

Sealed Quotation No: SQ/BCRM/01/077/078 Date of first Publication: 2078/01/14 [Apr 27, 2021]

- The Bitthadchir Rural Municipality, Deulekh, Bajhang invites soaled quotations from registered Suppliers for the supply, delivery up to Bitthadchir Rural Municipality Office Deulekh, Bajhang and installation of Desktop Computers, Printers, Scanners and 4G Pocket Wi-Fi Routers.
- 2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of Bitthadchir Rural Municipality, Deulekh, Bajhang, E-mail address: <u>Bitthadchirmun@gmail.com</u>, Website: Bitthadchirchirmun.gov.np
- 3. A complete set of Bidding Documents may be purchased from the office of Bitthadchir Rural Municipality, Deulekh. Bajhang by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of NRs. 1000.00 till 2078/01/28 [May 11,2021] during office hours.
- 4. Sealed bids must be submitted to the office of Bilthadchir Rural Municipality, Deulekh, Bajhang by hand on or before 12:00 noon on 2078/01/28 Bids received after this deadline will be rejected.
- 5. The bids will be opened in the presence of Bidders' representatives who choose to attend at 14:00 noon on 2077/09/29 [[May 11 ,2021] at the office of Bitthadchir Rural Municipality, Deulekh, Bajhang. Bids must be valid for a period of 30 days after bid opening and must be accompanied by a bid security amounting to a minimum of 25,425 which shall be valid for 30 days beyond the validity period of the bid. If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account Name: "BITTHADCHIR GA.PA. ISTHANIYA TAHA DHARAUTI KHATA GA 3" Account No. 7001017500008 at Nabil Bank Bitthadchir branch and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
- 6. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
- 7. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.
- 8. Cases not mentioned here will be according to the Public Procurement Act 2063 (Revised) and Public Procurement Regulation 2064 (Revised).

Name and other details of the procurement are as below:

	1	Tono or the procurement are at	S DOTOW.			
SN	Contract No.	Description of items	Quantity	Estimated Amount (Including VAT)	Deposit Amount	Bid Document Cost
	1 SO/BcRM/ 01/077/078 g	Intel Core i5 8th generation Desktop Computer	9 Sets	. 9,00,000		
1		Laser-Monochrome Printer	9 Sets		25,425	1,000
		Document Scanner	9 Sets			
		4. 4G Pocket Wi-Fi Router	9 Sets		- "	1



Section II. Instructions to Bidder

detailed in attached specifications, drawings and re bill or yournates provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS. 2. Eligible Bidder 2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below. a) Up to date Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate for the Fiscal Year 2076/77 d) Business registration certificate e) Power of Attorney to sign the Sealed Quotation f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV.Other 2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP. 3. One Quotation per Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.	detailed in attached specifications, Grawings and the bit of violations provided horein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS. 2. Eligible Bidder 2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below. a) Up to date Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate for the Fiscal Year 2076/77 d) Business registration certificate e) Power of Attorney to sign the Sealed Quotation f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV. Other 2. A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DI funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP. 3. One Quotation per Bidder shall submit only one quotation, A Bidder who submit more than one quotation shall cause all the quotations with the Bidder sparticipation to be disqualified. 4. Cost of Bidding 4.1 The Bidder shall bear all costs associated with the preparation an submission of his Quotation and the Purchaser shall in no case be liable for those costs. 5. Site Visit 5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessar information for preparing the bid and entering into a contract for the procurement of Goods. 6. Content of Quotation Form comprise the documents listed below: 1. Section II: Invitation for Sealed Quotation (SQ) 2. Section III: Bid Data Sheet 4. Section Forms and Price Schedule 5. Section VI: General Conditions of Contract (GCC)		
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7. Section VII: Special Conditions of Contract	7. Section VII: Special Conditions of Contract		المنتقبة المنتقبة
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	8. Section Willian Contract Form
7. Clarification	7.1 A prospective Supplier/Bidder may obtain clarification on the Quotatic Form from the the Purchaser on or before 5 days prior to the deadling for submission of Quotation.
8. Language of Quotation	8.1 All documents relating to the Quotation shall be in English or in Nepali.
9. Documents Comprising Quotation	9.1 The Quotation by the Bidder shall comprise the following: a. Quotation Form and Price Schedules b. Bid Security c. Schedule of Requirements
10. Quotation Prices	10.1 The Bidder shall indicate on the appropriate Price Schedule the uniprices (where applicable) and total price in Nepali Rupees. For all items of the goods to be supplied under the contract.
	10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.
	10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
11. Quotation Validity	11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
12. Quotation/Bid Security	12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security as specified in the BDS. In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-Sealed Quotation should be the same otherwise the Sealed Quotation shall be non-responsive.
	 12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms: (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) a cash deposit voucher in the Purchaser's Account as specified in the BDS In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form

	must include the complete/name of the Bidder. The Bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid 3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as nonresponsive. In case of e-Submission, if the scanned copy of ar acceptable Bid Security letter is not uploaded with the electronic Bid then Bid shall be rejected. 2.4 The Bid security shall be forfeited if: (a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline. (b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;
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12	 2.4 The Bid security shall be forfeited if: (a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline. (b) a Bidder changes the prices or substance of the Sealed Quotation
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	(c) a Bidder involves in fraud and corruption pursuant to clause 26;
	 (d) the successful Bidder fails to: (i) furnish a performance security in accordance with clause 25 (ii) sign the Contract in accordance within the period stipulated Letter of Award.; or
	(iii) accept the correction of arithmetical errors pursuant to clause 19.1
	(iv) fails to provide the clarification of its Quotation by the date ar time set in the Purchaser's request for clarification
13. Format and Signing of Quotations	13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendmen including alternations, additions or corrections made shall be initialled by the same authorized person.
14. Sealing and Marking of Quotations	14.1 Bidders may submit their bids by manually or by electronicall When so specified in the BDS. Procedures for submission, sealing an marking are as follows:
Quotations	Bidders submitting bids by manually. The Bidder shall submit his bid sealed envelopes. The envelope shall be addressed to the Purchas as specified in the BDS and shall bear the name and identification.
	14.2 Bidders submitting Bids electronically shall follow the electronic be submission procedure specified in the BDS
15. Deadline for Submission of Quotations	15.1 Quotations shall be delivered to the Purchaser at the address no late than the time and date specified in the BDS.
16. Late Quotation	16.1 Any Quotation received by the Purchaser after the deadline shall be accepted and shall be returned unopened to the Bidder up request.
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17. Modification And Withdrawal 18. Bid Opening 19. Process to be Confidential	 17.1 Sealed Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS 18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present. 19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the contract of the concerned.
	with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.
20. Examination of Quotations	 20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed by the authorized person; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Bidding documents.
21. Evaluation and Comparison of Quotations	 21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows: (a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected. (d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is

Section II. III.	on Manicipal Exe
25. Performance Security	25.1 Within sayer (1) sayars of the receipt of Letter of Acceptance from the Purchaser, the Successful Bidder shall furnish the performance security as stated below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser. i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price. 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.
26. Corrupt or Fraudulent Practices	 26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question. 26.2 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
27. Conduct of Bidders	 27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations. 27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:
	 a) give or propose improper inducement directly or indirectly, b) distortion or misrepresentation of facts c) engaging or being involved in corrupt or fraudulent practice d) interference in participation of other prospective bidders. e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings, f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive
	27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination

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	and evaluation of the bids during the period after opening of bids up to the notification of award of contract
28. Blacklisting Bidder	28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:
	a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,
	b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract,
	c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.
	 d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,
	e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser.,
	28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.
29. Publication of contract award notice	29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office, Such notice shall also be posted in its website and PPMO's website.
	 a. Name of the procurement, b. IFB number, c. date and name of newspaper published the IFB notice, d. name of the successful Bidder, and the contract price.
	29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.
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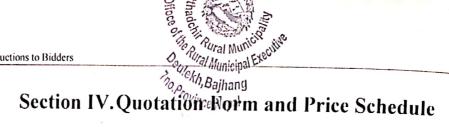
30. Provision of PPA and PPR

30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.



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ITB 1	The scope of Supply is: Supply, delivery up to Bitthad Rural Municipality Office Deulekh, Bajhang and installation of Desktop Computers, Printers, Scanners and 4G Pocket Wi-Fi Routers				
	The number of the Invitation for Sealed Quotation (SQ) is: SQ/TRM/06/077/078				
	The Purchaser is: Bitthad Rural Municipality Deulekh, Bajhang				
	The name of the Project is: Procurement of Desktop Computers, Printers, Scanners and Wi-Fi Routers				
ITB 12.1	The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of 25,425.00 , which shall be valid for 30 days beyond the validity period of the bid.				
ITB 12.2 (b)	Cash Deposit Account for Bid Security:				
	Bank Name: Kumari Bank Address: Bitthad, Bajhang				
1.	Account holder's Name. Bitthad Rural Municipality				
	Account Name: BITTHAD GA.PA. ISTHANIYA TAHA DHARAUTI KHATA GA 3				
	Account Number: 184010261230016				
ITB 14.1	Bidders "shall not" have the option of submitting their bids electronically.				
ITB 15	The deadline for Sealed Quotation submission is:				
	Date: 2077/09/29 [Jan 13, 2021]				
	Time: 12:00				
1	Address: Office of Bitthad Rural Municipality Deulekh, Bajhang				
ITB 18	The Sealed Quotation opening shall take place at :				
	Address: Office of Bitthad Rural Municipality Deulekh, Bajhang				
	Date: 2077/09/29 [Jan 13, 2021]				
-	Time: 14:00				
,					





1. Quotation and Price Schedules

		•	Date
To: [name and address	s of the Purchaser]		
Gentlemen and/or Ladio	es:		
Having examined the [description of goods a in words and figures] attached herewith and m	or such other aums	cuments, we the undersigned, offer with the said SQ documents for the sur be ascertained in accordance with the same of the sur which the surface with the same of the same of the surface with the same of the sa	to supply and delive m of <i>Itotal SQ amoun</i> he Schedule of Price
We undertake, if our SO the Schedule of Require	Q is accepted, to deliver the ments.	goods in accordance with the delivery	schedule specified in
If our SQ is accepted, w ITB Clause 25 for the du	ve will obtain the guarantee are performance of the Contra	of a bank in a sum equivalent to the an ct, in the form prescribed by the Purcha	nount as stated in the ser.
We agree to abide by thi upon us and may be acce	is SQ for a Period of 45 days	s from the date fixed for SQ opening it expiration of that period.	shall remain binding
We understand that this is		n acceptance thereof included in your no formal Contract is prepared and execute	otification of award, d.
		west evaluated bid or any other bid that	
We declare that		the procurement proceedings; have no eccen punished for a profession or business	
We understand that you ar	re not bound to accept the lov	vest evaluated SQ or any other SQ that y	Ou many
Dated this	day of	20	ou may receive.
Signature [[in the capac	ity off	
Duly authorized to sign SQ	for and on behalf of		
	,		
andard bid document for procure	ement of Desktop Computer, Printer	Document Scanner and Wi-Fi router	12

2. Bidder's Information Form

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

1.	Bidder's Legal Name	,
2	Bidder's Address:	
3	Bidder's Country of Registration:	
4.	Bidder's Year of Registration:	
5.	Bidder's Legal Address in Country of Registration	
6.	Bidder's Authorized Representative Information:Name:	
	Telephone/Fax numbers: Email Address:	
7	Bidder's Telephone/Fax numbers:	
8	Bidder's Email Address:	
	Attached are copies of the following original documents. 1. Firm Registration Certificate 2. Authorization to represent the firm	o following the same of the sa

Section II. Instructions to Bidders

2. Price Schedule for

្លី^{ekh},Bajhang ្**០**៨០០ព្រះខ្លុក្សIdentification Number _____

Name of	Bidder	
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					t Price' EXW	Total Price (in NRs)
Item	Description	Country of Origin	Quantity	In Figure	(in NRs) In Words	(cols. 4x5)
		3	4		5	4x5=6
1	2					
_	Desktop Computer	-	9 Sets			
2	Laser- Monochrome Printer	-	9 Sets			
3	Document Scanner	-	9 Sets			
4	4G Pocket Wi- Fi Router	-	9 Sets			
	,				Total	
					VAT	
					Grand Total	

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

Name	
In the capacity of	
Signed	
Duly authorized to sign the Sealed Quotation for and on behalf of _	,
Date:	

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

Standard bid document for procurement of Desktop Computer, Printer, Document Scanner and Wi-Fi router



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

Beneficiary:name and address of Employer Date: Bid Security No.:
We have been informed that
Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.
At the request of the Bidder, we
(a) has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
(c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity,(i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.(d) is involved in fraud and corruption in accordance with the ITB
This guarantee will remain in force up to and including the datenumberdays after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not letter than the above date.
This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.
This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.
Bank's seal and authorized signature(s)
Note: The bid security of

Section V. D. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.²

Number	Description	Quantity	Unit	Required Delivery Schedule (In Days/weeks/months from the date of signing the contract)	Bidder's offered Delivery date [to be provided by the bidder]
1	Intel Core i5 8th generation Desktop Computer	9	Sets	¹ Month	
1	Laser- Monochrome Printer	9	Sets	l Month	
1	Document Scanner	9	Sets	l Month	
1	4G Pocket Wi-Fi Router	9	Sets	I Month	

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

2. Technical Specifications

Shnio	chnical_Specifications	ations	Purchaser Requirement	nent		
£	Name of Goods or	Technical Descript	Technical Description, Specifications, and Standards	Bidders proposed	Reference page/no./	The bidder shall state as Fully
No.	Related Services	Particulars	Requirements	proposed technical description, specification and standard	Catalogue page/no.	complaint, Partially complaint/ Non complaint
				Particulars details		
1	7	8	4	5		9
		Brand	(to be proposed by bidder)			
		Model	tto be proposed by bidder]			
			Intel Core i5 8th generation or higher,			
		Processor	Minimum 4 cores			
		Graphics	Integrated Graphics			
			Minimum 18 inch Anti-glare LED			
		Monitor/ Display	Display			
	Intel Core is	Memory	Minimum 4 GB DDR4			
	8th	Memory Slots	2 DIMM slots			
-	generation	Hard Drive	Minimum 1TB SATA 7200RPM HDD			
	Desktop		1 headphone/ microphone combo; 2			,
	Computer		or more USB 3.0 or higher, 1 RJ-45; 2			
		External I/O Ports	Display Port 2 (VGA, HDMI)			
		Operating System	Windows 10		- 1	
		Connectivity	802.11 ac Wi-Fi with Bluetooth 4.0			
			USB Optical Mouse from the same			
		Mouse	brand		Т	
		Keyboard	USB Keyboard from the same brand			

Standard bid document for procurement of Desktop Computer. Printer, Document Scanner and Wi-Fi router

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U	Bring	лигал 7. Ртоу	De Vn																													
0	do Michaella Miles Carlos	A Service Serv	Power Cord for desktop and monitoring HDMI/VGA cable		Minimum 1 years Warranty	(to be proposed by bidder)	I see Monocham	Drint World Child	Black: min 13	min 750 000 page / 2000	Minimum 4 Ch	Wised Hill 5	Minimum Cook, Cook	With the transfer of the contract of the contr	Less than 10 Second from standby to first printing	Minimum 170	Wirtimum 150 pages	Minimum 100 sheets	Sizes: A4, A5, B5, Letter, Envelop	Winnimum 2000 pages	Should have Authorized Service Centers in Nepal	One year Oncits	(a) Se stranged at 1	(folia oceniacid la bidaze)	Laser-Monoch	Print	Black: mip 12 pm	min 250 000 25	Minimum 4 GP 2000		Wired, High-Speed USB	600 x 600 dpi
			Accessories	Warranty and Support	Brand	Model Number	Print Method	Standard Functions	Print Speed	Monthly Duty cycle	Device Memory	Connectivity/ Interface			Print out time	Paper capacity	Output capacity	Paper size	Toner Capacity	6	Service Center	Warranty and Support	Brand	Model	Туре	Optical Resolution	Selectable Resolution	Interface	Scanning Gradation (color)	Service Gradation	size	
		-										7906	Monochrome	Printer			-		-								Scanner .	j				
													=														Ξ					

Standard bid document for procurement of Desktop Computer, Printer, Document Scanner and Wi-Fi router

Scanner buttons Supported Operating System Minimum 150 pages Supported Connectivity Supported Conn) 17												
r buttons ted Operating Syster ted Connectivity rted Connectivity Rechnology Capacity Backup ting System atibility m Operators															
r buttons ted Operating Syster ted Connectivity rted Connectivity echnology Capacity Backup ting System ating System ating System ating System ating System ating System ating System	ENEQ.	achicipal Exo	Less than 10 Second from standby toxy for first printing Toxy Toxy Toxy Toxy Minimum 150 pages	One year, Onsite Services	to be the peace of the bidder)	4G LTE FDD Brand 800/850/900/1800/2100/2600 MHz	3G WCDMA Brand 900/2100 MHz	2G GSM/EDGE/GPRS: 850/900/1800/1900 MHz	4G LTE DL Minimum 150 Mbps	4G LTE UL Minimum 50 Mbps	2.4 GHz 802.11 b/g/n	Should support minimum 6 concurrent users (Wi-Fi)	Minimum 1800 mAh battery included	Should support Microsoft Windows 10	Should support NTC, NCELL, SMART CELL
			Scanner buttons	Supported Operating System Warranty			Supported Connectivity			Data rate	Wi-Fi Technology	براز محمد مرسار	Power Backup	Operating System	Telecom Operators
JV Wi-Fi Router															

the Technical

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

Section VI.

General Conditions of Contract

5.	Inspection and	5.1	The Purchaser or its Representative shall have the right to inspect and/or
_			
		4.4 4.5	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. The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month. The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.
		4.2	remarkable security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC. Failure of the successful Supplier to comply with the requirement of Subclause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.
4.	Performance Security	4.1	Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the
3.	Patent Right	3.1	The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.
2.	Technical Specification	2.1	The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.
			e. "The Purchaser" means the procuring entity purchasing the goods;f. "The Supplier" means the organization supplying the goods and services under this contract.
			 d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment. e. "The Purchaser" means the procuring entity purchasing the practice.
			 c. "The Goods" means Equipment and related Accessories and spare- parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;
			 b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
	1. Definitions		a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
		1.1	In this contract, the following terms shall be interpreted as indicated:

		test the goods to confirm their conformity to the Technical Consideration
		O Rural Municipa
	Tests	test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises 5.2 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser.
6.	Packing	6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.
	4	6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
		6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
7.	Delivery of Goods	7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.
8.	Insurance	8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
9.	Warranty	9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.
		9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.
		9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
		9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.
10.	Payment	10.1 Payment shall be made in the Nepalese currency as specified in the SCC
		10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.
11.	Prices	11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.
		THE STATE OF THE S

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12. Changed Order	12.1	Where othe Spurchaser desires to make changes in Schedule Requirement, it shall not exceed more than 15 percent.
13. Liquidated Damages	10.1	If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other damages, a sum equivalent to 0.05 percent of the contract price, as liquidated delayed goods for each day of delay until actual delivery, up to Once the maximum is reached, the Purchaser may consider termination that the contract price is the contract.
14. Resolution of Disputes	14.1	If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the dispute or difference by mutual consultation.
	14.2	If, after thirty (30) days, the parties have failed to resolve their dispute difference by such mutual consultation, then either the Purchaser arbitration, as hereinafter provided, as to the matter in dispute, and is given.
		commence arbitration has been given in accordance with this commenced prior to or after delivery of the Goods under the Contract.
		14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).
	14.3	Notwithstanding any reference to arbitration herein,
		a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
		b. the Purchaser shall pay the Supplier any monies due the Supplier.
15. Governing Language	15.1	The Governing Language shall be: Nepali or English
16. Applicable Law	16.1	The applicable law shall be Laws of Nepal.
17. Notices	17.1	Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt
	17.2	A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.
18. Taxes and Duties	18.1	The Supplier shall be entirely responsible for all taxes, duties, licence fees

	and other suck to the Bathang
	Of the Rural Municipality
	Oc., Jural Municipal Election
	and other such devices imposed by the GON.
19. Operation, Maintenance and Spare-parts Manuals	19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC
20. Conduct of Suppliers	20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN's Procurement Act and Regulations.
	20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:
	 a. give or propose improper inducement directly or indirectly,
	b. distortion or misrepresentation of facts
4	c. engaging or being involved in corrupt or fraudulent practice
-, ', 1, 1, 2	d. interference in participation of other prospective bidders.
	e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
	f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price
	g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract
21. Blacklisting Supplier	21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:
	a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2,
	b. if the supplier fails to sign an agreement pursuant to ITB Clause 24,
	c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract,
	d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.
	21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal.

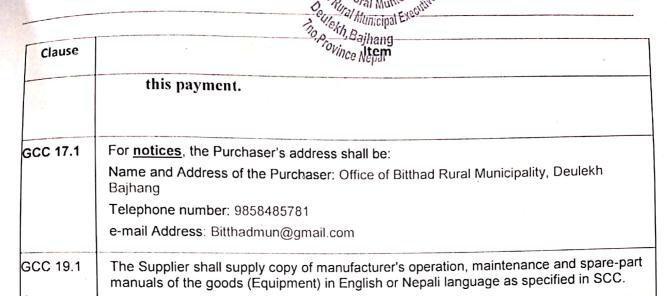
Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

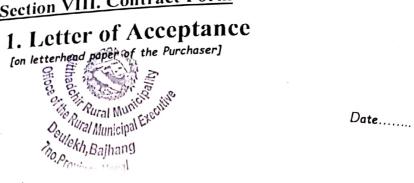
[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the saled Quotation.]

[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the exception of the items for which the purchaser's requirements have been inserted, the Bidder [Note: with the exception of the items for which the exception of

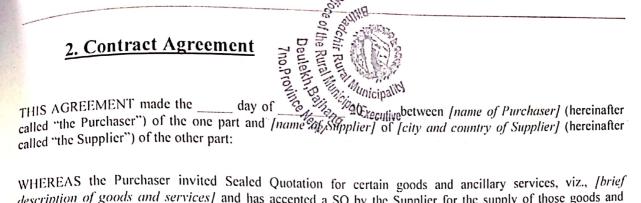
shall complete	Item
Clause	
GCC 1.1.1 (e)	The Purchaser is: Bitthad Rural Municipality Office of Rural Municipal Executive Deulekh, Bajhang Sudurpashchim Provence, Nepal
	The Currency of the performance Security shall be in Nepalese Rupees. The amount of the performance security shall be as follows:
	 (i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price. (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: (iii) 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.
GCC 9.1	The warranty period shall bemonths/year [insert number of months/year]
GCC 10	The terms of payment to be made to the Supplier under the contract shall be as follows: 1. The payment shall be made: (a) through payment division (a) it is to be a second of the contract of the contract shall be as
600.40	(a) through accounts division/unit of the Purchaser or
GCC 10	2. Payments shall be made in Nepalese Rupees in the following manner: Advance Payment: 20% of the contract price shall be paid within thirty (30) days of signing of the contract, and upon submission of request for advance and a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law for equivalent amount valid until the goods are delivered and accepted and in the form provided in the Bidding Document.
	On Delivery and acceptance: 100% of the Contract Price of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s. Advance payment shall be deducted and settled in



Section VIII. Contract Form



To: name and address of the Contractor
Subject: Notification of Award
This is to notify that your Sealed Quotation dated for execution of the
ou are hereby instructed to contract this office to sign the formal contract agreement within 7 ays. As per the Conditions of Contract, you are also required to submit Performance Security, s specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII Contract Forms) of the Bidding Document.
he 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:



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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

On behalf of the Purchaser

On behalf of the Supplier

Name: Chakra Der Bhalt

Designation:

Designation:

Sign:

Sign:

Seal:



Date:

To: [name and address of the Purchaser]

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

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

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

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

This security is valid until the [insert day, month, and 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]

4. Bank Guarantee for Advance Payment

To: [name of the Purchaser]

[Name of Contract]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

Name of bank or	financial institution/		
[Address]			
[Date]			

