

# STANDARD BIDDING DOCUMENT

## Procurement of Laboratory Equipments

### Sealed Quotation

[For Procurement of Goods between NRs.0.5 Million to NRs. 2.00 Million and for Health equipment and drugs between NRs.0.5 Million to NRs.5.00 Million]

Issued by:  
Department of Hydrology and Meteorology

Chaitra 2075

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## **Introduction and Instructions**

### **Introduction**

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



# Section I.

## Section I. Invitation for Sealed

Government of Nepal  
Ministry of Energy, Water Resources and Irrigation  
**Department of Hydrology and Meteorology**

**Invitation for Bids**

Date of Publication:- **2075/12/22**

Department of Hydrology and Meteorology (DHM) invites sealed bid from Government of Nepal registered and eligible bidders for the Procurement of following goods.

S. N.	Contract ID No.	Description of Works	Price of Bidding document (Non- refundable (NRs)) and Bid validity Period	Bid security amount (NRs), Bid Security Validity Period, Ac. No. and Name of Bank	Last Date and Time of Purchase	Last Date and Time of Submission	Date and Time of Bid opening
1	<b>10/DHM/SQ/G/075-76</b>	Supply and Delivery of laboratory Equipments	1000/- and 45 days	25,000/- and 75 days AC No. 1100 203 000 000 and Rastriya Banijya Bank, Thamel, Kathmandu, Nepal	<b>2076/1/8 during office hour</b>	<b>2076/1/9 12:00 noon</b>	<b>2076/1/9 01:30 pm</b>

1. Bidding will be conducted through the National Competitive Bidding procedures as specified in the Public Procurement Act 2063 and Public Procurement regulation 2064. Eligible Bidders may obtain further information and inspect the bidding documents at the above office. +977 1 4433563, www.dhm.gov.np, dhmpurchase@gmail.com
2. Eligible and interested Bidders are invited to submit their unit rate for the goods described as in bidding documents with a certified copy of Company Registration Certificate, PAN/VAT Certificate, and Tax Clearance (2074/75) and Self Declaration letter of not being blacklisted till to submit date.
3. Bidding documents may be purchased from the above office by eligible Bidders on the submission of a written application accompanied by a letter of Authority from the firm to the address above along with the copy of Company/Firm registration certificate. The payment mode may be direct deposit or bank transfer to the **Gov. Revenue A/c Title No.14229 on Rastriya Banijya Bank, Thamel, Kathmandu, Nepal or Bankers cheque payable to Department of Hydrology and Meteorology, Kathmandu, Nepal. (Office Code No. 308013502, A/C No. ka-1-1-001).**
4. Sealed bids must be submitted to the Procurement Unit of Department of Hydrology and Meteorology. Documents received after submission deadline shall not be accepted.
5. Bids shall be opened in the presence of Bidder's representatives who choose to attend on the opening date given in above Table at the office of Department of Hydrology and Meteorology, P.O.Box 406, Nagpokhari, Naxal, Kathmandu, Nepal.
6. If the last date of purchasing, submission and opening falls on a government holiday, then the next working day shall be considered the last day. In such a case the bid validity and bid security validity shall be recognized with effect from the original bid submission deadline.
7. Bids should comply in all respects with the Instruction to Bidder included in the Bid Document. Non-compliance with these instructions shall result in disqualification.
8. The Department of Hydrology and Meteorology reserves the right to accept or reject, wholly or partly any or all the bids without assigning 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

<p><b>1. Scope of Works</b></p>	<p>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.</p>
<p><b>2. Eligible Bidder</b></p>	<p>2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.</p> <ol style="list-style-type: none"> <li>a) Up to date Firm/Company Registration Certificate</li> <li>b) VAT and PAN Registration Certificates</li> <li>c) Tax Clearance Certificate for the Fiscal Year 2074/75</li> <li>d) Power of Attorney to sign the Sealed Quotation</li> <li>e) 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</li> <li>f) Documents as needed [Please specify]</li> </ol> <p>2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.</p>
<p><b>3. One Quotation per Bidder</b></p>	<p>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.</p>
<p><b>4. Cost of Bidding</b></p>	<p>4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotatio and the Purchaser shall in no case be liable for those costs.</p>
<p><b>5. Site Visit</b></p>	<p>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.</p>
<p><b>6. Content of Quotation Form</b></p>	<p>6.1 The Quotation Form comprise the documents listed below:</p> <ol style="list-style-type: none"> <li>1. Section I: Invitation for Sealed Quotation (SQ)</li> <li>2. Section II: Instructions to Bidders</li> <li>3. Section III: Bid Data Sheet</li> <li>4. Section IV Quotation Forms and Price Schedule</li> <li>5. Section V: Schedule of Requirements</li> <li>6. Section VI: General Conditions of Contract (GCC)</li> <li>7. Section VII: Special Conditions of Contract</li> </ol>



	8. Section VIII: Contract Form
<b>7. Clarification</b>	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.
<b>8. Language of Quotation</b>	8.1 All documents relating to the Quotation shall be in English or in Nepali.
<b>9. Documents Comprising Quotation</b>	9.1 The Quotation by the Bidder shall comprise the following: <ul style="list-style-type: none"> <li>a. Quotation Form and Price Schedules</li> <li>b. Bid Security</li> <li>c. Schedule of Requirements</li> </ul>
<b>10. Quotation Prices</b>	10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all items of the goods to be supplied under the contract. 10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder. 10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
<b>11. Quotation Validity</b>	11.1 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.
<b>12. Quotation/Bid Security</b>	12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security <b>as specified in the BDS</b> . 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: <ul style="list-style-type: none"> <li>(a) an unconditional bank guarantee from "A" class commercial bank or;</li> <li>(b) a cash deposit voucher in the Purchaser's Account as specified in <b>the BDS</b></li> </ul> 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

	<p>be valid for minimum thirty (30) days beyond the original validity period of the bid</p> <p>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.</p> <p>12.4 The Bid security shall be forfeited if:</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;</li> <li>(c) a Bidder involves in fraud and corruption pursuant to clause 26;</li> <li>(d) the successful Bidder fails to: <ul style="list-style-type: none"> <li>(i) furnish a performance security in accordance with clause 25;</li> <li>(ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or</li> <li>(iii) accept the correction of arithmetical errors pursuant to clause 19.1</li> <li>(iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification</li> </ul> </li> </ul>
<p><b>13. Format and Signing of Quotations</b></p>	<p>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.</p>
<p><b>14. Sealing and Marking of Quotations</b></p>	<p>14.1 Bidders may submit their bids by manually or by electronically. When so <b>specified in the BDS</b>. Procedures for submission, sealing and marking are as follows:</p> <p>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.</p> <p>14.2 Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in the BDS</p>
<p><b>15. Deadline for Submission of Quotations</b></p>	<p>15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS.</p>
<p><b>16. Late Quotation</b></p>	<p>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.</p>

<b>17. Modification And Withdrawal</b>	17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
<b>18. Bid Opening</b>	<p>18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS</p> <p>18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.</p>
<b>19. Process to be Confidential</b>	19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.
<b>20. Examination of Quotations</b>	<p>20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation</p> <ul style="list-style-type: none"> <li>(a) meets the eligibility criteria defined in Clause 2;</li> <li>(b) has been properly signed by the authorized person;</li> <li>(c) is accompanied by the required securities; and</li> <li>(d) is substantially responsive to the requirements of the Bidding documents.</li> </ul>
<b>21. Evaluation and Comparison of Quotations</b>	<p>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:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(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</li> <li>(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.</li> <li>(d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is</li> </ul>

	<p>related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) ,(b) and (c) above.</p> <p>21.2 In case of e-submission of bid, upon notification from the Purchaser, the bidder shall also submit the original of documents comprising the Sealed Quotation as per ITB 9 for verification of submitted documents for acceptance of the e-submitted bid. If a Bidder does not provide original of document of its Sealed Quotation by the date and time set in the Purchaser's request for clarification, its bid may be rejected.</p> <p>21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.</p>
<b>22. Award of Contract</b>	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.</p>
<b>23. Purchaser's Right to Accept or Reject</b>	<p>23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.</p>
<b>24. Notification of Award and Signing of Agreement</b>	<p>24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.</p> <p>24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and, upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
<b>25. Performance Security</b>	<p>25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from "A" class Commercial Bank in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p>

	<p><b>Performance Security Amount =</b>  <b>[(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</b></p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
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	<p>27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.</p> <p>27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ol style="list-style-type: none"> <li>a) give or propose improper inducement directly or indirectly,</li> <li>b) distortion or misrepresentation of facts</li> <li>c) engaging or being involved in corrupt or fraudulent practice</li> <li>d) interference in participation of other prospective bidders.</li> <li>e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,</li> <li>f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price..</li> </ol> <p>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</p>
<b>28. Blacklisting Bidder</b>	<p>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:</p> <ol style="list-style-type: none"> <li>a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,</li> <li>b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,</li> <li>c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.</li> </ol>

	<p>d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,</p> <p>e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser.,</p> <p>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.</p>
<p><b>29. Publication of contract award notice</b></p>	<p>29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of Chief District Office, District Co-ordination Office and District Treasury Control Office, Such notice shall also be posted in its website and PPMO's website.</p> <p>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.</p> <p>29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.</p>
<p><b>30. Provision of PPA and PPR</b></p>	<p>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.</p>

SECTION - III  
Bid Data Sheet

ITB 1	<p>The scope of Supply is: <b>Supply and Delivery of Laboratory Equipment.</b></p> <p>The number of the Invitation for Sealed Quotation (SQ) is : 10/DHM/SQ/G/075-76</p> <p>The Purchaser is: <b>Department of Hydrology and Meteorology.</b></p> <p>The name of the Project is: <b>Government of Nepal.</b></p>
ITB 12.1	<p>The Bidder shall furnish a bid security, from "A" class commercial bank with a minimum of <b>NRP 25,000/-</b>), which shall be valid for 30 days beyond the validity period of the bid.</p>
ITB 12.2 (b)	<p>Cash Deposit Account for Bid Security:</p> <p>Bank Name: Rastriya Banijya Bank      Bank Address: Thamel, Kathmandu</p> <p>Account holder's Name: Department of Hydrology &amp; Meteorology</p> <p>Account Number: 1100 203 000 000</p>
ITB 14.1	<p>Bidders <b>shall not</b> have the option of submitting their bids electronically.</p>
ITB 15	<p>The deadline for Sealed Quotation submission is:</p> <p><b>Date: 9<sup>th</sup> Baisakh 2076</b></p> <p><b>Time : 12:00 Noon</b></p> <p>Address: Department of Hydrology and Meteorology, Nagpokhari, Naxal, Kathmandu.</p>
ITB 18	<p>The Sealed Quotation opening shall take place at :</p> <p><b>Date: 9<sup>th</sup> Baisakh 2076</b></p> <p><b>Time : 01:30 pm</b></p> <p>Address: Department of Hydrology and Meteorology, Nagpokhari, Naxal, Kathmandu.</p> <p>The Purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders' representatives who choose to attend.</p>

## 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.

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

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. <input type="checkbox"/> 1. Firm Registration Certificate <input type="checkbox"/> 2. Authorization to represent the firm	

### 3. Price Schedule for Goods

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

Item	Description	Country of Origin	Quantity	Unit Price <sup>1</sup> EXW (in NRs)		Total Price (in NRs)
				In Figure	In Words	
1	2	3	4	5		4x5=6
1	pH Meter		1			
2	Membrane Filtration Assembly		1			
3	Vacuum Pump		1			
4	Hot Plate with Magnetic Stirrer		1			
5	Centrifuge		1			
6	DO Meter		2			
7	COD Reflux Set		1			
8	Automatic Burette		4			
9	Bottle Top Dispenser		1			
10	Gas Burner		10			
11	Forcep		10			
12	Tripod Stand		10			
13	Pipette Fillers		10			
14	Rubber Pipette Fillers		10			
15	Chemical Resistant gloves		10			
16	Reagent bottles		15			
17	Narrow mouth glass bottles		10			
18	Wash bottle		10			
19	Dessicator, vaccum		3			
20	Micropipette, fixed		3			
21	Portable pH meter		8			
22	Conductivity meter		8			
23	Electronic Balance		2			
<b>Total</b>						
VAT						
<b>Grand Total</b>						

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: \_\_\_\_\_

#### **4. Bid Security**

**Bank's Name, and Address of Issuing Branch or Office  
(On Letter head of the 'A' class Commercial Bank)**

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

Date:.....

Bid Security No.: .....

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

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

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

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

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

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

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

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

**Note:**

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

## **Section V. Schedule of Requirements**

### **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.<sup>2</sup>

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

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<sup>2</sup> 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

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

SN	Description	
1	<b>pH Meter</b>	
	Type	Table Top
	Measurement Range	pH: -2 to 16 pH
		Temperature: -10 to +120°C (14 to 248°F)
	Resolution	0.01pH
	Accuracy	± 0.01 pH
	Calibration points	up to 3 points
	mV Range	±1999mV
	Accuracy	±1 mV
	Resolution	1 mV
	Range	0 to 105° C
	Accuracy	±0.5° C
	Resolution	0.1° C
	pH temp compensation	Auto/Manual 0° C to 100°C
	Auto pH buffer recognition	USA(4.01, 7.00, & 10.01) or NIST (pH4.01/6.86/9.18)
	Hold Function	Available
	Auto Off function	Available
	Connector	BNC
	Display	LCD (135*75mm)
Power supply	DC 9V, using AC adapter, 220VAC/50Hz	
Dimension	210x205x75mm	
Weight	1.5 kg	
2	<b>Membrane Filtration Assembly</b>	
	Assembly type	Glass
	Suitable for membrane size	47mm
	Funnel Capacity	300ml
	Collection Flask Capacity	1000ml
Fitting	Standard joint	
3	<b>Vacuum Pump</b>	
	Type	Oil free, diaphragm type
	Capacity	50lit/min
	Operation	Direct drive motor operation hence no additional belt driven system required
Application	Specially for filtration assembly	
4	<b>Hot Plate with Magnetic Stirrer</b>	

	Plate Type	3×1 Plates-type	
	Material	Plate : white Ceramic top plate, Body : Powder Coated steel	
	Plate Size(mm)	16.5 cm X16.5 cm	
	Speed & Control Resolution	200 ~ 1,500 rpm,	
	Temp. Range	Amb +5 to 380°C	
	Display	Digital LCD with Back-Light Function	
	Controller	Digital Feedback Controller with Jog Shuttle Switch (Turn+Push)	
	Permissible Temp. & RH %	Room Temp. +5 ~ 50°C, 85% RH	
	Certificates	CE/ISO	
	Manufacturer's Authorization Letter	Must submit	
5	<b>Centrifuge</b>		
	Maximum capacity	6 x 50 ml (fixed angle)	
	Maximum speed	6000 rpm	
	Maximum RCF	4700 g	
	RPM and timer	Preset	
	Timer	Up to 59 minutes	
	Acceleration/ Deceleration	Selection of 3 profiles	
	Rotor Required	6X50ml angle, Maximum 6000 RPM, Maximum 4700 g RCF	
	Safety features	Safety lid interlock to prevent lid opening during centrifugation	
		Imbalance detection & centrifugation stop with display of error	
		Motor overload protection	
		Emergency lid lock release	
	Display	Alphanumeric LCD display of speed & RCF	
	Control	Feather touch setting keys with Microprocessor controller with digital LCD display	
Motor	Brushless Induction motor with frequency drive		
Memory	Last set parameters recall (Useful for repetitive analysis)		
Chamber	Stainless steel easy to clean		
Certificates	CE/ISO		
6	<b>DO Meter</b>		
	Circuit	Custom one-chip of microprocessor LSI circuit	
	Display	Dual function meter's display, 13mm (0.5") super large LCD display with contrast adjustment for best viewing angle	
	Measurement and range	0 to 20 mg/L	
	resolution	0.1 MG/L	
	Accuracy	0.4 Mg/L	

	Sensor structure	The polarographic type oxygen probe with an incorporated temperature sensor
	Probe compensation	temperature 0 to 50 °C
	Operating temperature	0 to 50 °C
	Operating Humidity	Max. 80% RH
	Sample time	Approx. 0.4 Sec
	Memory recall	Records maximum, minimum and average reading with recall
	Power off	auto power off saves battery life or manual off by push botton
	Electrode/Probe	Polarographic DO probe with protective sleeve, internal temperature sensor, DIN connector and 4m cable should be provided.
	Battery Type/Life	006P DC 9V (heavy duty type)
	Environment	0 to 50°C (32 to 122°F); RH max 95%
	Accessories	DO probe , electrolyte solution (30 mL), calibration screwdriver, batteries, instructions, rugged carrying case and 0% oxygen calibration solution 500ml
	Certificates	ISO
7	<b>COD Reflux Set</b>	
	No. of Test	6 test
	Heaters	500W, at least 150mm difference with individual on/off switches & energy regulators
	Clamps	Adjustable according to flask size
	Fume duct	Totally leak proof fume duct with 24/29 cone adapters for openings suitable to fit flasks having 24/29 sockets
	Accessories	Complete set of glassware
	Power Supply	230VAC 50-60 Hz
	Certificates	CE/ISO
	Manufacturer's Authorization Letter	Must submit
8	<b>Automatic Burette</b>	
	Capacity	50ml
	Division	0.1ml
	Tolerance	0.100ml
	Bottle capacity	1000ml, made of polyethylene, with plastic base filling of the burette by slightly pressing the bottle, in doing so automatic zero point adjustment
	Sample dropping	improved special pinch cock with titration screw for precise regulation Plastic burette clamp, chemical-resistant, allows discharge drop by drop by slightly pushing
9	<b>Bottle Top Dispenser</b>	
	Volume Range	5-50ml
	Graduation	1.0ml

	Materials	chemical resistance, components are made of PTFE, FEP, BSG, PP
	Autoclavable	Fully autoclavable at 121°C
	Solution Condition	Vapor pressure Max. 500mbar, viscosity max. 500mm <sup>2</sup> /s, temperature max. 40°C, density max. 2.2g/cm <sup>3</sup>
	Adapter to be supplied	S40, GL32, GL38, GL25, GL28
10	<b>Gas Burner</b>	
	Type	Bunsen Burner
	Max. Temp	Min. 1000 degree
	Diameter of burner	min. 12 mm
11	<b>Forcep</b>	
	Material	Stainless Steel
	Size	5"
	End Type	sharp or blunt ends,
12	<b>Tripod Stand</b>	
	Material	Stainless Steel
	Size	triangle size around 12*12*12CM
	Pods	curved pod with rubber covers
13	<b>Pipette Fillers</b>	
	Material	Plastic
	Capacity	Fit for 5 ml, 1 ml and 25 ml pipette
	Resistance	Resistant to acid and base
14	<b>Rubber Pipette Fillers</b>	
	Material	Plastic
	Resistance	Resistant to acid and base
15	<b>Chemical Resistant gloves</b>	
	Material	Plastic
	Size	To cover wrist
	Resistance	Resistant to acid and base
	Disposable	No
16	<b>Reagent bottles</b>	
	Stopper	Hollow Glass stopper
	Shape	cylindrical,
	Capacity	250ml
	Material	B.G. Glass
17	<b>Narrow mouth glass bottles</b>	
	Size	size around 200 ml
	Lid	Plastic lid
	Material	Borosil Glass
18	<b>Wash bottle</b>	
	Material	Plastic
	Capacity	1 liter
	Closure Type	screw closure type
19	<b>Dessicator, 240mm, vaccum</b>	



	material	polycarbonate cover		
	transperency	Clear body		
	Capacity	Holds a vacuum of 28 in. Hg (711 mm) for 24 hours.		
	type	TPE caps seal side-arms for non-vacuum use.		
20	<b>Electronic Balance</b>			
	Weighing Capacity	300gm		
	Readability	0.001gm		
	Repeatability	±2mg		
	Linearity	±2mg		
	Application Mode	Percentage weighing function, selectable weighing and count mode		
	Pan Size	80mm diameter		
	Display	LCD		
	Housing Size	2945X208X290mm		
	Certificates	CE		
	Manufacturer s Authorization letter	Must submit		
21	<b>Micropipette, vaiable</b>			
	Display	4-digit display		
	Lock	Optilocak feature to prevent accidental volume changes during pipetting		
	Safe from Contamination	Safe cone filter ejector, easy to clean and disassemble, fully autoclavable, UV and chemical resistance		
	Volume Range (µl)	100 – 1,000		
	Channel	1		
	Increment (µl)	1		
	Test Volume (µl)	1000	500	100
	Systematic Error Limit ± (µl)	7	4	2.5
Random Error Limit (µl)	2	1	0.6	
22	<b>Portable pH meter</b>			
	Range	0 to 14 pH		
	Resolution	0.1 pH		
	Accuracy	±0.1 pH		
	Typical EMC Deviation	±0.1 pH		
	Calibration points	Manual, 2 point, through offset and slope trimmers		
	Environment	0 to 50°C, RH max 95%		
	Battery type	4x1.5 V alkaline		
Battery life	approx. 700 hour			
23	<b>Conductivity meter</b>			
	Display	13 mm LCD display with contrast adjustment for best		
	Measurement and range	200uS-0.1 to 199.9 uS, 2 mS-0.2mS to 1.999mS		
	Sensor	Carbon rod electrode, high reliability		
	Data hold	By push botton		
	Memory recall	Records maximum, minimum and average with recall		
sample time	approx. 0.8 sec			

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Operating temp.	0 to 50 °Cmain instrument, 0 to 60°C -probe only
Operating humidity	Max. 80& RH

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

## Section VI. General Conditions of Contract

<b>1. Definitions</b>	<p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> <li>a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;</li> <li>b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;</li> <li>c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;</li> <li>d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.</li> <li>e. "The Purchaser" means the procuring entity purchasing the goods;</li> <li>f. "The Supplier" means the organization supplying the goods and services under this contract.</li> </ul>
<b>2. Technical Specification</b>	<p>2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.</p>
<b>3. Patent Right</b>	<p>3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.</p>
<b>4. Performance Security</b>	<p>4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.</p> <p>4.3 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
<b>5. Inspection and</b>	<p>5.1 The Purchaser or its Representative shall have the right to inspect and/or</p>

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

<b>12. Changed Order</b>	12.1 Where the Purchaser desires to make changes in <b>Schedule of Requirement</b> , it shall not exceed more than 15 percent.
<b>13. Liquidated Damages</b>	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.
<b>14. Resolution of Disputes</b>	<p>14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of it's intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p style="padding-left: 40px;">14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.</p> <p style="padding-left: 40px;">14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <p style="padding-left: 40px;">a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p style="padding-left: 40px;">b. the Purchaser shall pay the Supplier any monies due the Supplier.</p>
<b>15. Governing Language</b>	15.1 The Governing Language shall be: Nepali or English
<b>16. Applicable Law</b>	16.1 The applicable law shall be Laws of Nepal.
<b>17. Notices</b>	<p>17.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt</p> <p>17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.</p>
<b>18. Taxes and Duties</b>	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees

	and other such levies imposed by the GON.
<b>19. Operation, Maintenance and Spare-parts Manuals</b>	19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC..
<b>20. Conduct of Suppliers</b>	<p>20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN's Procurement Act and Regulations.</p> <p>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ol style="list-style-type: none"> <li>a. give or propose improper inducement directly or indirectly,</li> <li>b. distortion or misrepresentation of facts</li> <li>c. engaging or being involved in corrupt or fraudulent practice</li> <li>d. interference in participation of other prospective bidders.</li> <li>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> <li>f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price..</li> <li>g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</li> </ol>
<b>21. Blacklisting Supplier</b>	<p>21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:</p> <ol style="list-style-type: none"> <li>a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2,</li> <li>b. if the supplier fails to sign an agreement pursuant to ITB Clause 24,</li> <li>c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,</li> <li>d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.</li> </ol> <p>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.</p>

## 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
<b>GCC 1.1.1</b> (e)	The Purchaser is: <b>Department of Hydrology and Meteorology.</b>
<b>GCC 4.1</b>	<p>The Currency of of the performance Security shall be in Nepalese Rupees.</p> <p>The amount of the performance security shall be as follows:</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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:</li> <li>(iii) Performance Security Amount =  <math>[(0.85 \times \text{Cost Estimate} - \text{Bid Price}) \times 0.5] + 5\% \text{ of Bid Price.}</math> The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</li> </ul>
<b>GCC 9.1</b>	The warranty period shall be <b>24</b> months.
<b>GCC 10</b>	<p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <p style="text-align: center;"><b>1. The payment shall be made:</b></p> <p style="text-align: center;"><b>(a) Through the District Treasury Controller Office.</b></p>
<b>GCC 10</b>	<p style="text-align: center;"><b>2. Payments shall be made in Nepalese Rupees in the following manner:</b></p> <p><b>Sample provisions:</b></p> <p style="text-align: center;"><b>On Delivery and acceptance: Hundred (100) percent. of the Contract Price of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s. Advance payment shall be deducted and settled in this payment.</b></p> <p style="text-align: center;"><b>TDS and other applicable taxes shall be deducted as per the prevailing rules and regulations.</b></p>
<b>GCC 17.1</b>	<p>For <u>notices</u>, the Purchaser's address shall be: <b><u>[insert full name and address of Purchaser including telephone number, facsimile number and electronic mail address (if applicable)]</u></b></p> <p>Name and Address of the Purchaser:</p>

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



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**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:

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## 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:

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### **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]**

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#### **4. Bank Guarantee for Advance Payment (Not Applicable)**

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

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*[name of bank or financial institution]*

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*[address]*

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*[date]*