BIDDING DOCUMENT

For

THE PROCUREMENT OF

Procurement of Stationery and Office Supplies

<u>Sealed Quotation (SQ)</u>

Bhagwatimai Rural Municipality
Pagnath,Dailekh

Issued on: **Sep 25,2026**

Issued to: **Oct 02,2026**

Invitation for Quotations No.: **BRM/GOODS/SQ/02/2083/084**

SQ No.: **02**

Section I. <u>Invitation for Sealed Quotation</u>

Name of the Office: ***Bhagawatimai Rural Municipality***

Address of the Office: ***Pagnath,Dailekh***

Invitation for Sealed Quotation for the ***Procurement of Stationery and Office Supplies***.

<u>Sealed Quotation No: BRM/GOODS/SQ/02/2083/084</u>

<u>Date of first Publication: 2083/06/09 (Sep 25,2026)</u>

1. The ***Bhagawatimai Rural Municipality, Pagnath,Dailekh*** invites sealed quotations from registered Suppliers for the Supply, Delivery and Installation of ***Procurement of Stationery and Office Supplies***.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of ***Bhagawatimai Rural Municipality, Pagnath,Dailekh 9858020799,rmp.bhagawatimai@gmail.com*** or may visit office website https://bhagawatimaimun.gov.np/
3. complete set of Bidding Documents may be purchased from the office ***Bhagawatimai Rural Municipality, Pagnath,Dailekh*** 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 ***2083/06/15 (Oct 01,2026)*** during office hours in the following account:-

   Name of the Bank: **Prabhu Bank Ltd.**
   Name of Office: **Bhagawatimai Rural Municipality**
   Office Account no.: **1510109328800091**
   Rajaswa (revenue) Shirshak no. : **14229**
4. Sealed bids must be submitted to the office ***Bhagawatimai Rural Municipality, Pagnath,Dailekh*** by hand on or before ***12:00*** on ***2083/06/16 (Oct 02,2026).*** 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*** on ***2083/06/16 (Oct 02,2026)*** at the office of Bhagawatimai Rural Municipality, Pagnath,Dailekh. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of ***40,000.00 (Fourty Thousand only)***, which shall be valid for 30 days beyond the validity period of the bid (i.e***.75 Days)***. If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No***. (1510109328800041) GA:3 BHAGAWATIMAI GA.PA.STHANIYA TAHA DHARAUTI KHATA*** at ***Prabhu Bank Ltd. Bhagawatimai 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.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This section of the bidding documents should provide the information necessary for Interested Suppliers to prepare responsive bids, in accordance with the requirements of the Purchaser. It should also give information on bid submission, opening and evaluation, and award of Contract.

These Instructions to Bidders shall not be part of the Contract and shall cease to have effect once the Contract is signed.

Section II. Instructions to Bidder

1. Scope of Works	1.1 The Purchaser stated in the BDS for the procurement of Goods as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS.
2. Eligible Bidder	2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified in BDS. a) Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate or Evidence of Time Extension or Tax return submission evidence for the Fiscal Year 2082/083 d) Business registration certificate/licence (if required) e) Power of Attorney to sign the Sealed Quotation f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV.Other g) Other Documents as needed as specified in BDS 2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), by a competent authority under the prevailing law for failure to repay loan disbursed by bank or financial institution, and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO, the competent authority and/or the DP.
3. One Quotation per Bidder	3.1 Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.
4. Cost of Bidding	4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotation and the Purchaser shall in no case be liable for those costs.
5. Site Visit	5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Goods.
6. Content of Quotation Form	6.1 The Quotation Form comprise the sections listed below: 1. Section I: Invitation for Sealed Quotation (SQ) 2. Section II: Instructions to Bidders

	3. Section III: Bid Data Sheet 4. Section IV Quotation Forms and Price Schedule 5. Section V: Schedule of Requirements 6. Section VI: General Conditions of Contract (GCC) 7. Section VII: Special Conditions of Contract 8. Section VIII: Contract Form
7. Clarification	7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.
8. Language of Quotation	8.1 All documents relating to the Quotation shall be in English or in Nepali.
9. Documents Comprising Quotation	9.1 The Quotation by the Bidder shall comprise the following: a. Quotation Form and Price Schedules b. Bid Security c. Schedule of Requirements d. Eligibility Information as per BDS 2.1 e. Power of Attorney of Bid Signatory and The Quotation form and price schedules must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested
10. Quotation Prices	10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees for all items of the goods to be supplied under the contract. 10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder. 10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
11. Quotation Validity	11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive. In the case of electronic submission, if any technical issue arises in the handling of the e-GP system, the PPMO may extend the deadline for submission. However, the validity period of the quotation shall still be counted from the original submission deadline. The sealed quotation valid for a shorter period shall be rejected by the

	Employer as nonresponsive
12. Quotation/Bid Security	12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security **as specified in the BDS.** In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-Sealed Quotation should be the same otherwise the Sealed Quotation shall be non-responsive. 12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms: (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) a cash deposit voucher in the Purchaser's Account as specified in **the BDS** In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid. The Bid security valid for shorter period shall be rejected. 12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as nonresponsive. In case of e-Submission, if the scanned copy of an acceptable Bid Security letter is not uploaded with the electronic Bid, then Bid shall be rejected. 12.4 The Bid security shall be forfeited if: (a) a Bidder requests for withdrawal or modification during the period of bid validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline. (b) a Bidder changes the prices or substance of the Sealed Quotation while providing information; (c) a Bidder involves in fraud and corruption pursuant to clause ITB 26; (d) the successful Bidder fails to: (i) furnish a performance security in accordance with clause ITB 25; (ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or (iii) accept the correction of arithmetical errors pursuant to clause ITB 19.1 (iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification 12.5 The purchaser shall return the bid securities except those that are to be forfeited as per ITB 12.4 to the respective bidders within three (3) days after the successful bidder has furnished the required performance security and signed the Contract Agreement pursuant, to ITB 25.1 and ITB 24.2.

13. Format and Signing of Quotations	13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialled by the same authorized person.
14. Sealing and Marking of Quotations	14.1 Bidders may submit their bids by manually or by electronically, when so **specified in the BDS**. Procedures for submission, sealing and marking are as follows: Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation. 14.2 Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in the BDS
15. Deadline for Submission of Quotations	15.1 Quotations shall be delivered to the Purchaser at the address or submitted electronically no later than the time and date specified in the BDS.
16. Late Quotation	16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17. Modification And Withdrawal	17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
18. Bid Opening	18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS 18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.
19. Process to be Confidential	19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.
20. Examination of Quotations	20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed by the authorized person;

	(c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Bidding documents.
21. Evaluation and Comparison of Quotations	21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows: (a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected. (d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a),(b) and (c) above. 21.2 In case of e-submission of bid, upon notification from the Purchaser, the bidder shall also submit the original of documents comprising the Sealed Quotation as per ITB 9 for verification of submitted documents for acceptance of the e-submitted bid. If a Bidder does not provide original of document of its Sealed Quotation by the date and time set in the Purchaser's request for clarification, its bid may be rejected. 21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.
22. Award of Contract	22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.
23. Purchaser's Right to Accept or Reject	23.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all sealed quotations at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all sealed quotations submitted and specifically, Sealed Quotation securities, shall be promptly returned to the Bidders.

	23.2 The purchaser shall give notice of the rejection of sealed quotations or the cancellation of the procurement proceedings pursuant to ITB 23.1, along with the reasons for such rejection or cancellation, to all bidders participating in the sealed quotation.
	23.3 Where any bidder requests, within thirty (30) days of the communication of the notice pursuant to ITB 23.2, the grounds for the rejection of all sealed quotations or the cancellation of the procurement proceedings, the public entity shall provide such information to that bidder.
24. Notification of Award and Signing of Agreement	24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser. 24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant ITB25 and sign the Agreement. 24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and, upon which the Contract shall then be awarded to the next successive successful Bidder.
25. Performance Security	25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security in an amount in NPR equal to **5% of Bid Price** (without VAT but including PS) from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.
	25.2 Failure of the successful Bidder to submit the Performance Security pursuant to ITB 25.1, engaged in corrupt or fraudulent practices pursuant to ITB 26.1 or failure to sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Sealed Quotation security.
26. Corrupt or Fraudulent Practices	26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.
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 the Purchaser the benefit of open competitive bid price. 27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract
28. Blacklisting Bidder	28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder: a) if it is proved that the bidder committed acts pursuant to the Sub-Clause ITB 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, (f) a Bidder requests for withdrawal or modification of its quotation: (i) after the Bid Submission deadline and during the period of validity specified by the Bidder on the Letter of quotation, in case of electronic submission; (ii) from the period twenty-four hours prior to quotation submission deadline up to the period of quotation validity specified by the Bidder on the Letter of quotation, in case of hard copy submission. (g) if the bidder does not provide clarifications of its sealed quotation by the date and time set in the Employer's request for clarification as per ITB 21.2.

	(h) a Bidder changes the prices or substance of the sealed quotation while providing information pursuant to ITB 21.2. 28.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), by a competent authority under the prevailing law for failure to repay a loan disbursed by a bank or financial institution, and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO, the competent authority and/or the DP.
29. Publication of contract award notice	29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of ***District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office***, Such notice shall also be posted in its website and PPMO's website. a. Name of the procurement, b. IFB number, c. date and name of newspaper published the IFB notice, d. name of the successful Bidder, and the contract price. 29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.
30. Provision of PPA and PPR	30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

SECTION - III
Bid Data Sheet

<table>
<tr><td>ITB 1</td><td>8. The scope of Supply is: Procurement of Stationery and Office Supplies.
The number of the Invitation for Sealed Quotation (SQ) is : BRM/GOODS/SQ/02/2083/084

The Purchaser is: Bhagawatimai Rural Municipality.</td></tr>
<tr><td>ITB 2.1</td><td>All Bidders shall submit following documents as pre- requisites for eligibility:
1. Tax Clearance Certificate or Evidence of Time Extension or Tax return submission evidence for the F/Y 2082/083 .
2. Business registration certificate/Licence .</td></tr>
<tr><td>ITB 12.1</td><td>The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of NPR 40,000.00 (Fourty Thousand only), which shall be valid for 30 days beyond the validity period of the bid. (i.e. 75 days).</td></tr>
<tr><td>ITB 12.2 (b)</td><td>Cash Deposit Account for Bid Security: (A/C NO: 1510109328800041)

GA:3 BHAGAWATIMAI GA.PA.STHANIYA TAHA DHARAUTI KHATA at Prabhu Bank Ltd.Bhagawatimai Branch, Bhagwatimai Rural Municipality,Dailekh.</td></tr>
<tr><td>ITB 14.1</td><td>Bidders shall have the option of submitting their bids by hand / by courier.
The required forms and documents shall be part of technical bids.
<table>
<tr><th>No.</th><th>Document</th><th>Requirement</th><th>Remarks</th></tr>
<tr><td>1</td><td>Letter of Quotation</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>2</td><td>Quotation Security/Bank Guarantee</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>3</td><td>Company registration</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>4</td><td>Business registration certificate/Licence (if required)</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>5</td><td>VAT registration</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>6</td><td>Tax clearances certificate or evidence of tax return submission for the F/Y 2082/083.</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>7</td><td>Power of Attorney of Bid signatory</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>8</td><td>Completed Price Schedule</td><td>Mandatory</td><td>PDF</td></tr>
<tr><td>9</td><td>Joint venture agreement/intent of JV</td><td>Mandatory in case of JV Bids Only</td><td>PDF</td></tr>
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<tr><td>10</td><td>Additional documents specified in Bidding Document (any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO)</td><td>If applicable</td><td>PDF</td></tr>
</table>
<u>Note:</u>
a) The documents specified as “Mandatory” should be included in e-submission and non-submission of the documents shall be considered as non-responsive bid.
i. After providing all the details and documents, bid response documents will be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission.
ii. For verifying the authentic user, the system will send one time password in the registered email address of the bidder. System will validate the OTP and allow bidder to submit their bid.
iii. Once Quotation is submitted, bidders won’t able to modify/withdrawal their bid.
iv. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids;

The e-submitted Quotations must be readable through PDF reader.

The facility for submission of Quotation electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the bidding process. The Bidders are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Purchaser shall be held liable for Bidder's inability to use this facility.

When a bidder submits electronic bid through the PPMO e-GP portal, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the Bidding documents including specifications, drawings and conditions of contract."
</td>
</tr>
<tr>
<td>ITB 15</td>
<td>The deadline for Sealed Quotation submission is:
Date: 2083/06/16 (Oct 02,2026)
Time : 12:00
Address: Bhagawatimai Rural Municipality, Pagnath,Dailekh</td>
</tr>
<tr>
<td>ITB 18</td>
<td>The Sealed Quotation opening shall take place at :
Address : Bhagawatimai Rural Municipality, Pagnath,Dailekh
Date: 2083/06/16 (Oct 02,2026)
Time : 14:00
i) e-GP system allows to download the Sealed Quotation response document only after bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening.

The Purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders’ representatives who choose to attend.</td>
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Section IV. Quotation Form and Price Schedule

1. Quotation and Price Schedules

Date:

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

Gentlemen and/or Ladies:

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

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

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

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to the amount as stated in the ITB Clause 25 for the due performance of the Contract, in the form prescribed by the Purchaser.

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

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

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

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

Dated this ________________________ day of _________________ 20______.

_________________ ___________________________________

[signature] *[in the capacity of]*

Duly authorized to sign SQ for and on behalf of _________________________

2. Bidder's Information Form

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

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

3. Price Schedule for Goods

Name of Bidder ______________________ Contract Identification Number: ____________________

Item No.	Description	Unit	Quantity	Unit Price[1] EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				In Figure	In Words	
1	2	3	4	5		4x5=6
1	Photocopy Paper	Ream	600.00			
2	Nepali Paper	Ream	28.00			
3	Yellow Photocopy Paper	Ream	2.00			
4	Light Green Photocopy Paper	Ream	1.00			
5	Light Red Photocopy Paper	Ream	1.00			
6	Light Grey Photocopy Paper	Ream	1.00			
7	White Office Paper	Ream	15.00			
8	Green Office Paper	Ream	5.00			
9	Epson Ink – L3110	Set	4.00			
10	Epson Ink – L3210	Set	4.00			
11	Toner Cartridge – Pantum M6500	Nos.	10.00			
12	Toner Cartridge – Pantum M7100DW	Nos.	6.00			
13	Ink – Canon G2010	Set	14.00			
14	A3 Toner Cartridge –	Set	2.00			

[1] 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.

Item No.	Description	Unit	Quantity	Unit Price[1] EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				In Figure	In Words	
1	2	3	4	5		4x5=6
	Kyocera					
15	Toner Cartridge – Brother 2305	Nos.	60.00			
16	Toner Cartridge – Canon 325	Nos.	20.00			
17	Toner Cartridge – Canon 303	Nos.	20.00			
18	Toner Cartridge – DCP-L3560CDW	Nos.	4.00			
19	Ink – Canon G2020	Set	2.00			
20	Toner Cartridge – Pantum PD-213	Nos.	3.00			
21	Examination Copy	Ream	20.00			
22	Calculator	Nos.	10.00			
23	Mouse	Nos.	6.00			
24	Keyboard	set	10.00			
25	Wi-Fi Adapter	Nos.	2.00			
26	Plain File	Nos.	200.00			
27	Cobra File	Nos.	150.00			
28	Index File	Nos.	100.00			
29	National Flag	Nos.	15.00			
30	Mini Battery	pkt	5.00			
31	Micro Battery	pkt	5.00			
32	Ribbon	Roll	1.00			

Item No.	Description	Unit	Quantity	Unit Price[1] EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				In Figure	In Words	
1	2	3	4	5		4x5=6
33	Envelope	Nos.	5.00			
34	Book Binding Tape	Nos.	40.00			
35	Masking Tape	Nos.	24.00			
36	Multi-Plug	Nos.	15.00			
37	Traditional Cap	Nos.	10.00			
38	Khada	Nos.	100.00			
39	Shawl	Nos.	10.00			
40	Garland (mala)	Nos.	15.00			
41	Souvenir/Meme nto	Nos.	10.00			
42	Photo Frame	Nos.	20.00			
43	ID Card Lanyard with Printing	Nos.	150.00			
44	ID Card Holder	Nos.	150.00			
45	Saptrangi Colour	Kg	5.00			
46	Pilot Pen – Black	pkt	50.00			
47	Pen	pkt	100.00			
48	Padlock	Nos.	20.00			
49	Stainless Steel Drawer Lock	set	10.00			
50	Cotton Cloth	Meter	20.00			
51	Plastic Sack	Nos.	15.00			

Item No.	Description	Unit	Quantity	Unit Price[1] EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				In Figure	In Words	
1	2	3	4	5		4x5=6
52	Dustbin – 10 kg	Nos.	10.00			
53	Bath/Hand Soap	Nos.	450.00			
54	Laundry Soap	Nos.	450.00			
55	Toilet Cleaner	Nos.	350.00			
56	Phenyl	Nos.	350.00			
57	Detergent Powder	pkt	40.00			
58	Mop	Nos.	20.00			
59	Grass Broom	Nos.	50.00			
60	Nigalo Broom	Nos.	50.00			
61	Camphor	Kg	5.00			
62	Air Freshener	Nos.	540.00			
63	Plastic Cleaner/Brush	Nos.	30.00			
64	Dustbin – 20 Litre	Nos.	5.00			
65	Cobweb Duster	Nos.	10.00			
66	Toilet Brush	Nos.	30.00			
67	Soap Dish	Nos.	20.00			
68	Concrete Nail	Kg	3.00			
69	Electric Kettle	Nos.	2.00			
70	Hammer	Nos.	1.00			
					Total	

Item No.	Description	Unit	Quantity	Unit Price[1] EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				In Figure	In Words	
1	2	3	4	5		4x5=6
					13% VAT	
					Grand Total	

Note:
1.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: ______________________

4. Bid Security

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

Beneficiary: .... name and address of Employer……………………………….
Date:.………………..
Bid Security No.: ....

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

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

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

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

This guarantee will remain in force up to and including the date ………number…………days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not 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 ………..……………. has been counter guaranteed by the Bank ……..………...on …………... ...……..………. (Applicable for Bid Security of Foreign Banks).

Section V. Schedule of Requirements

1. Delivery and Completion Schedule

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

Item No.	Description	Unit	Quantity	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	Photocopy Paper	Ream	600.00	7 Days from the date of signing the contract	
2	Nepali Paper	Ream	28.00	7 Days from the date of signing the contract	
3	Yellow Photocopy Paper	Ream	2.00	7 Days from the date of signing the contract	
4	Light Green Photocopy Paper	Ream	1.00	7 Days from the date of signing the contract	
5	Light Red Photocopy Paper	Ream	1.00	7 Days from the date of signing the contract	
6	Light Grey Photocopy Paper	Ream	1.00	7 Days from the date of signing the contract	
7	White Office Paper	Ream	15.00	7 Days from the date of signing the contract	
8	Green Office Paper	Ream	5.00	7 Days from the date of signing the contract	
9	Epson Ink – L3110	Set	4.00	7 Days from the date of signing the contract	
10	Epson Ink – L3210	Set	4.00	7 Days from the date of signing the contract	
11	Toner Cartridge – Pantum M6500	Nos.	10.00	7 Days from the date of signing the contract	
12	Toner Cartridge – Pantum M7100DW	Nos.	6.00	7 Days from the date of signing the contract	
13	Ink – Canon G2010	Set	14.00	7 Days from the date of signing the contract	
14	A3 Toner Cartridge – Kyocera	Set	2.00	7 Days from the date of signing the contract	
15	Toner Cartridge –	Nos.	60.00	7 Days from the date of	

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

Item No.	Description	Unit	Quantity	**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]**
	Brother 2305			signing the contract	
16	Toner Cartridge – Canon 325	Nos.	20.00	7 Days from the date of signing the contract	
17	Toner Cartridge – Canon 303	Nos.	20.00	7 Days from the date of signing the contract	
18	Toner Cartridge – DCP-L3560CDW	Nos.	4.00	7 Days from the date of signing the contract	
19	Ink – Canon G2020	Set	2.00	7 Days from the date of signing the contract	
20	Toner Cartridge – Pantum PD-213	Nos.	3.00	7 Days from the date of signing the contract	
21	Examination Copy	Ream	20.00	7 Days from the date of signing the contract	
22	Calculator	Nos.	10.00	7 Days from the date of signing the contract	
23	Mouse	Nos.	6.00	7 Days from the date of signing the contract	
24	Keyboard	set	10.00	7 Days from the date of signing the contract	
25	Wi-Fi Adapter	Nos.	2.00	7 Days from the date of signing the contract	
26	Plain File	Nos.	200.00	7 Days from the date of signing the contract	
27	Cobra File	Nos.	150.00	7 Days from the date of signing the contract	
28	Index File	Nos.	100.00	7 Days from the date of signing the contract	
29	National Flag	Nos.	15.00	7 Days from the date of signing the contract	
30	Mini Battery	pkt	5.00	7 Days from the date of signing the contract	
31	Micro Battery	pkt	5.00	7 Days from the date of signing the contract	
32	Ribbon	Roll	1.00	7 Days from the date of signing the contract	
33	Envelope	Nos.	5.00	7 Days from the date of signing the contract	
34	Book Binding Tape	Nos.	40.00	7 Days from the date of signing the contract	
35	Masking Tape	Nos.	24.00	7 Days from the date of signing the contract	

Item No.	Description	Unit	Quantity	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]
36	Multi-Plug	Nos.	15.00	7 Days from the date of signing the contract	
37	Traditional Cap	Nos.	10.00	7 Days from the date of signing the contract	
38	Khada	Nos.	100.00	7 Days from the date of signing the contract	
39	Shawl	Nos.	10.00	7 Days from the date of signing the contract	
40	Garland (mala)	Nos.	15.00	7 Days from the date of signing the contract	
41	Souvenir/Memento	Nos.	10.00	7 Days from the date of signing the contract	
42	Photo Frame	Nos.	20.00	7 Days from the date of signing the contract	
43	ID Card Lanyard with Printing	Nos.	150.00	7 Days from the date of signing the contract	
44	ID Card Holder	Nos.	150.00	7 Days from the date of signing the contract	
45	Saptrangi Colour	Kg	5.00	7 Days from the date of signing the contract	
46	Pilot Pen – Black	pkt	50.00	7 Days from the date of signing the contract	
47	Pen	pkt	100.00	7 Days from the date of signing the contract	
48	Padlock	Nos.	20.00	7 Days from the date of signing the contract	
49	Stainless Steel Drawer Lock	set	10.00	7 Days from the date of signing the contract	
50	Cotton Cloth	Meter	20.00	7 Days from the date of signing the contract	
51	Plastic Sack	Nos.	15.00	7 Days from the date of signing the contract	
52	Dustbin – 10 kg	Nos.	10.00	7 Days from the date of signing the contract	
53	Bath/Hand Soap	Nos.	450.00	7 Days from the date of signing the contract	
54	Laundry Soap	Nos.	450.00	7 Days from the date of signing the contract	
55	Toilet Cleaner	Nos.	350.00	7 Days from the date of signing the contract	
56	Phenyl	Nos.	350.00	7 Days from the date of signing the contract	

Item No.	Description	Unit	Quantity	**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]
57	Detergent Powder	pkt	40.00	7 Days from the date of signing the contract	
58	Mop	Nos.	20.00	7 Days from the date of signing the contract	
59	Grass Broom	Nos.	50.00	7 Days from the date of signing the contract	
60	Nigalo Broom	Nos.	50.00	7 Days from the date of signing the contract	
61	Camphor	Kg	5.00	7 Days from the date of signing the contract	
62	Air Freshener	Nos.	540.00	7 Days from the date of signing the contract	
63	Plastic Cleaner/Brush	Nos.	30.00	7 Days from the date of signing the contract	
64	Dustbin – 20 Litre	Nos.	5.00	7 Days from the date of signing the contract	
65	Cobweb Duster	Nos.	10.00	7 Days from the date of signing the contract	
66	Toilet Brush	Nos.	30.00	7 Days from the date of signing the contract	
67	Soap Dish	Nos.	20.00	7 Days from the date of signing the contract	
68	Concrete Nail	Kg	3.00	7 Days from the date of signing the contract	
69	Electric Kettle	Nos.	2.00	7 Days from the date of signing the contract	
70	Hammer	Nos.	1.00	7 Days from the date of signing the contract	

Note: Delivery and Completion Schedule Final Destination should be Bhagawatimai Rural Municipality,Pagnath Dailekh.

2. Technical Specifications

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

Purchaser Requirement

Item No.	Name of Goods or Related Services	Technical Description, Specifications, and Standards		Bidders proposed		Catlogue page / no.	The bidder shall state as Fully complaint/ Partiallycomplaint/ Non complaint
		Particulars	Requirements	proposed technical description, specification and standard			
				Particulars	details		
1	2	3	4	5			6
1	Photocopy Paper	Photocopy Paper	A4 size, 80 GSM, white, smooth surface, suitable for laser/inkjet printers and photocopiers, 500 sheets/ream, moisture-resistant packaging.				
2	Nepali Paper	Nepali Paper	Good quality locally manufactured Nepali paper, suitable for official correspondence and documentation, uniform thickness, smooth surface and durable.				
3	Yellow Photocopy Paper	Yellow Photocopy Paper	A4 size, 80 GSM, yellow colour, smooth surface, suitable for photocopying and printing, 500 sheets/ream.				
4	Light Green Photocopy Paper	Light Green Photocopy Paper	A4 size, 80 GSM, light green colour, suitable for printing and photocopying, 500 sheets/ream.				
5	Light Red Photocopy Paper	Light Red Photocopy Paper	A4 size, 80 GSM, light red colour, suitable for printing and photocopying, 500 sheets/ream.				
6	Light Grey Photocopy Paper	Light Grey Photocopy Paper	A4 size, 80 GSM, light grey colour, suitable for printing and photocopying, 500 sheets/ream.				
7	White Office Paper	White Office Paper	A4 size, 120 GSM, high-quality white paper, smooth finish, suitable for certificates, official documents and printing.				
8	Green Office Paper	Green Office Paper	A4 size, 120 GSM, green colour, smooth finish, suitable for official documentation and filing.				
9	Epson Ink – L3110	Epson Ink – L3110	Compatible ink for Epson L3110 printer, genuine/original or equivalent quality, suitable for continuous ink-tank system, sealed packaging, clear and durable print output.				

10	Epson Ink – L3210	Epson Ink – L3210	Compatible ink for Epson L3210 printer, genuine/original or equivalent quality, suitable for continuous ink-tank system, sealed packaging.				
11	Toner Cartridge – Pantum M6500	Toner Cartridge – Pantum M6500	Compatible black toner cartridge for Pantum M6500 series, suitable for the specified printer, good print density and page yield, new and unused.				
12	Toner Cartridge – Pantum M7100DW	Toner Cartridge – Pantum M7100DW	Compatible black toner cartridge for Pantum M7100DW, suitable for laser printing, good page yield and print quality, new and sealed.				
13	Ink – Canon G2010	Ink – Canon G2010	GI-790 or compatible ink for Canon G2010, black/cyan/magenta/yellow as required, genuine or equivalent quality, sealed and unused.				
14	A3 Toner Cartridge – Kyocera	A3 Toner Cartridge – Kyocera	Compatible toner cartridge for specified A3-Kyocera printer, black, suitable for the respective printer model, good print quality and page yield.				
15	Toner Cartridge – Brother 2305	Toner Cartridge – Brother 2305	Compatible black toner cartridge for Brother 2305 series printer, new and unused, suitable page yield and clear print quality.				
16	Toner Cartridge – Canon 325	Toner Cartridge – Canon 325	Compatible black toner cartridge for Canon 325 series, suitable for laser printer, new and unused, good print quality and page yield.				
17	Toner Cartridge – Canon 303	Toner Cartridge – Canon 303	Compatible black toner cartridge for Canon 303 series, suitable for the respective printer, new and unused, good print quality.				
18	Toner Cartridge – DCP-L3560CDW	Toner Cartridge – DCP-L3560CDW	Compatible toner/drum unit for Brother DCP-L3560CDW/DR279CI or equivalent, suitable for specified printer, new and unused.				
19	Ink – Canon G2020	Ink – Canon G2020	Compatible ink for Canon G2020, suitable for ink-tank printer, black and colour as required, genuine/original or equivalent quality.				
20	Toner Cartridge – Pantum PD-213	Toner Cartridge – Pantum PD-213	Compatible black toner cartridge for Pantum PD-213 series, new and unused, suitable page yield and clear printing.				
21	Examination Copy	Examination Copy	A4 size, good quality white paper, suitable GSM/thickness for examination use, smooth surface, good opacity and				

			suitable for writing/printing.				
22	Calculator	Calculator	Minimum 12-digit display, standard arithmetic functions, memory function, solar/battery operation, clear LCD display, durable keys and body.				
23	Mouse	Mouse	USB wired optical mouse, minimum 3 buttons including scroll wheel, plug-and-play, compatible with standard Windows computers, durable cable and body.				
24	Keyboard	Keyboard	USB wired keyboard, standard full-size QWERTY layout, English characters, plug-and-play, compatible with Windows computers, durable keys.				
25	Wi-Fi Adapter	Wi-Fi Adapter	USB wireless network adapter, compatible with standard Wi-Fi networks, suitable for desktop/laptop computers, plug-and-play, stable connectivity.				
26	Plain File	Plain File	A4-size office file, good-quality paper/board or equivalent material, durable cover, suitable for official record keeping and filing.				
27	Cobra File	Cobra File	A4-size durable office file, plastic/board construction, proper fastening mechanism, reusable and suitable for official document storage.				
28	Index File	Index File	A4-size index file, durable cover, suitable for systematic filing, with proper fastening/indexing arrangement and adequate document capacity.				
29	National Flag	National Flag	Nepal National Flag, approximately 8 ft size, durable polyester/nylon or equivalent fabric, proper colour and stitching, suitable for official/outdoor display.				
30	Mini Battery	Mini Battery	Mini-size dry-cell battery, suitable for office electronic equipment, leak-resistant, long shelf life, sealed packaging.				
31	Micro Battery	Micro Battery	Micro/AAA-size dry-cell battery, suitable for electronic equipment, leak-resistant, long shelf life, sealed packaging.				
32	Ribbon	Ribbon	100% polyester, 25 mm width, ribbed grosgrain texture, good colour fastness, neatly finished edges, minimum 25 m/roll,				

			available in required colour, new and good quality.				
33	Envelope	Envelope	A4/document-size envelope, good-quality paper, suitable thickness, properly folded and gummed flap, suitable for official correspondence.				
34	Book Binding Tape	Book Binding Tape	Good-quality self-adhesive/binding tape, durable backing, strong adhesion, suitable width for book/file binding, clean finish.				
35	Masking Tape	Masking Tape	Good-quality masking tape, suitable adhesive strength, easy to tear/use, removable with minimum residue, suitable for office/general use.				
36	Multi-Plug	Multi-Plug	Multi-socket electrical extension plug, rated for 220–240V AC, minimum 10A current capacity, insulated body, durable construction and suitable safety protection.				
37	Traditional Cap	Traditional Cap	Palpali Dhaka Topi, traditional Nepali design, good-quality Dhaka fabric, proper stitching and finishing, various sizes/colours as required.				
38	Khada	Khada	Traditional Nepali Khada, good-quality fabric, cotton,various colours/designs, proper finishing, suitable for ceremonial and official functions.				
39	Shawl	Shawl	Nepali traditional shawl, good-quality cotton/fabric, soft and durable, various colours/designs, properly finished edges, suitable for ceremonial presentation.				
40	Garland (mala)	Garland (mala)	Artificial/plastic flower garland, good-quality material, attractive design and colour, durable and suitable for official ceremonies.				
41	Souvenir/Memento	Souvenir/Memento	Locally made wooden souvenir, traditional Nepali/Aankhijhyal design, good-quality wood, smooth polished finish, durable .				
42	Photo Frame	Photo Frame	A4-size photo frame, durable frame, clear glass/acrylic front, proper backing, suitable for official use.				
43	ID Card Lanyard with Printing	ID Card Lanyard with Printing	Durable polyester/fabric lanyard, customized printing of “Bhagawatimai Rural Municipality, Dailekh” including Nepali				

			flag & National Emblem of Nepal , suitable length and width, with proper hook/attachment.				
44	ID Card Holder	ID Card Holder	Transparent PVC/plastic ID card holder, standard ID-card size compatible, durable, flexible, with provision for lanyard attachment.				
45	Saptrangi Colour	Saptrangi Colour	Seven-colour (Saptrangi) with red, blue, yellow, green, orange, violet and white colours, uniform and bright shade, good colour fastness, clear and consistent finish				
46	Pilot Pen – Black	Pilot Pen – Black	Fine-point black ink pen, approximately 0.5 mm tip, smooth writing, quick-drying ink, suitable for official writing, Pilot V5 or equivalent.				
47	Pen	Pen	Ball-point pen with approximately 0.5 mm tip, smooth-flowing ink, comfortable grip, durable body, suitable for regular official writing.Cello Techno Tip or equivalent.				
48	Padlock	Padlock	Approximately 50 mm heavy-duty padlock, strong metal/brass or equivalent body, corrosion-resistant shackle, smooth locking mechanism, minimum two keys.				
49	Stainless Steel Drawer Lock	Stainless Steel Drawer Lock	High-quality stainless steel, rust/corrosion resistant, durable and suitable for standard office table drawers, complete with 2 keys, smooth locking mechanism				
50	Cotton Cloth	Cotton Cloth	Good-quality cotton cloth, absorbent, washable and durable, suitable for cleaning and general office use.				
51	Plastic Sack	Plastic Sack	Approximately 50 kg capacity, woven polypropylene/plastic material, strong stitching, durable and suitable for storage/transportation.				
52	Dustbin – 10 kg	Dustbin – 10 kg	Durable plastic dustbin, approximately 10 kg/appropriate capacity, washable, suitable for office waste collection, with lid where applicable.				
53	Bath/Hand Soap	Bath/Hand Soap	Approximately 100 gm bar, good-quality hygienic soap, suitable for hand washing, sealed original packaging, Dettol or equivalent quality.				

54	Laundry Soap	Laundry Soap	Approximately 100 gm white laundry soap, good cleaning performance, suitable for washing clothes/general cleaning, properly packed.				
55	Toilet Cleaner	Toilet Cleaner	Harpic or equivalent toilet cleaning liquid, effective against stains/germs, suitable for ceramic toilet surfaces, sealed packaging.				
56	Phenyl	Phenyl	Lemon/New Eagle or equivalent quality disinfectant/phenyl, suitable for floor and sanitary cleaning, pleasant fragrance, sealed container.				
57	Detergent Powder	Detergent Powder	Approximately 500 gm pack, good-quality detergent powder, suitable for clothes/general cleaning, effective cleaning formulation, sealed packaging.				
58	Mop	Mop	Cotton cloth mop, highly absorbent, washable and reusable, durable head and handle, suitable for office floor cleaning.				
59	Grass Broom	Grass Broom	Broom made from Amriso/grass, strong binding, durable, suitable for sweeping indoor/outdoor office areas.				
60	Nigalo Broom	Nigalo Broom	Broom made from Nigalo/bamboo, properly bound and durable, suitable for outdoor/general cleaning.				
61	Camphor	Camphor	Approximately 500 gm, good-quality camphor, properly sealed packaging, suitable for ceremonial/general use.				
62	Air Freshener	Air Freshener	Odonil or equivalent air freshener, suitable for office rooms/toilets, pleasant and long-lasting fragrance, sealed packaging.				
63	Plastic Cleaner/Brush	Plastic Cleaner/Brush	Durable plastic cleaning brush/cleaner, suitable for general office cleaning, washable and reusable.				
64	Dustbin – 20 Litre	Dustbin – 20 Litre	Durable plastic dustbin, approximately 20-litre capacity, washable, suitable for office/general waste collection, preferably with lid.				
65	Cobweb Duster	Cobweb Duster	Cobweb duster with durable wooden/metal handle and plastic/fibre head, adequate reach, lightweight and suitable for high-level cleaning.				

66	Toilet Brush	Toilet Brush	Durable plastic toilet brush, double-sided/appropriate brush head, strong handle, washable and reusable, suitable for toilet cleaning.				
67	Soap Dish	Soap Dish	Durable plastic soap dish, suitable size for standard soap, with drainage provision, washable and easy to clean.				
68	Concrete Nail	Concrete Nail	Hardened steel/concrete nail, approximately 1.5–2 inch length, strong and corrosion-resistant, suitable for fixing materials to masonry/concrete surfaces.				
69	Electric Kettle	Electric Kettle	Capacity approximately 5 litre, 220–240V AC, stainless steel/food-grade inner body, automatic shut-off, boil-dry protection, insulated handle and durable construction.				
70	Hammer	Hammer	General-purpose hammer with forged steel head and steel handle, properly balanced, durable and suitable for office maintenance/repair works.				

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

Section VI. General Conditions of Contract

1. Definitions	1.1 In this contract, the following terms shall be interpreted as indicated: 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; b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation; 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; 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 goods; f. "The Supplier" means the organization supplying the goods and services under this contract.
2. Technical Specification	2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.
3. Patent Right	3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.
4. Performance Security	4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documentsfor the due performance of the Contract in the amounts specified in the SCC. 4.2 Failure of the successful Supplier to comply with the requirement of Sub -clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations. 4.3 The Performance Security shall be forfeited for any loss resulting from the Supplier’s failure to complete its obligations under the Contract. 4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month. 4.5 The performance security shall be released within 30 days of completion of warranty period and upon submission of claim by the Supplier.
5. Inspection and	5.1 The Purchaser or its Representative shall have the right to inspect and/or

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. 6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. 6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
7. Delivery of Goods	7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.
8. Insurance	8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
9. Warranty	9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract. 9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier. 9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. 9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.
10. Payment	10.1 Payment shall be made in the Nepalese currency as specified in the SCC 10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.
11. Prices	11.1 Prices charged by the Supplier for goods delivered under the contract shall

	not vary from the prices quoted by the Supplier in its sealed quotation.
12. Change Order	12.1 Where the Purchaser desires to make changes in **Schedule of Requirement**, it shall not exceed more than 15 percent.
13. Liquidated Damages	13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.
14. Resolution of Disputes	14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. 14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. 14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.Arbitration may be commenced prior to or after delivary of the Goods under the Contract. 14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA). 14.3 Notwithstanding any reference to arbitration herein, a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and b. the Purchaser shall pay the Supplier any monies due the Supplier.
15. Governing Language	15.1 The Governing Language shall be: Nepali or English.
16. Applicable Law	16.1 The applicable law shall be Laws of Nepal.

17. Notices	17.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form and delivered against receipt through e-GP system or e-mail or fax or courier; 17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.
18. Taxes and Duties	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies 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 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 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 20.3 The Purchaser shall be prosecuted for offenses under prevailing criminal laws, if the supplier: (i) Misuses the Advance Payment or payments received from the Purchaser; (ii) Receives payment by submitting false information or documents; (iii) Abandons the contract before completion; (iv) Commits a serious violation of the contract; or (v) Causes loss or damage to the Purchaser.
21. Blacklisting	21.1 Without prejudice to any right of the Purchaser under this Contract, the

Supplier	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.
22. Social Security Fund	22.1 The Supplier shall enroll the laborers, employees, or other workforce engaged in such work in the Social Security Fund in accordance with prevailing laws. 22.2 The Supplier shall be responsible to disburse the remuneration, benefits, and other payments of the laborers, employees, or workforce into the bank account of the concerned individual. 23.3 The Supplier shall be responsible for ensuring that the required work permit has been obtained in accordance with prevailing laws in respect of foreign personnel.

Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

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

Clause	Item
GCC 1.1.1 (e)	The Purchaser is: ***Bhagwatimai Rural Municipality*,*Dailekh.***
GCC 4.1	The Currency of of the performance Security shall be in Nepalese Rupees. The amount of the performance security shall be 5% of Bid Price (without VAT and contingencies but including PS).
GCC 9.1	The warranty period shall be 12 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 accounts division/unit of the Purchaser
GCC 10	**2. Payments shall be made in Nepalese Rupees in the following manner:** On Delivery and acceptance: One Hundred (100)] percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. and upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s.TDS shall be deducted as per the prevailing rules and regulations.
GCC 17.1	For **notices**, the Purchaser’s address shall be: Name and Address of the Purchaser: **Bhagwatimai Rural Municipality,Dailekh.** Telephone number: **9858020799** Facsimile number: e-mail Address: **rmp.bhagawatimai@gmail.com**
	For **notices**, the Suppliers’s address shall be: Name and Address of the Supplier: Telephone number: Facsimile number: e-mail Address:
GCC 19.1	The Supplier shall supply **1 (one)** manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC.

Section VIII. Contract Form

1. Letter of Acceptance

[on letterhead paper of the Purchaser]

Date……..

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

Subject: . . . . ***Notification of Award***

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

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

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

Authorized Signature: ....

Name and Title of Signatory:

CC:

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

2. Contract Agreement

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
    a. Form of Agreement
    b. The Purchaser's Notification of Award
    c. The General Conditions of Contract;
    d. Special Conditions of Contract
    e. Quotation Form and the Price Schedule submitted by the Supplier;
    f. The Schedule of Requirements;

    .
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

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

On behalf of the Purchaser	On behalf of the Supplier
Name:	Name:
Designation:	Designation:
Sign:	Sign:
Seal:	Seal:

3. Performance Security

Date :

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

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

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

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

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

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

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

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

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

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

Date: [**insert date of signing**]

4. <u>Bank Guarantee for Advance Payment</u>

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]