

NEPAL ELECTRICITY AUTHORITY

(A Government of Nepal Undertaking)

PROJECT MANAGEMENT DIRECTORATE

Kaligandaki Transmission Corridor Project



Sealed Quotation: KGTCP- Office Equipment- 073/74-01

**BID DOCUMENTS
FOR
SUPPLY, DELIVERY AND INSTALLATION OF OFFICE
EQUIPMENT**

**Nepal Electricity Authority
Project Management Directorate
Kaligandaki Transmission Corridor Project
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Invitation for Sealed Quotation

Publication Date: 2074/02/26 (June 09, 2017)

1. Nepal Electricity Authority (NEA), Kaligandaki Transmission Corridor Project invites sealed Quotation from eligible & registered suppliers for the supply and delivery of Goods as mentioned in the table given below.
2. A complete set of Tender/Quotation Documents may be purchased during office hours on all working days by any eligible Bidder upon submission of a written application to the address given below accompanied by attested copies of Valid Firm Registration Certificate, PAN & VAT Registration Certificate & a non-refundable bank voucher of amount as mentioned below for deposit in Kaligandaki Transmission Corridor Project Current Account No. 6601010000125 at Global IME Bank limited, Kusma, Parbat.
3. The bidding document shall also be available on NEA website <http://www.nea.org.np>. Those bidders who wish for e-bidding may obtain further information pertaining to bid from this website.
4. All Bids accompanied by a Bid Bond of an amount not less **NRs. 25,000/-** must be delivered to the office of the Kaligandaki Transmission Corridor Project, Project Management Directorate, Nepal Electricity Authority, Kathmandu, Nepal in accordance with the “Instructions to Bidders” of Bid Document *before the time & date given below*.
5. For the Purpose of the bidders who choose to submit their bid electronically through e-procurement section of NEA website <http://www.e-nea.org.np>, the bidders may either purchase the hard copy of the bidding documents directly from the office or download the necessary parts of the bidding documents from the website, prepare their bid and submit their electronic bids as specified in the instruction to bidders.
If bidder wishes to submit the Bid Security in the form of cash, the cash should be deposited in Kaligandaki Transmission Corridor Project current Account No. 6601010000125 at Global IME Bank limited, Kusma, Parbat and submit the receipt of the deposited amount of cash along with the bid.
Alternatively, bidders may submit their bid electronically through e-procurement section in NEA website <http://www.e-nea.org.np> as specified in the instruction to bidders. the bidder shall be required to submit an electronic scanned copy (*.pdf format) of the bank deposit voucher of non refundable fee stated below with the electronic bid files. Documents received after this deadline shall not be accepted.
6. Sealed Quotations must be valid for a period of 45 days from the date of bid opening and the bid security must be valid for 30 days beyond the bid validity period.
7. Sealed Quotation will be opened at stipulated time and date given below at the office of the **Kaligandaki** Transmission Corridor Project, Project Management Directorate, Nepal Electricity Authority, Matatirtha, Kathmandu, Nepal in the presence of the authorized representatives of the Bidders who choose to be present.



8. NEA reserves the right to accept or reject any Bid partly or wholly or cancel the Bids altogether at anytime during bidding process without assigning any reasons whatsoever.
9. If the last date of bid purchase, submission and/or opening happen to be a public holiday, the same will be done on the next working day.
10. NEA shall not be responsible for any costs or expenses incurred by Bidders in connection with the purchase, preparation or submission of Bid.
11. All the goods shall be delivered at Kaligandaki Transmission Corridor Project, Project Management Directorate, Nepal Electricity Authority, Matatirtha, Kathmandu Nepal.
12. Interested eligible Bidders may obtain further information on the Bids or inspect the Bid Documents at the office mentioned below:
13. Further information can be obtained from the bid purchasing offices.

Kaligandaki Transmission Corridor Project, Nepal Electricity Authority

Works/Jobs	Sealed Quotation No.	Sale of Tender Documents (Office time)	Last date of Bid Submission, Opening Time & Place	Cost of bid Documents (Bank deposit) or Cash Deposit	Bid Security Amount/ Bid Security Validity period	Location	Bank A/C No
Supply, Delivery and Installation of office equipment	KGTCP- Office Equipment - 073/74-01	Until 9 th Ashad 2074 (23 June 2017)	10 th Ashad (24 June 2017) 12:00 Noon and 2:00PM, at Project office	NRs. 500/-	NRs.-25,000/ 75 days from Last date of Bid Submission	PMD-office (N.E.A) Matatirtha, Kathmandu Ph No: 01- 5164091	6601010000125 Global IME Bank limited, Kusma, Parbat

Nepal Electricity Authority
Kaligandaki Transmission Corridor Project
Project Management Directorate
Matatirtha, Kathmandu, Nepal
Tel: + 977 (01) 5164091



Section I. Instructions to Bidder

- 1 Scope of Works** The Purchaser stated in the Invitation for Quotation invites bids for the manufacturing, supply, delivery and installation of the goods and related services as detailed in attached specifications and the bill of quantities provided herein.
- 2 Eligible Bidder** This Invitation for Bids is open to all registered Suppliers with qualifications as described below:
 - a) Up to date Firm/Company Registration Certificate
 - b) VAT and PAN Registration Certificates
 - c) Tax Clearance Certificate
 - d) Power of Attorney
 - e) Supplier having Authorization letter from the manufacturer.
 - f) ISO Certification for the Manufacturer and product.
 - g) Other documents as needed
- 3 One Bid per Bidder** Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.
- 4 Content of Quotation Form** The Quotation Form comprise the documents listed below:
 1. Invitation for Sealed Quotations
 2. Instructions to Bidders
 3. General Conditions of Contract (GCC)
 4. Form of Agreement
 5. Sample Forms
 6. Schedule of Requirements
 7. Technical Specifications
- 5 Clarification** A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the Purchaser stated in Invitation for Quotation.
- 6 Language of Quotation** All documents relating to the Quotation shall be in English or in Nepali.
- 7 Documents Comprising Quotation** The Quotation by the Bidder shall comprise the following:
 - a) Quotation and Price Schedules
 - b) Bid Security
 - c) Schedule of Requirements
 - d) Technical Specifications.
 - e) Manufacturer's Authorization Letter
 - f) ISO Certificates.
- 8 Quotation** The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price of the goods to be supplied under the



- Prices** contract. 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. 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.
- 9 Quotation Validity** The Quotation shall remain valid for the period of 45 days after opening of the quotation.
- 10 Quotation Security** The Bidder shall furnish a Security in Nepali Rupees in the amount not less than NRs. 25,000/-. The Bid Security shall remain valid for a period of 75 days after opening of the quotation. The Security shall be in the form of cash voucher deposited in the Bank Account of the Employer specified in the notice for “Invitation for Quotation” or a bank guarantee from a bank acceptable to the Employer.
- 11 Format and Signing of Quotations** 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 initialed by the same authorized person.
- 12 Sealing and Marking of Quotations** The Bidder shall submit his Quotation in sealed envelopes. The envelope shall be addressed to the Purchaser specified in the Invitation for Quotation and shall bear the name and identification number of the quotation.
- 13 Deadline for Submission of Quotation** Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the Invitation for Quotation.
- 14 Late Quotation** Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
- 15 Modification And Withdrawal** Quotations once submitted shall not be withdrawn or modified.
- 16 Bid Opening** 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 Invitation for Quotation.. The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.
- 17 Process to be Confidential** 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.

18 Examination of Quotations

Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Bidding documents.

19 Evaluation and Comparison of Quotations

19.1 In evaluating the Quotations, the Purchaser shall determine for each Quotation the evaluated Bid Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:

- a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern

19.2 If the Bidder does not accept the corrected amount, the Quotation shall be rejected and the Security pursuant to clause 10 may be forfeited.

20 Award of Contract

The Purchaser shall decide the award of the contract, within 15 days of the opening of the quotation, to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.

21 Purchaser's Right to Accept or Reject

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.

22 Notification of Award and Signing of Agreement

22.1 The Bidder whose Quotation is accepted and all other participating bidders shall be notified of the award by the Purchaser. Within 7 days of receipt of the notification, the successful Bidder shall deliver the Performance Security pursuant to Clause 23 and sign the Agreement.

22.2 Inability of the Bidder to make an Agreement within the above stated period shall result in cancellation of the Contract Award and forfeiture of



the Bidder's Security, upon which the Contract shall then be awarded to the next successive successful Bidder.

- 23 Performance Security** The successful Bidder shall deliver to the Purchaser a Performance Security in cash or Bank Guarantee acceptable to the Purchaser equivalent to 5% of the Quotation amount.

Special Instructions to Bidders for E-Bidding

General procedures for electronic bid submission (e-submission) is described below.

Bid preparation

A Bidder who wish to submit the bid electronically may purchase the Bid Document directly from the Employer office or may download the bid document from the website and deposit the equivalent amount in the Revenue account of the employer as specified in the notice or/and Bid Document.

Description of bid submission procedure through electronically (e-submission) only:

- i) Interested bidders shall, either purchase the Bid Document directly from the Employer office or may download the bid document from the website and deposit the equivalent amount in the Revenue account of the employer as specified in the notice or/and Bid Document.
- ii) The Bidder shall fill the following documents and forms (in hard copy of issued bid documents), signed by the authorized representative with seal of the company
 - a) *Bill of Quantity (BOQ) with rate, amount*
 - b) *Forms of Bid, Qualification Information*
- iii) The Bidder shall then scan the completed original documents, forms in PDF files with appropriate filename shown in the table below.

S No	Document	PDF File Name	Requirement	Remarks
1	Letter of Bid	Letter of Bid-1	Mandatory	
2	Bid Security (Bank Guarantee)	Bid Security-2	Mandatory	
3	Company Registration	Company Reg-3	Mandatory	All firms of JV
4	VAT Registration	VAT Reg-4	Mandatory for National firms	All firms of JV
5	Tax clearances certificate for F/Y 072/73	Tax-5	Mandatory for National firms	All firms of JV
6	Power of Attorney of Bid Signatory	Power of Att-6	Mandatory	
7	Business Registration (License) Certificate	License-7	Mandatory	
8	Bank Voucher for Cost of Bidding document	Voucher-8	Mandatory	
9	Joint Venture Agreement	JV-Doc-9	Mandatory for JV Firm	In case of JV



10	Qualification Information	Qualifications-10	Mandatory	
11	Applicable Price Adjustment Table	Price adjust-11	Mandatory if applicable	
12	Complete BOQ	BOQ-12	Mandatory	
13	Eligibility Information	Eligibility-13	Mandatory	Additional Documents
14	Schedule of Requirement	Sch. Of Req.-14	Mandatory	
15	Manufacturers Authorization	Auth-15	Not Mandatory	
16	Technical Data Sheet	TDS-16	Mandatory	
17	Catalogues mentioned in Technical Specification	Catalogues-17	Mandatory	
18	Type Test Certificate	Certificate-18	Not Mandatory	
19	ISO certificates	ISO-19	Not Mandatory	

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

- iv) For e-submission purpose the Bidder shall, at first, register in the e-procurement section of NEA Web site <http://www.nea.org.np>
- v) After preparing all the required bidding documents in PDF scan files as specified in (ii) and (iii), the Bidder shall upload the PDF bid files and submit his complete bid online through e-procurement section of NEA website <http://www.nea.org.np> within the specified date and time.

The Employers address for the purpose of e-submission of bid:

The Employers address for the purpose of electronic Bid submission is e-procurement section of <http://www.nea.org.np>.

In case of e-submission of bid, the bidder shall submit his bid electronically in PDF files in the manner as specified above and additional submission of hard copy of "Original plus one copy of bid" is not mandatory.

In case both the electronic bid and original bid in hard copy are submitted to the Employer within the specified time period, the Bidder's electronic bid and original bid in hard copy will be accepted for evaluation provided the Bid price in Bill of Quantity Sheet is same. If there is any discrepancy in Bid price in Bill of Quantity between the electronic 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, as per ITB Clause.

However, for electronically submitted bid in PDF files, the bidder shall be required to submit documents/clarifications as specified in ITB Clause.

The deadline for e-submission of bids shall be;

- Bidders shall be also explained about the details of e-submission procedures in the pre-bid meeting.
- The e-procurement system will accept the e-submission of bid during office hours from the date after publishing the notice and will automatically not allow the e-submission of bid after the deadline for submission of bid, as specified above.
- The standard time for e-submission is Nepalese standard time as set out in the server of NEA.
- In case of e-submission of bid, the Bidder shall submit his bid electronically in PDF files in the manner as specified in ITB Clause only, and submission of "original plus



one copy" shall not be required before deadline for submission time as per ITB Clause.

Provision for Substitution or Modification or Withdrawal of Bid

When a bidder submits his 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.

In case of e-submitted bid;

- Bidders may submit his Substitution or Modification or Withdrawal either in hard copy or through e-submission.
- For Substitution of Bid the Bidder shall follow similar steps as specified in ITB - Clause with a Substitution letter in PDF file.
- 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 Authorized Representative/s of the Firm / all authorized Joint Venture partners.

Bid opening for e-submitted bid;

- Electronically submitted bid shall be opened first at the same time and date as specified in the ITB and IFB notice.
- The e-procurement system allows the Employer to download and open the e-submitted bid files from bidders only after the time for opening the bids.
- The e-submitted bids must be readable through open standards interfaces. Unreadable and or partially submitted bid files (not complying the ITB Clauses) shall be considered incomplete and rejected for further bid evaluation.
- After opening of e-submitted bids files, all files shall be printed and recorded at the time of bid opening.

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

Clarification of Bid

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.

Examination of e-submitted Bids and Determination of Responsiveness



For a e-submitted bid to be substantially responsive the requirement as specified in the ITB Clauses shall be fulfilled.

Evaluation and Comparison of e-submitted Bids

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

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

Steps to be followed by a Bidder to submit the electronic bid submission

1. Prepare the paper bid document

- Either purchase the Bid Document directly from the Employer office or may download the bid document from the website and deposit the equivalent amount in the Revenue account of the employer as specified in the notice or/and Bid Document.
- Fill the rates and amount in BOQ,
- Fill the Bid Form,
- Prepare the necessary copy of Company registration, VAT/PAN registration, Tax clearance certificate,
- Prepare the necessary specific papers like Power of Attorney for bid signatory, Joint Venture agreement, if bidding in JV,
- Prepare summary of qualification information sheet (Financial turnover, Experience, Manpower, Equipment, Credit line, Litigation etc) in the specified format,
- Prepare the bid guarantee letter for the specified bid security amount and in the specified format,

2. Prepare the Electronic bid files in pdf format

Once prepared the above paper documents the bidder shall prepare the electronic bid files in pdf format as follows;

- Scan the above documents in pdf format, give the specific file name for each document,
- Prepare all scanned bid files in pdf format and save them in a separate folder in own computer to ease bid uploading process.

3. Electronic bid submission

- Once the electronic bid files are ready the Bidder shall connect to internet,
- Open the NEAs website www.nea.org.np and open E-procurement section,
- Register in the Bidders name and get User name and Password for Login,



- Confirm the registration by clicking the specified link in auto generated e-mail from NEAs web site,
- After confirmation for bidder's registration click Bidder, fill User name, Password and Login,
- Choose and click the specific tender notice for which the electronic bid files has been prepared,
- Click the Bid now button to submit the electronic bid files,
- Upload each specified electronic bid files by clicking the Upload button and select the respective bid files by Browsing,
- Once all the electronic bid files are uploaded, click the Submit the Bid button for final e-submission of electronic Bid,
- Once the e-submission is successfully completed the Bidder shall receive a auto generated confirmation e-mail from the NEAs website,
- Bidder to keep the conventional paper bid document, qualification information, and other related documents safe as the Buyer may seek the supporting bid documents and clarifications, as necessary during bid evaluation process.
- The Bidder shall submit the necessary supporting documents and clarifications (conventional bid document)

Section II. Conditions of Contract

- 1 Definitions** 1.1 In this contract, the following terms shall be interpreted as indicated:
- a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - b) "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
 - c) "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract and as mentioned in technical specification;
 - d) "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.
 - e) "The Purchaser" means the procuring entity purchasing the goods,(in this contract NEA, Kaligandaki Transmission Corridor Project.)



- f) "The Supplier" means the organization supplying the goods and services under this contract.
- 2 Technical Specification** 2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.
- 3 Patent Right** 3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.
- 4 Performance Security** 4.1 Within seven days (7) of receipt of award of contract from the Purchaser the successful Bidder shall furnish the performance security in accordance with the Sub - Clause 4.3 of the Conditions of Contract in the Performance Security Form provided in the Bidding Documents.
- 4.2 Failure of the successful Supplier to comply with the requirement of Sub -clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.
- 4.3 The performance security will be as follows:
- a) The amount of performance security as a percentage of the contract price shall be five (5) percent of the Sealed Quotation Price in the currency of the Sealed Quotation price.
- 4.4 The validity of Performance Security shall be one (1) year after the final installation and commissioning of the Goods and the issue of final acceptance certificate to the Suppliers. The Supplier shall promptly extend the validity suitably to cover agreed extension of the warranty period of the supplied goods.
- 4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.
- 5 Inspection and Tests** 5.1 The Purchaser or its Representative shall have the right to inspect and/or 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.
- 6 Packing** 6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.



- 6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
- 6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
- 7 Delivery of Goods**
- 7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.
- 7.2 The terms "EXW", "FOB", "CIF", "CIP" etc., shall be governed by the rules prescribed in the current edition of INCOTERMS published by the International Chamber of Commerce (ICC), Paris.
- 8 Insurance**
- 8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 8.2 Where delivery of the goods is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.
- 9 Warranty**
- 9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract and shall be of best quality and standard practice.
- 9.2 The warranty shall remain valid for one year after the goods have been supplied and delivered to the final destination indicated in the contract, and accepted by the Purchaser.
- 9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.
- 10 Payment**
- 10.1 Payment shall be made in the currency in which the contract price has been stated in the Supplier's Sealed Quotation.
- 10.2 Payment of the supplied goods from within Nepal shall be made in Nepali Rupees after the delivery of goods to the satisfaction of



the Purchaser.

- a) Five percent money shall be held as a retention and certain percentage as advance income tax(as per prevailing rule of GoN) from the billed amount. Retention money shall be released only after expiration of warranty period and issuance of acceptance certificate, or submission of bank guarantee covering the warranty period.

- 11 **Prices** 11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.
- 12 **Changed Order** 12.1 Where the Purchaser desires to make changes in Schedule of Requirement, it shall not exceed more than 15 percent.
- 13 **Liquidated Damages** 13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.
- 14 **Resolution of Disputes** 14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of 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.
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.



- 14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).
- 14.3 Notwithstanding any reference to arbitration herein,
- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
 - b) the Purchaser shall pay the Supplier any monies due the Supplier.
- 15 Governing Language** 15.1 The Governing Language shall be: Nepali or English
- 16 Applicable Law 16.1** 16.1 The applicable law shall be Laws of Nepal.
- 17 Notices** 17.1 Purchaser's address for notice purposes:
Nepal Electricity Authority,
Kaligandaki Transmission Corridor Project,
Matatirtha, Kathmandu, Nepal
- 17.2 Supplier's address for notice purposes:
- 18 Taxes and Duties** 18.1 The Supplier shall be entirely responsible for all taxes, duties, license fees and other such levies imposed by the GON.
- 19 Operation, Maintenance and Spare-parts Manuals** 19.1 Not Applicable
- 20 Conduct of Suppliers** 20.1 The Supplier shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, Bidding documents, GON's Procurement Act and Regulations.
- 20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a) give or propose improper inducement directly or indirectly,
 - b) distortion or misrepresentation of facts
 - c) engaging or being involved in corrupt or fraudulent practice



- d) interference in participation of other prospective bidders.
- e) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price.
- g) contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in opening of bids up to the notification of award of contract

21 Blacklisting Supplier

- 21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office(PPMO)or NEA may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:
- a) if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2,
 - b) if the supplier fails to sign an agreement pursuant to ITB Clause 22,
 - c) if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,
 - d) if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.
- 21.2 A Supplier declared blacklisted and ineligible by the GON/NEA shall be ineligible to bid for a contract during the period of time determined by PPMO.



Section III. Schedule of Requirements

1. List of Goods and Delivery Schedule

Item No.	Description of Goods	Description of Goods	Description of Goods	Delivery Schedule		
				Earliest (Days)	Latest (Days)	Bidder's offered Delivery days (to be provided by the bidder] following the date of effectiveness the Contract)
1	Desktop Computer with 18.5 " Monitor as per specification	1	Nos.	15	20	
2	Branded Laptop Computer with 14 " screen as per specification	2	Nos.	15	20	
3	Branded ultraportable business class Laptop as per specification	1	Nos.	15	20	
4	Heavy duty Business class copier(Monochrome) with Duplex Automatic document feeder as per specification	1	Nos.	15	20	
5	Multifunctional Printer as per Specification	2	Nos.	15	20	
6	Color Printer as per specification	1	Nos.	15	20	
7	Laser Printer	4	Nos.	15	20	



2. List of related services

Services	Description of Services	Qty	Unit	Place where services shall be performed	Bidder's Final Completion Date(s) of Services
1	Supply, Delivery and Installation of Heavy duty Business class copier (Monochrome) with Duplex Automatic document feeder	1	Nos.	KGTCP, Matatirtha, Kathmandu	
2	Supply, Delivery and Installation of Color Printer	1	Nos.	KGTCP, Matatirtha, Kathmandu	
3	Supply, Delivery and Installation of other Computer & Printers	10	Nos.	KGTCP, Matatirtha, Kathmandu	
4	Maintenance Contract	12	Months	KGTCP, Matatirtha, Kathmandu	
5	On Call Maintenance Charge	12	Times	KGTCP, Matatirtha, Kathmandu	



3. Technical Specification

1. Technical Data Sheet for Desktop branded computer

S.N	Particulars	Requirement	Bidder's Offer
1	Brand	Listed in latest Gartner's Magic Quadrant for Global Enterprise or equivalent	
2	Processor	4th Generation Intel® Core™ i5 processor with at least 6 M Cache	
3	Chipset	Intel® HM81 Chipset (or equivalent)	
4	Operating System	Factory Installed Windows 8.1 , 64 bit-English	
5	Monitor	18.5" LED Monitor (minimum)	
6	Memory	4GB DDR3L 1600Mhz	
7	Hard Drive	500 GB (Minimum) 7200 rpm SATA Hard Drive	
8	Graphics	Intel® HD Graphics 4400	
9	Networking	Integrated Ethernet LAN 10/100/1000	
10	Keyboard	Standard USB Keyboard	
11	Optical Drive	DVD + RW	
12	Mouse	Standard USB Mouse	
13	I/O Ports	2 external USB 3.0 ports (rear) and 6 external USB 2.0 ports (2 front, 4 rear); 1 PS/2 (optional); 1 RJ-45; 1 VGA; 1 Display Port 1.2; 1 Mic-in & 1 Headphone out (front); 1 Mic-in/Line-in & 1 Line-out(rear)	
14	Regulatory	ENERGY STAR 5 or higher qualified/EPEAT Registered	
15	Audio	Integrated internal speaker	
16	Warranty (Minimum)	Two years warranty against manufacturing defects.	
		Two years free service from the certified technician(s) from the Company	



2. Technical Data Sheet Branded Laptops

S.N	Particulars	Requirement	Bidder's Offer
1	Brand	Listed in latest Gartner's Magic Quadrant for Global Enterprise or equivalent	
2	Processor	4th Generation Intel® Core™ i5 processor (3M Cache (Min), up to 3.0 GHz)	
3	Chipset	Intel® HM76 Chipset (or equivalent)	
4	Operating System	Factory Installed Windows 8.1 64 bit-English	
5	Memory	4GB DDR3L 1600Mhz	
6	Hard Drive	500 GB 5400 rpm SATA Hard Drive	
7	Optical Drive	DVD + RW	
8	Video Card	Intel® HD Graphics 4400	
9	Display	13" -14" LED Backlit HD	
10	Wireless	Intel® Dual Band Wireless-N 7260 2x2 BGN + Bluetooth 4.0	
11	Wired communications	Integrated Ethernet 10/100/1000	
12	Primary Battery	Lithium Ion (41WHr, minimum) Battery	
13	Weight (Maximum)	2.5 Kg	
14	Ports, Slots & Chassis	Externally Accessible	
		Min 3 USB port including at least 1 USB 3.0 port.	
		RJ45 Ethernet	
		HDMI™ v1.4a	
		Combination headphone/ microphone jack	
		AC Power In	
		Multi-media Card Reader	
		Digital (SD) Memory Card	
		Secure Digital High Capacity (SDHC)	
		Secure Digital Extended Capacity (SDXC) with UHS 50MB/Sec	
		Memory Stick (MS)	
		Memory Stick PRO (MS Pro)	
		Memory Stick XC (MSXC)	
Multi Media Card (MMC) - Multi Media Card plus (MMC+) supported in MMC compatibility mode only xD			



15	Accessories	Wireless mouse, Laptop bags, power adaptor	
16	Audio	Stereo Speakers	
17	Regulatory	ENERGY STAR 5 or higher qualified/EPEAT Registered	
18	Warranty (Minimum)	Two years warranty against manufacturing defects.	
		Two years free service from the certified technician(s) from the Company	

3. Technical Data Sheet for Business Class ultraportable Laptops

S.N	Particulars	Requirement	Bidder's Offer
1	Brand	Listed in latest Gartner's Magic Quadrant for Global Enterprise or equivalent	
2	Processor	5th Generation Intel® Core™ i5 processor (3M Cache (Min), up to 3.0 GHz)	
3	Operating System	Factory Installed Windows 8.1 64 bit-English	
4	Memory	8GB DDR3L	
5	Hard Drive	500 GB 7200 rpm SATA Hard Drive	
6	Keyboard and Touch pad	Spill resistant, backlit keyboard with track point and button less touchpad	
7	Video Card	Intel® HD integrated Graphics	
8	Display	Max. 12.5" HD(1360x768) LED Backlit Display with extra bright wide viewing angle	
9	Wireless	Intel wireless 7260	
10	Wired communications	Gigabyte Ethernet	
11	Bluetooth	Bluetooth 4.0 or equivalent	
12	Battery	3 cell built in with 6 cell additional (15Hr, minimum backup) Battery	
13	Weight (Maximum)	1.4 Kg	
14	Ports, slots and chassis	Min 3 USB 3.0 port.	
		RJ45 Ethernet	
		VGA	
		Docking port	
		Multi-media Card Reader(4 in One SD card reader	



15	Audio	Integrated Dolby Advanced Audio, Stereo speaker	
16	Docking station	Standard	
17	Security	Biometric Security	
18	Accessories	Wireless mouse, Laptop bags, power adaptor, Compatible Docking station	
19	Regulatory	ENERGY STAR qualified/EPEAT Registered	
20	Warranty (Minimum)	Two years warranty against manufacturing defects.	
		Two years free service from the certified technician(s) from the Company	

4. Technical Data Sheet of Business class Heavy duty copier

S.N	Particulars	Requirement	Bidder's Offer
1	Brand	Listed in latest Gartner's Magic Quadrant for Managed Print Services or equivalent	
2	MFP Type	Printer / Scanner / Copier	
3	Print Type	Monochrome Laser	
4	Imaging System	Laser Dry Electrostatic Transfer System or equivalent	
5	Maximum Paper Size	A3	
6	Placement	Desktop	
7	Processor	400 MHz	
8	Recommended Monthly duty cycle	20000 sheets	
9	Maximum Monthly duty cycle	75000 sheets	
10	Monochrome Print Resolution	600X600 dpi	
11	Duplex	Standard	
12	Copy/Print Speed	30 ppm for letter, 15 ppm Ledger	
13	First Copy Time	Maximum 6 sec.	
14	Warm up Time	Maximum 30 sec	
15	Copier	600x600 dpi	
16	Magnification	25%-400% (1 % Increments)	
17	Scale Step	1%	
18	Rescaling	25-75%	
19	Multiple copies	1-999 sheets	



20	Toner Yield (Minimum)	14000 sheets	
21	Drum Yield (Minimum)	130000 sheets	
22	Interface	USB, Network, Ethernet	
23	Network OS	Windows 2000/XP/Server 2003/Vista/Server 2008/Win7	
24	Paper handling		
24.1	Input tray (Minimum)	500 Sheets	
24.2	Output tray (Minimum)	250 Sheets	
24.3	Bypass tray(Minimum)	100 sheets	
25	Duplexing		
25.1	Stacking method	Face Down	
25.2	Feeder capacity	50 sheets	
25.3	Acceptable originals	A4, A4R, A3, A5, A5R, B4, B5, B5R	
25.4	Acceptable paper weight	52 to 128gsm	
25.5	Speed	25 ipm	
26	Weight (Maximum)	70 kg	
27	Maximum Dimension	575 mm x 700 mm x 910 mm	
28	Maximum Power consumption	1.8 kW	
29	Power source	220 - 240 V AC, 50/60 Hz	
30	Warranty	Two years warranty against manufacturing defects.	
		Two years free service from the certified technician(s) from the Company	
31	Other Features/ Accessories	Duplex Automatic document feeder of capacity 50 sheets of A3-A5 paper size.	
32	Other Options	Second Tray	
33	Regulatory	ENERGY STAR qualified/EPEAT Registered	



5. Technical Data Sheet of Multifunctional Printer

S.N	Description	Type	Requirement	Bidder's Offer
	Brand and Model			
1	Print Speed	Minimum	12 ppm	
2	Resolution	Minimum	600 X 600 dpi	
3	Copy Speed	Minimum	12ppm	
4	First Copy Out		Less than 12 Seconds	
5	Multiple Copies		Up to 99 Copies	
6	System requirement		Windows 8 / Windows 7 / Windows XP / Windows Vista, Mac OS X v10.6.8 and later	
7	Scan Resolution	Minimum	600 X 600 dpi	
8	Scan Technology		Color	
9	Scan Size		A4	
10	Weight (Max)		24lbs	
11	Print Cartridge Yield	Minimum	2000 Pages	
12	Warranty (Minimum)	Two years warranty against manufacturing defects.		
		Two years free service from the certified technician(s) from the Company		
13	Paper input Capacity	Minimum 100 sheets		



6. Technical Data Sheet of Inkjet color printer

S.N	Description	Type	Requirement	Bidder's Offer
	Brand and Model			
1	Print Speed	Minimum	12 ipm for B/W:ESAT	
		Minimum	8 ipm for color: ESAT	
2	Resolution	Minimum	4800 X 1200 dpi	
3	Media size		A3+, A4, A5, 4 x 6", 5 x 7", 8 x 10"	
4	Interface		USB 2.0, Ethernet, Wifi	
5	Network Protocol		TCP/IP	
6	System requirement		Windows 8 / Windows 7 / Windows XP / Windows Vista, Mac OS X v10.6.8 and later	
7.0	Paper Handling			
7.1	Rear Tray	Plain paper A3/A4	150	
7.2		Photo Paper A3+	1	
7.3		Photo Paper A3-A4, 8"x10"	10	
7.4		Photo Paper 4"x6"	20	
7.5	Front tray	Plain Paper A3/A4	75	
7.6	Manual Feeding tray		10 sheets of Plain A3-A5	
7.7	Paper weight for rear tray		300 g/m2	
8	Duty cycle	up to	12000	
9	Eco Label		EPEAT	
10	Weight (Max)		20 kg	
11	Dimension (Max)		650x525x275mm	
12	Warranty (Minimum)	Two years warranty against manufacturing defects.		
		Two years free service from the certified technician(s) from the Company		
13	Regulatory	ENERGY STAR qualified/EPEAT Registered		



7. Technical Data Sheet of Laser Printer

S.N	Description	Type	Requirement	Bidder's Offer
	Brand and Model			
1	Print Speed	Minimum	12 ppm	
2	Resolution	Minimum	600 X 600 dpi	
3	First Copy Out		Less than 12 Seconds	
5	Duty Cycle	Minimum	3000 Pages	
6	Print Technology		Laser	
7	Processor Speed	Minimum	266 MHz	



4. Inspection and Test

The following inspections and tests shall be performed by NEA upon arrival:

The supplier(s) shall test each and every item, their performances and workings as mentioned in —Technical Requirements‖ of this document in the witness of Purchaser’s representative(s).

The Purchaser shall inspect each and every item to assure that the item supplied by the Supplier(s) is in accordance to the requirements as mentioned in —Technical Requirements‖ of this document.



5. Performance Guarantee

The performance figures quoted in Technical Data Sheet shall be guaranteed within the tolerance permitted by relevant standard. In case of failure of the equipment to meet the guarantee, the employer/engineer reserves the right to reject the equipment. The contractor shall have to rectify the defect at no extra cost to the employer and without delaying the commissioning schedules.

Failure to submit the required documentary evidence may cause the bidder to be considered as "non- responsive" and accordingly his bid may be rejected, with technical jurisdiction.

Deviations from technical requirements:

Signed _____

As representative for _____

Address _____

Date _____



Section IV. Sample Forms 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 Five (5) percent of the Contract Price 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.

Until a formal Contract is prepared and executed, this SQ, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

Dated this _____ day of _____ 20_____.

[signature] [in the capacity of]

Duly authorized to sign SQ for and on behalf of



Price Schedule Form

Purchaser's Country: _____						Date: _____	
Sealed Quotation No.: KGTCP- Office Equipment- 073/74-01							
SUPPLY, DELIVERY AND INSTALLATION OF OFFICE EQUIPMENT							
1	2	3	4	5	6	7	8
Item No.	Description of Goods	Unit	Quantity	Delivery Date	Unit Price in NRs.	Total Price per line item in Figure NRs. (4 x 6)	Item wise Total Price in NRs. Words
1	Branded Desktop Computer with 18.5 " Monitor as per specification	Nos.	1				
2	Branded Laptop Computer with 14 " as per specification	Nos.	2				
3	Branded ultraportable business class laptop as per specification	Nos.	1				
4	Heavy duty Business class copier(Monochrome) with DADF as per specification	Nos.	1				
5	Color Printer as per specification	Nos.	1				
6	Multifunctional Printer	Nos.	2				
7	Laser Printer	Nos	4				
Sub Total							
VAT							
Total price in figures:							
Total price in words:							

Name of Bidder: _____

Signature of Bidder: _____

Date: _____



2. Bid Security

Date :

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

Whereas, *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Sealed Quotation (SQ) dated *[date of submission of SQ]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Sealed Quotation”).

KNOW ALL PEOPLE by these presents that WE *[name of Bank]* of Nepal having our registered office at *[address of bank]* (hereinafter called “the Bank”) are bound unto *[name of the procuring entity]* (hereinafter called “the Purchaser”) in the sum of *[specify amount in figure and words]* for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said

Bank this _____ day of _____ 20_____.

THE CONDITIONS of this obligation are:

- (1) If, the Bidder withdraws its SQ during the period of bid validity specified by the Bidder on the SQ Form; or
- (2) If the Bidder having been notified of the acceptance of its SQ by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

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

This guarantee will remain in force up to ninety (75) days from the date of opening of the Sealed Quotation, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

[common seal of the bank]



3. Form of 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. Quotation Form and the Price Schedule submitted by the Supplier;
 - b. The Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. The Purchaser’s Notification of Award.
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:



4. Performance Security

Date :

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

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]



5. Bank Guarantee for Advance Payment

To: *[name of the Purchaser]*
[name of Contract]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]



Section V. Declaration Forms for E-bidding

Nepal Electricity Authority Declaration Forms for E-bidding

S.No.	Description	Status		Date of Issue	No. of Pages
		Issued to (as applicable)	Issued by (as applicable)		
1	Notarized Power of Attorney from the Company to Sign on Company's behalf (For Single Bidder)				
2	Joint Venture Agreement; If any				
3	Notarized Power of Attorney to Sign the Bid on Company's behalf (Each Partner in case of JV)				
4	Notarized Power of Attorney to Sign the Bid (On Behalf of JV)				
5	Registration Certificate of the Bidder (and each partners in case of JV)				
6	Bid Bond				
7	Price Schedule				
8	Bid Forms				
9	Qualification Forms				
10	Complete Certified Audited Report of the Bidder (and each partner in case of JV)	First Year			
		Second Year			
		Last Year			
11	Performance(or user) Certificate/s (Bidder)	1			
		2			
		3			
		4			
		.			
		.			
12	Manufacturer's Authorization/s (if required)	1			
		2			
		3			
		4			
		.			
		-			
		-			
		.			



13	Power of Attorney	from the Company to				
	Issue the Manufacturers Authorization					
	on Company's behalf					
14	Business	1				
	License of	2				
	Manufacturer/s	3				
	(if required)	4				
		.				
		.				
15	User	1				
	Certificate/s	2				
	(Manufacturer)	3				
		4				
		.				
		.				
16	ISO Certificate/s	1				
		2				
		3				
		4				
		.				
17	Type Test	1				
	Report/s	2				
	(if required as	3				
	per	4				
	specification)	.				
18	Technical Data	1				
	Sheet	2				
		3				
		4				
		.				
19	Other	1				
	Certification (as	2				
	per	3				
	requirements)	4				

