NEPAL ELECTRICITY AUTHORITY

Distribution and consumer services Directorate

Dhankuta Distribution Center

Dhankuta

NEA-DHANDC-2074/075-19,SQ

SEALED QUOTATION DOCUMENTS

FOR

"LT line extension and works"

सिलबन्दी दरभाउपत्र

दरभाउपत्र नं. NEA-DHANDC-2074/075-19,SQ

दरभाउपत्र बिक्रिकर्ताको नाम	: .....
दरभाउपत्र खरिदकर्ताको नाम	: .....
ठेगाना	: .....
प्रथम पटक सूचना प्रकाशित मिति	: २०७५।०२।३१
दरभाउपत्र खरिद अन्तिम मिति र समय	: २०७५।०३।१४ १७:०० बजे सम्म
दरभाउपत्र दाखिला गर्ने अन्तिम मिति र समय	: २०७५।०३।१५ १२:०० बजे सम्म
दरभाउपत्र खोल्ने मिति र समय	: २०७५।०३।१५ १४:१५ बजे

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दरभाउपत्र आह्वानको सूचना

(गोरखापत्र दैनिकमा सूचना प्रकाशित मिति : २०७५/०२/३१)

यस कार्यालय तथा अन्तर्गत तपसिलका वितरण केन्द्रको निम्नलिखित कार्य दरभाउपत्रको माध्यमबाट गराउनुपर्ने भएकोले सम्बन्धित कार्यको लागि नेपाल सरकारबाट ईजाजतप्राप्त, VAT, PAN मा दर्ता भएका, आयकर तिरेका, रजिष्टर्ड कम्पनी/निर्माण/आपूर्तिकर्ता वा अख्तियारप्राप्त फर्मबाट नियमानुसार तोकिएको सर्तको अधिनमा रही कार्य गर्ने दरभाउपत्र आह्वान गरिएको विस्तृत सूचना सम्बन्धित कार्यालयको सूचना पाटीमा टाँस गरिएको छ। दरभाउपत्रहरू **E-Bidding** का लागि नेपाल विद्युत् प्राधिकरणको वेवसाइट **eproc.nea.org.np** मा समेत राखिएको छ। दरभाउपत्रसम्बन्धी अन्य थप कुरा बुझनुपरेमा उल्लेखित वेवसाइट वा सम्बन्धित कार्यालयमा कार्यालय समयभित्र सम्पर्क राख्न सकिने छ।

सि. नं.	दरभाउपत्र नम्बर	कामको विवरण	दरभाउपत्रको मूल्य रु.	दरभाउपत्रको जमानत रु.	निर्माण कार्यको लागत अनुमान रु. (VAT सहित)	दरभाउपत्र खरिद गर्ने अन्तिम मिति र समय	दरभाउपत्र दाखिला गर्ने अन्तिम मिति र समय	दरभाउपत्र खरिद गर्ने कार्यालयको बैंक र खाता नं.	बिड्बण्डु जम्मा गर्ने कार्यालयको बैंक र खाता नं.	दरभाउपत्र खोलिने मिति र समय	सम्बन्धित कार्यालय
१.	NEA-BDC-2074/075-09,SQ	कचनकवल गा.पा.का विभिन्न स्थानमा विद्युतीकरण एच.टी/एल.टी. लाइन निर्माण कार्य	१,०००।००	२७,०००।००	१०,४७,५८३।८२	२०७५।०३।१४ गते कार्यालय समयसम्म	२०७५।०३।१५ दिनको १२:०० बजेसम्म	एन एम बि बैंक, चन्द्रगढी ०६२००६०००१४६०००००८७	नविल बैंक लि., चन्द्रगढी ४५०१०१७५२००११०	२०७५।०३।१५ दिनको १४:०० बजे	मादुपुर वितरण केन्द्र ०२३-४५५६११
२.	NEA-DHANDC-2074/075-18, SQ	LT Line Extension works	१,०००।००	२४,०००।००	९,४४,९९३।६३	२०७५।०३।१४ गते कार्यालय समयसम्म	२०७५।०३।१५ दिनको १२:०० बजेसम्म	राष्ट्रिय वाणिज्य बैंक धनकुटा राजश्व खाता, ५५२	राष्ट्रिय वाणिज्य बैंक धनकुटा, धरौटी खाता, ११७०	२०७५।०३।१५ दिनको १५:०० बजे	धनकुटा वितरण केन्द्र फोन ०२६-५२००९१
३.	NEA-DHANDC-2074/075-19, SQ	LT Line Extension works	१,०००।००	२३,०००।००	८,९८,३०८।६८					२०७५।०३।१५ दिनको १५:१५ बजे	
४.	NEA-DHANDC-2074/075-20, SQ	HT/LT Line Extension works	१,०००।००	१६,०००।००	६,०२,५७६।६५					२०७५।०३।१५ दिनको १५:३० बजे	
५.	NEA-DHANDC-2074/075-21, SQ	HT/LT Line Extension & Transformer Installation works	१,०००।००	२४,०००।००	९,३९,९६२।१३					२०७५।०३।१५ दिनको १५:५५ बजे	
६.	NEA-BRO-2074/075-08, SQ	Electrification works at Taplejung District	१,०००।००	२९,०००।००	१०,२५,०५६।३९	२०७५।०३।१४ गते कार्यालय समयसम्म	२०७५।०३।१५ दिनको १२:०० बजेसम्म	नविल बैंक विराटनगर ०७०६०१७५०००१८	नविल बैंक विराटनगर ०७०६८१७५०००१६	२०७५।०३।१५ दिनको १५:१० बजे	विराटनगर क्षेत्रीय कार्यालय
७.	NEA-BRO-2074/075-09, SQ	Electrification works at Panchthar District	१,०००।००	१९,०००।००	६,७३,८६८।६९					२०७५।०३।१५ दिनको १५:१५ बजे	
८.	NEA-BRO-2074/075-10, SQ	Electrification works at Bhojpur District	१,०००।००	२९,०००।००	१०,१५,८२४।५२					२०७५।०३।१५ दिनको १५:३० बजे	

नेपाल विद्युत् प्राधिकरण
विराटनगर क्षेत्रीय कार्यालय, विराटनगर, फोन : ०२१-४३६३०६

2. SEALED QUOTATION FORM

Subject: Sealed Quotation for the "LT line Extension Works NEA-DHANDC- 2074/075-19, SQ"

To,
Dhankuta Distribution Centre
Nepal Electricity Authority

Dhankuta

Sir,
Having examined the terms and conditions of contract, specifications, design and drawing and schedule for the "LT line Extension Works NEA-DHANDC- 2074/075-19, SQ" We undersigned, offer to construct whole works in conformity with following clauses, terms and conditions of contract, specification, design and drawing and schedule for the sum of Nepalese Rupees.

..... (In Figure)

..... (In Words)

1. We enclose here with a bank deposit receipt for a sum of two and half percent (2.5%) of the SEALED QUOTATION amounts acceptable and payable to you as SEALED QUOTATION guarantee.
2. We undertake if our SEALED QUOTATION is accepted to commence the construction immediately after receiving your letter of acceptance and to complete construction of the whole works comprised in the contract before the given time period.
3. Unless and until a formal agreement is prepared and executed this SEALED QUOTATION together with your written acceptance thereof shall constitute a binding contract between us.
4. We understand that you are not bounded to accept the lowest or any SEALED QUOTATION you may receive and may reject any or all SEALED QUOTATION without assigning any reason whatsoever.
5. If Our SEALED QUOTATION is accepted we will furnish a bank deposit receipt/bank guarantee for in sum of five percent (5%) of the accepted SEALED QUOTATION amount within the seven calendar days of the receipt of letter of acceptance.

Dated …… Day of …….. 2075……..

Signature …….. in the Capacity of ……

Duly authorized to sign the SEALED QUOTATION for and on behalf of …….

Name of Company:
Address of Company:

Corporate seal:

3. TERMS AND CONDITIONS OF CONTRACT

3.1 GENERAL

Dhankuta Distribution Centre, Nepal Electricity Authority (NEA) intends to "LT line Extension Works NEA-DHANDC-2074/075-19,SQ" in its Distribution Networks from its internal resources**.**

3.2 QUALIFICATION OF SEALED QUOTATION

SEALED QUOTATION will be accepted from qualified, reliable and experienced contractors. The SEALED QUOTATION shall have sound financial and technical capabilities for performing the works specified without any trouble. The following documents must be attached along with the SEALED QUOTATION document.

3.2.1 Constitution or legal status of bidder : [attach copy]
3.2.2 Upto date registration Certificate : [attach copy]
3.2.3 Pan registration Certificate : [attach copy]
3.2.4 Upto date Tax returns/clearance : [attach copy]
3.2.5 A written declaration made by the Bidder stating that the Bidder is not in ineligible to participate in the bid ; has no conflict of interest in the Bid procurement proceedings and has not been punished for the profession or business related offence .

3.3 PREPARATION OF SEALED QUOTATION

1. SEALED QUOTATION is expected to examine carefully the site conditions, information and the entire SEALED QUOTATION document and the terms and conditions there in. Failure to do so will be at the SEALED QUOTATION risk. If SEALED QUOTATION has any doubt concerning the meaning or interpretation of any part of the SEALED QUOTATION document, he/she should contact the NEA for clarification.

2. SEALED QUOTATION shall be prepared carefully and shall be completed in every respect as per the SEALED QUOTATION document. The SEALED QUOTATION shall fill in fully the SEALED QUOTATION sum along with total prices and item wised prices of all the items as per schedules.

SEALED QUOTATION should clearly mention commencement date and completion period of the entire work. The work schedule must be submitted.

3.4 SUBMISSION AND OPENING OF SEALED QUOTATION

1. SEALED QUOTATION shall be submitted to the Dhankuta Distribution Centre, Dhankuta by 12:00 hours on date of published notice and will be opened at 2:00 PM of the same day. The purchasing, submission and opening of the SEALED QUOTATION shall be done on the next working day at the same time if the scheduled day happens to be holiday.

2. The SEALED QUOTATION shall be submitted in envelope marked SEALED QUOTATION "LT line Extension Works NEA-DHANDC-2074/075-19, SQ" and shall be duly signed by the SEALED QUOTATION or his authorized representative and stamped.

3. SEALED QUOTATION shall be opened in the presence of BIDDER or their authorized representatives. But the absence of any or all BIDDER or their authorized representative will not prevent the opening of the SEALED QUOTATION.

3.5 SCOPE OF WORK

The Bill of quantities has been prepared as per tentative estimate. Field work quantities may vary as per site conditions, office needs and public disputes. But contractor has to work in same unit rate. Contactor has to make in touch with local bodies and local people for executing work. NEA will write letters to local bodies if it becomes necessary.

3.6 BID BOND

The BIDDER shall submit together with his SEALED QUOTATION a bid bond in the form of Bank guarantee of at least 75 days (from opening date of bid) from any of the bank cash deposited in Dhankuta Distribution Center "deposit account no. 1170" Rastriya Banijya Bank, Dhankuta" for a value of Rs.23,000. (Rs. Twenty three thousand only) An unsuccessful BIDDER's Bid Security will be released / returned as promptly as possible upon award of CONTRACT to the successful bidder

3.7 PERFORMANCE BOND:

The successful bidder shall submit a performance bond in the form of a bank guarantee or receipt of cash deposited Dhankuta Distribution Center "deposit account no. 1170" Rastriya Banijya Bank Dhankuta " for a value of 5% of quoted value within seven calendar days from the receipt of letter of acceptance and valid until the expiration of warranty period. If he/she failed to do so, his SEALED QUOTATION shall be cancelled and bid bond is forfeited. The performance bond shall be released after the expiration of warranty period. If the contractor's performance is not satisfactory, the contract may be cancelled and his bond shall be forfeited.

3.8 ACCEPTANCE AND REJECTION OF SEALED QUOTATION:

SEALED QUOTATION shall be normally considered on the basis of his quoted price but factors, such as reliability of Construction Company and completion period shall also be taken into consideration. However, the employers neither bind him to accept the lowest bid nor assign any reason what so ever for the rejection of any SEALED QUOTATION. NEA reserves all right to reject fully or partially any SEALED QUOTATION submitted without giving any reason. The SEALED QUOTATION shall be rejected if:

a. The SEALED QUOTATION is not signed.
b. The SEALED QUOTATION proposal submitted by the BIDDER contradicts or does not satisfy any conditions laid in SEALED QUOTATION document which are considered essential.
c. The bid bond is not enclosed.
d. The SEALED QUOTATION is received by NEA after the deadline for submission of Bid.
e. Proposed work schedule showing completion dates more than NEA's requirement.
f. The Contractor has not purchased and returned the original document issued by NEA.
g. The SEALED QUOTATION fails to satisfy that Bid is fully cognizant of the scope and details of the work involved.
h. The SEALED QUOTATION is not wax sealed.

i. The SEALED QUOTATION is not signed and stamped by the BIDDER.
j. The SEALED QUOTATION Document is issued in the name of one firm and SEALED QUOTATION proposal submitted by another firm.
k. The contractor is blacklisted in its contractual obligations in past NEA contracts.
l. The contractor does not offer all the items and quantity specified in Price Schedule.
m. The SEALED QUOTATION has no price escalation clause.

3.9 COMPLETION PERIOD:

Early completion of the work will be appreciated but the works is supposed to be completed within 90 days from the date of signing the agreement.

3.10 DELAYS:

In the event of the contractor fails to comply with completion period the contractor will have to request for the extension giving sufficient reasons for the causes. If the cause requested is found to be reasonable, the completion period may be extended as required, if not reasonable the contractor shall pay penalty at the rate of 0.05 percent of Bid amount per day but such payment shall not exceed 10% of the total Bid amount. If the delay is prolonged in addition to penalty charge the owner shall have right to withdraw the work partly or wholly by giving notice to the contractor. The bonds of such contractor shall be forfeited.

3.11 FORCE MAJEURE

In case of force majeure the CONTRACTOR is entitled to an extension of time of completion. By force majeure, it is understood acts of god, fires, war or war like condition, riot civil commotion, non availability of transport due to the circumstances beyond the control of contractor. A part from extension of time of completion, force majeure does not entitle.

3.12 GUARANTEE

The SEALED QUOTATION shall guarantee that construction work will be free from any defects in workmanship.

3.13 WARRANTY PERIOD

The warranty period shall be 1 year from the date of completion of the entire work.

3.14 FAULTS AND DEFECTS DURING WARRANTY PERIOD:

It is responsibility of the contractor to remedy as soon as possible all the faults and defects of works occurring during warranty period resulting from faulty construction faulty materials or other violations of contractor's obligations.

If the contractor does not attend to such faults within two week, the owner is entitled to execute the necessary repairs at the risk and the expenses of the contractor without the contractor being released from his responsibility for the proper fulfillment of his warranty obligation.

3.15 TAXES AND DUTIES

1. Government of Nepal shall impose on the contractor the following taxes, duties, fees and levies but not limited to and deemed to be included in the contract price and shall be payable by the contractor to concerned tax office of Government of Nepal except in so far mentioned otherwise elsewhere in this SEALED QUOTATION document.
2. All taxes and duties in the country of origin of materials shall be paid by the contractor.

3. All other taxes, duties, fees and levies including income tax to be imposed by Government of Nepal on the contractor shall be paid by the contractor.

3.16 PRICE AND CURRENCIES.

The rates shall be firm and valid for the entire implementation period of the work. The price variation clause will not be accepted.

The bidder shall fill in unit prices for each item both in figures as well as in words. Total bid prices against each item shall also be clearly indicated. In case of any discrepancies the bid price in words shall govern. The quoted price shall be in Nepalese Rupees.

3.17 DEVIATIONS FROM THE SPECIFICATION.

The SEALED QUOTATION shall quote as per Bill of Quantities and Specifications specified in the SEALED QUOTATION document. If there are any deviations from the specifications, they must be specifically mentioned in the SEALED QUOTATION.

3.18 PROGRESS REPORT AND MODE OF PAYMENT:

The contractor shall submit the progress report to the owner. He/She shall keep progress report of day to day works. The payment will be made to the contractor as per NEA's rules and regulations. After work completion, the report & work must be supervision by the site in charge / engineer and approved by the Office Chief. Payment is only done when the work completed report approved by NEA officials is submitted to the NEA Dhankuta Office. If the payment is delayed to the contractor, Contractor will not be able to claim interest or any other amount for that delayed payment.

3.19 TOOLS AND EQUIPMENT

The contractor shall at his own expense supply all tools, equipments and transport required for the satisfactory execution of the work.

3.20 SAFETY PRECAUTIONS.

The contractor is fully responsible for the safety of the workmen engaged on the job and the materials at site. He/She shall take precautionary measures to prevent accident or loss or damage to any person or any material at site. It will be the responsibility of the contractor to compensate adequately to the laborers/workmen in case of accident and injury to them. He/She shall provide necessary watchmen for the protection of men and materials.

3.21 ALTERATION/ADDITIONS AND OMISSION.

The owner reserves the right to make any variation in the nature, quality and quantity of the works as follows:

1. Increase or decrease in the quantity of works.
2. Omit any such work
3. Change the quality or kind of such work.
4. Change the level, lines, position and dimensions of any part of the work.

But the contractor shall not make any such variations without written approval of the owner. The owner shall determine the cost of such variations provided if not included in the original contract.

3.22 TERMINATION OF CONTRACT

The owner may without any prejudice terminate the contract as a whole or any part thereof by giving seven days notice for the reason or default in any of the following cases.

1. The contractor being an individual or a firm shall at any time become bankrupt to his creditors.
2. The contractor being an organized association shall go into liquidation or receive the court order for liquidation.
3. The contractor refuses or persistently neglects to any comply with a notice in writing from the owner requiring him to remove defective works or materials.
4. Fails to comply with any terms and conditions of the contract even after seven days notice in writing with orders properly issued there under.
5. If the contractor assigns, transfers or sublets any portion of the woks without prior written approval of the owner.

Whenever the owner terminates the Contract under these conditions the owner shall complete the work by any means at the contractor's risk and expenses. The contractor shall be entitled to receive payment for the work performed by him to the contract value thereof less the cost of completion of the work in his default as certified by the owner whose certification shall be final, binding and conclusive.

3.23 Any item which is missing in the bill of quantities or specification but necessary for the completion of the works shall be supplied by the contractor. The unit price of such item shall be quoted separately.

BID SECURITY FORM

WHEREAS _____
(Hereinafter called "the Bidder") has submitted its bid dated _____for construction of _____ _____.

KNOW ALL MEN by these presents that WE _____ _____of_____

having our registered office at _____
hereinafter called "the Bank") are bound unto Nepal Electricity Authority, Distribution and Consumer Services Directorate, Dhankuta Distribution Center (hereinafter called the NEA) in the sum of 23,000.00 (Rs. Twenty three thousand only) for which payment well and truly to be made to the said NEA, the Bank binds itself, its successors and assigns, by these presents. Sealed with the Common Seal of the Bank this _____ day of _____, 20___.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the NEA during the period of bid validity:

   (a) Fails or refuses to execute the Contract Form, when requested; or

   (b) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders:

We undertake to pay to the NEA up to the above amount, according to, and upon receipt of, its first written demand, without the NEA having to substantiate its demand, provided that in its demand the NEA will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two above stated conditions, specifying the occurred condition or conditions.

(NAME OF BANK)

By _____
(*Title*)
Authorized Representative

_____
(*Signature of Witness*)
Name of Witness _____
Address of Witness _____
_____

Performance Security Form

To: Nepal Electricity Authority
Dhankuta Distribution Center
Dhankuta

WHEREAS (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken to supply of _____ in pursuance of Contract No. _____dated _____ 20 ____, hereinafter called "the CONTRACT", AND WHEREAS it has been stipulated by you in the said CONTRACT that the CONTRACTOR shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with the CONTRACTOR's performance obligations in accordance with the CONTRACT.

AND WHEREAS we have agreed to give the CONTRACTOR a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the CONTRACTOR, up to a total of (*Amount of the Guarantee in Words and Figures*), and we undertake to pay you, upon your first written demand declaring the CONTRACTOR to be in default under the CONTRACTOR, and without cavil or argument, any sum or sums as specified by you, within the limit of (*Amount of Guarantee*) as aforesaid, without your needing to prove or to show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until the _____ day of _____, 20 _____.

(*NAME OF GUARANTOR*)

By _____
(*Title*)
Authorized Representative

Date: _____

Address: _____

TECHNICAL SPECIFICATION OF CONSTRUCTION WORKS

A. Erection of 11, 10, 9 and 8 m Steel Tubular pole

i. Transportation to site/construction place.
ii. A minimum of 1.8 m deep hole shall be dug for erection of 11 m pole, 1.6 m deep hole for 10m pole, 1.5 m deep hole for 9m pole and 1.3 m deep hole for 8 m pole. After erection, proper ramming shall be done around the pole.
iii. The pole should be straight (perpendicular to the ground.)

B. Erection of stay set and wire.

I. Stay plate shall be approximate depth of 5 feet for LT and 6 feet for HT.
II. Stay insulator shall be put in stay wire at least 12 feet above ground level.
III. Stay wire shall be in tension.

C. Stringing of ACSR conductors 0.03 Sq. in weasel/0.05 sq in Rabbit ACSR conductor

I. The conductors shall be in tension after stringing.
II. Stringing of conductor includes fittings of channel, Bracket, pin insulator, disc insulator/ or D-iron shackle, dead end points, jumperings shall be used as required.
III. The size of conductors to string in particular poles shall be as directed by NEA.

D. Sagging

Conductors shall be sagged in a balanced way to the satisfaction of NEA.
The importance of careful sagging of conductors cannot be over emphasized. Conductors have definite characteristic that control their behavior resulting from changes of temperature, wind speed and additional load due to ice, or wet snow.

Conductors must not be sagged to tightly as unspecified extra tensions may result in failure of conductor/structure.

Conductors sagged to loosely may contact adjacent conductors, hardware's or any structure. Excess sag can reduce clearance beneath the line with ground to the point of danger.

E. Bush cutting

For the right of way area in line construction area the bush cutting work has to be done by contractor itself and no any additional payment has to be made for the work.

F. Installation of Transformer

I. Transportation from site store to installation place.
II. Installation of transformer on transformer base.
III. Installation of DO fuse, L/A, MCCB/Kit-Kat fuse & completing the earthing works.

G. Testing and commissioning the whole installed system

- The contractor must submit the megger test report of constructed line, NEA will accept the line system if the megger value is of value specified by NEA's technical

- standard. If the megger value does not match value specified by NEA's technical standard the contractor shall change the necessary changes and NEA will accept after then.

- For the testing of constructed line system the contractor shall request the NEA at least 3 days in advance, and the necessary test equipment shall be arranged by contractor itself.

H. Shutdown

For the connection of the new line to be constructed with the existing 33/11/0.4/0.220 kV line at the working area, the Contractor shall request the NEA for the shutdown of existing line, at least 3 days in advance. The request letter or form shall include duration of shutdown needed. The period of shutdown shall be as minimum as possible. NEA has right to decrease the period of shutdown, if requested period of shutdown by Contractor is excessive and to shift the date of shutdown.

The Contractor shall complete the work, during the shutdown period within the stipulated time period. If the Contractor fails to complete the work within the stipulated time limit, the Employer will claim the amount of money arising from the loss of energy not transmitted or distributed.

NOTE:
Whatever mentioned in the Tender Book, the supply of line construction material and the construction of work must satisfy the NEA's Technical Standard.

Nepal Electricity Authority
Distribution and Consumer Services Directorate

Biratnagar Regional Office

Dhankuta Distribution Center

Bill of Quantity
Work: LT line extension works (NEA-DHANDC- 2074/075-19, SQ)

S.No.	Description	Unit	Quantity	Rate/unit		Amount	Remarks
				In figures	In words		
1	Erection of 8 m. steel tubular pole (Folding)	Nos	123				
2	Stay Set installation	Set	47				
3	Stringing of ACSR Conductor (LT 2 wire, 0.03 sq inch)	Km	6.00				
4	Stringing of ACSR Conductor (LT 2 wire, 0.05sq inch)	Km	0.500				
5	Transportation, Loading & Unloading of line Materials up to site	Lot	1				
A	**Total Labour Cost**						
B	**Vat 13 % of Total Labour cost**						
C	**Grand Total**						

Total Amount in words:

Discount if any:

Name of Bidder :

Bidder's Address :

Authorised Signature : Date : Seal :

Contact No :

Engineer

Special Instruction to Bidders for e-Bidding

A) Bid submission procedure through electronically (e-submission):

i. Interested eligible bidders shall, either purchase the hard copy of the Bidding document directly from the Employer's office as specified in the Invitation for Bid (IFB) or shall download the necessary parts of bidding documents from e-procurement section in NEA's web Site http://eproc.nea.org.np. In case, the Bidder choose to download the bidding documents, prepare his/her bids on downloaded documents, and submit his/her bid electronically, **the Bidder is required to deposit the non-refundable fee for the cost of bidding document (as specified in the bid notice) in the bank account specified in the IFB. In addition, electronic scanned copy (*.pdf format) of the Bank deposit voucher shall also be required to be submitted along with the electronic bid files.**

ii. The Bidder shall fill the following documents and forms (in hard copy of issued bid documents), signed by the authorized representative and with seal of the company.

Bill of Quantity (BOQ) with rate, amount, b) Form of Bid, Qualification Information
The Bidder shall then scan the completed original documents, forms in PDF formats with appropriate filename shown in the table below. PDF (Adobe acrobat) version must be 4.0 or above.

S.No.	Document	PDF File name	Requirement	Remarks
1	Form of Bid	Bid form -1	Mandatory	
2	Bid Security (Bank Guarantee)	Bid security-2	Mandatory	
3	Company registration,	Company reg-3	Mandatory	All firms in case of JV
4	VAT/PAN registration	VAT reg-4	Mandatory For National firms	All firms in case of JV
5	Tax clearances certificate for F/Y 2074/075	Tax-5	Mandatory For National firms	All firms in case of JV
6	Power of Attorney of Bid signatory	Power of att -6	Mandatory	
7	Joint venture agreement (if any)	JV doc-7	Mandatory	
8	Qualification Information(if any)	Qualifications-8	Mandatory	
9	BOQ with rate, amount and total amount	BOQ-9	Mandatory	
10	Manufactures Authorization	Authorization-10	Mandatory	NA
11	Technical Data Sheet	TDS-11	Mandatory	NA
12	Certification Documents	Certifications-12	Mandatory	NA
13	Declaration Form	Declaration-13	Mandatory	

Note: **Mandatory***means the mentioned files shall be included in e-submission and non-submission of such file shall be considered as non-responsive bid.*

iii. For e-submission purpose the Bidder shall, at first, register in the e-procurement section of NEA's Web site http://eproc.nea.org.np

iv. After preparing all the required bidding documents in PDF, scan files as specified as in (ii).

v. The Bidder shall upload the PDF bid files and submit his/her complete bid online through e-procurement section of NEA's website http://eproc.nea.org.np within the specified date and time.

vi. The e-procurement system will accept the e-submission of bid from the date after publishing of notice and will automatically not allow the e-submission of bid after the deadline for submission of bid, as specified above.

vii. The standard time for e-submission is Nepalese Standard Time as set out in the server of MIS Department of NEA.

viii. When a bidder submits his/her bid in hard copy the e-procurement section does not allow the bidder to submit his Substitution or Modification or Withdrawal through e-procurement section of NEA's web site.

ix. Bidders may submit his Substitution or Modification or Withdrawal either in hard copy or through e-submission.

x. For Substitution of Bid, the Bidder shall follow similar steps as specified in ITB Clause-22 with a Substitution letter in PDF file.

xi. For Modification or Withdrawal of bid, the Bidder is required to submit PDF scan copy of their Modification or Withdrawal letter and a written Power of Attorney of the signatory for Modification/ Withdrawal, duly signed by Authorised Representative/s of the Firm / all authorised Joint Venture partners.

xii. When a Bidder submits electronic bid by downloading the bidding documents from the NEA's webpage it is assumed that the Bidder prepares his bid by studying and examining all the Bidding documents including specifications and conditions of contract.

xiii. In case, the Bidder choose to download the bidding documents and deposit the cost of bidding document (as specified in the bid notice), such deposited amount shall be verified by the office during bid evaluation process. The bid shall be non-responsive and shall not be evaluated if the specified cost for bidding document is not deposited in the specified Employer's (revenue) account for the said document.

xiv. Proposed facility for submission of bid electronically through e-submission is to increase transparency, non-discrimination, equality of access, and open competition. The Bidders shall be fully responsible to use the e-submission facility in e-procurement section of NEA's website http://eproc.nea.org.np in specified procedures and in no case the Employer shall be held liable for Bidder's inability to use this facility.

B) Requirements and Conditions for e-submission of bid:

i. The Bidder shall submit his bid electronically in PDF files in the manner specified above, and submission of hard copy of "original plus one copy of bid" is not mandatory.

ii. In case, if both the electronic bid and original bid in hard copy are submitted to the Employer within the bid submission dead line, the Bidder's electronic bid and original bid in hard copy will be accepted for evaluation provided if the facts and figures in hard copy confirm to the

PDF files in electronic bid. If there is any discrepancy in fact and figures in the electronic bid and original bid in hard copy, it will be treated as two separate bids from one Bidder and hence, both the electronic bid and original bid in hard copy shall be disqualified. However, for electronically submitted bid in PDF files, the Bidder shall be required to submit documents/ clarifications as specified in ITB clause within 3 days.

iii. In case of e-submission of Bid, the Bidder shall be required to submit the original completed Bid consisting of Forms of Bid, Qualification Information, Special Conditions of Contract, Bill of Quantities, Supplementary Information and other clarifications for verification purpose upon notification to do so from the Employer within 3 days.

iv. In addition to electronically submitted PDF files, the Bidder shall be required to submit documents and clarifications as required by the Employer. Non-submission of such documents and/or clarifications by the Bidder within specified time may cause forfeiture of Bid Security.

v. In case of major discrepancy found between electronically submitted PDF bid files and documents/ clarifications provided by the Bidder, the bid shall not be considered for further evaluation.

vi. The Bidder shall attach the Bid Security Guarantee in the format attached in the Bid Document. The Bid Security may be forfeited

a. if the Bidder does not respond and/or submit the documents and or clarifications when requested by the Employer.

b. if major discrepancy is found between e-submitted bid information and documents/clarifications provided by the Bidder during verification process as requested by the Employer

C) Bid Opening for e-submitted Bid

i. Electronically submitted bid shall be opened first at the Bid opening time.

ii. The e-procurement system allows the Employer to download the e-submitted bid files from the Bidders only after the time for opening the bids.

iii. The e-submitted bids must be readable through open standards interfaces. Unreadable and or partially submitted bid files (not complying with the ITB Clauses) shall be considered incomplete and rejected for further bid evaluation.

iv. After opening of e-submitted bids files, all files shall be printed and recorded at the time of bid opening.

In case of "WITDRAWAL" or "MODIFICATION" or "SUBSTITUTION" by the Bidder through e-submission, the e-submitted PDF files under "WITDRAWAL" or "MODIFICATION" or "SUBSTITUTION" shall be opened and read out first. Bids for which acceptable notice of "WITDRAWAL" or "SUBSTITUTION" has been submitted pursuant to ITB Clause shall not be opened.

D) Bid Evaluation and Comparison Process for e-submitted Bid

i. In case of e-submitted Bids, the Employer evaluates the bid based on the information as per electronically bid files. For clarification/verification purpose, the Employer may request the Bidder to submit documents/clarifications.

ii. In case, the Bidder could not substantiate or provide evidence to prove the information provided in e-submitted bid through documents/clarifications, the bid shall not be considered for further evaluation and respective ITB Clause or forfeiture of bid security shall be applicable.

D) Qualification Information

In case of e-Bidding, the Bidder is required to submit the documents to prove minimum qualification requirements only and not the detail documents.

E) Bid Security Format

Form of Bid security shall include the provision as 'This Bank Guarantee shall not be withdrawn or released merely upon return of the original Guarantee by the Bidder unless notified by the Employer for the release of the Guarantee.