

## Section 4 - Bidding Forms

### Letter of Bid

The Bidder must accomplish the Letter of Bid in its letterhead

Date: .....

Name of the contract: .....

Invitation for Bid No.: .....

To:

**Nepal Electricity Authority  
Parbat Distribution Centre  
Kusma, Parbat.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:  
.....
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:  
.....
- (d) The discounts offered and the methodology for their application are:
- (e) Our bid shall be valid for a period of . . . . (**insert validity period as sp ITB 18**)...**1**.days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries or any countries [**insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a consortium or association, and the nationality of each Subcontractor and Supplier**];
- (h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3, other than alternative offers submitted in accordance with ITB 13;
- (j)



- (k) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (l) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 4.5;<sup>1</sup>
- (m) We understand that this bid, 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;
- (n) We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.
- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (p) If awarded the contract, the person named below shall act as Contractor's Representative:  
  
\_\_\_\_\_
- (q) We agree to permit **the Employer** or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by **the Employer**.

Name .....

In the capacity of .....

Signed  
.....  
.....

Duly authorized to sign the Bid for and on behalf of .....

Date  
.....  
.....

<sup>1</sup> Use one of the two options as appropriate.



## Bid Security Bank Guarantee

*Bank's Name, and Address of Issuing Branch*

*(On Letter head of the 'A' class Commercial Bank)*

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

**Date:**

**Bid Security No.:** ..... ..

We have . . . .been informed that *name theof Bidder.....*(hereinafter called "the Bidder")  
has submitted to you its biddated . . . . . (hereinafter called "the Bid") for the execution

of ..... *name of Contract..*under Invitation for Bids No. . . . .

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 . . . . .  
*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 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.

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. 458.

.....*.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).



# Technical Proposal Format

## Personnel

### Form PER – 1: Proposed Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements for each of the positions listed in Section 3 (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

1.	Title of position
	Name
2.	Title of position*
	Name
3.	Title of position*
	Name
4.	Title of position*
	Name
5.	Title of position*
	Name

\*As listed in Section 3 (Evaluation and Qualification Criteria).

Signature of the Bidder : \_\_\_\_\_



**Form PER – 2: Resume of Proposed Personnel**

The Bidder shall provide all the information requested below. Fields with asterisk (\*) shall be used for evaluation.

<b>Position*</b>		
<b>Personnel information</b>	<b>Name</b>	<b>Date of birth</b>
	<b>Professional qualifications</b>	
<b>Present employment</b>	<b>Name of employer</b>	
	<b>Address of employer</b>	
	<b>Telephone</b>	<b>Contact (manager / personnel officer)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Job title</b>	<b>Years with present employer</b>

Summarize professional experience **over the last twenty years** in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

<b>From*</b>	<b>To*</b>	<b>Company, Project, Position and Relevant Technical and Management Experience*</b>

Signature of the Bidder : \_\_\_\_\_



## Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder. The Bidder shall provide all the information requested below, to the extent possible. Fields with asterisk (\*) shall be used for evaluation.

### Form EQP – 1: Equipment

<b>Type of Equipment*</b>	
<b>Equipment Information</b>	<b>Name of manufacturer</b>
	<b>Capacity*</b>
<b>Current Status</b>	<b>Model and power rating</b>
	<b>Year of manufacture</b>
<b>Current Status</b>	<b>Current location</b>
	<b>Details of current commitments</b>
<b>Source</b>	<b>Indicate source of the equipment</b> <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured

The following information shall be provided only for equipment not owned by the Bidder.

<b>Owner</b>	<b>Name of owner</b>	
	<b>Address of owner</b>	
	<b>Telephone</b>	<b>Contact name and title</b>
	<b>Fax</b>	<b>Telex</b>
<b>Agreements</b>	<b>Details of rental / lease / manufacture agreements specific to the project</b> ----- ----- -----	

Signature of the Bidder : \_\_\_\_\_



**Form SIT – 1: Site Organization**

Provide Site Organization Chart

Signature of the Bidder : \_\_\_\_\_

**Form MTH – 1: Method Statement**

Provide Method Statement

Signature of the Bidder : \_\_\_\_\_

**Form MOB – 1: Mobilization Schedule**

Provide Mobilization schedule

Signature of the Bidder : \_\_\_\_\_



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## Form CON-1 Construction Schedule

A preliminary construction schedule showing the overall completion period required by the Project.

The bidder shall prepare and attach a detailed construction schedule showing sequence of various activities (e.g. Survey, design, manufacture, supply, delivery, construction, installation, testing & commissioning). Completion period shall not exceed that of NEA's requirement.

Signature of the Bidder : \_\_\_\_\_





### Form PRI – 1 DECLARATION OF FIRM PRICE

The Bidder hereby declares that the prices quoted in the Price Schedules are firm i.e. price escalation is not applicable through the period of Bid validity / contract and any extension thereof as per the requirement of the bidding document.

**Bid Validity Period: 90 days**  
**Bid security Guarantee: 120 Days**

Failure to meet above requirement shall result in disqualification of the bid proposal.

Signature of Bidder: \_\_\_\_\_



## Bidder's Qualification

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

### Form ELI – 1: Bidder's Information Sheet

Bidder's Information	
Bidder's legal name	
In case of JV, legal name of each partner	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
<b>Attached are copies of the following original documents.</b>	
<input type="checkbox"/> 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2.	
<input type="checkbox"/> 2. Authorization to represent the firm or JV named in above, in accordance with ITB 20.2.	
<input type="checkbox"/> 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.	
<input type="checkbox"/> 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5.	

Signature of the Bidder : \_\_\_\_\_



**Form ELI - 2: JV Information Sheet**

Each member of a JV must fill in this form

<b>JV / Specialist Subcontractor Information</b>	
<b>Bidder's legal name</b>	
<b>JV Partner's or Subcontractor's legal name</b>	
<b>JV Partner's or Subcontractor's country of constitution</b>	
<b>JV Partner's or Subcontractor's year of constitution</b>	
<b>JV Partner's or Subcontractor's legal address in country of constitution</b>	
<b>JV Partner's or Subcontractor's authorized representative information</b> (name, address, telephone numbers, fax numbers, e-mail address)	
<b>Attached are copies of the following original documents.</b>	
<input type="checkbox"/> 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2.	
<input type="checkbox"/> 2. Authorization to represent the firm named above, in accordance with ITB 20.2.	
<input type="checkbox"/> 3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.	

Signature of the Bidder : \_\_\_\_\_



**JOINT VENTURE DATA**

1. Name of Joint Venture \_\_\_\_\_
2. Address of Head Office :  
\_\_\_\_\_  
\_\_\_\_\_
3. Name(s) of partner(s) (Details of partners shall be provided on separate sheets.)  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_
4. Joint Venture Agreement  
(a) Date of Agreement : \_\_\_\_\_  
(b) Place : \_\_\_\_\_  
(c) Proposed distribution of responsibilities between partners: (a) \_\_\_\_\_  
% (In Percentage) (b) \_\_\_\_\_  
% (c) \_\_\_\_\_  
%  
(d) Name of Leading Partner : \_\_\_\_\_  
(e) Attach Joint Venture Agreement with the bid.

Signature of the Bidder : \_\_\_\_\_



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### ELI-4 STATEMENT OF COMPLIANCE

#### Statement of compliance with the requirements of Sub-Clause 3.1 and 3.2 of the Instructions to Bidders

- 3.1 This invitation for Bids is open to all registered Bidders with qualifications as described in the bidding Data.
- 3.2 Provide, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to Bid.

Signature of the Bidder: \_\_\_\_\_



A handwritten signature in blue ink, appearing to be 'S. N. P.', is written over a faint circular stamp.

**Form LIT - 1: Pending Litigation**

Each Bidder or member of a JV must fill in this form

Pending Litigation			
<input type="checkbox"/> No pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)			
<input type="checkbox"/> Pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)			
Year	Matter in Dispute	Value of Pending Claim in NRS	Value of Pending Claim as a Percentage of Net Worth

Signature of the Bidder : \_\_\_\_\_



**Form FIN - 1: Financial Situation**

Each Applicant or member of a JV must fill in this form

<b>Financial Data for Previous 3 Years [in NRS]</b>		
<b>Year 1: F/Y 2070/71</b>	<b>Year 2: F/Y 2071/72</b>	<b>Year 3: F/Y 2072/73</b>

**Information from Balance Sheet**

<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			

**Information from Income Statement**

<b>Total Revenues</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three or above years, as indicated above, complying with the following conditions.
- All such documents reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
  - Historic financial statements must be audited by a certified accountant.
  - Historic financial statements must be complete, including all notes to the financial statements.
  - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Signature of the Bidder : \_\_\_\_\_



**Form FIN - 2: Average Annual Construction Turnover**

Each Bidder or member of a JV must fill in this form

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed to **NRS** at the end of the period reported.

Annual Turnover Data for the Last 10 Years (Construction only)	
Year	Amount Currency
.-Average Annual Construction Turnover	

Signature of the Bidder : \_\_\_\_\_



**Form FIN – 3: Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (in NRS)
1		
2		
3		

**Note:**

The letter from the Bank must be unconditional.

**Form FIN- 4: Current Contract Commitments / Works in Progress**

Bidders and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

**Current Contract Commitments**

No.	Name of Contract	Name of the Contractor/s	Employer's/Contractor's SS, Tel, Fax	Contract Amount	Contract Date	Contract Duration	Value of outstanding work(NRS)	Estimated Completion Date	Average Monthly Invoicing(NRS/month)
1.									
2.									
3.									
4.									
5.									
6.									

Signature of the Bidder : \_\_\_\_\_



**Form EXP – 1: General Construction Experience**

Each Bidder or member of a JV must fill in this form

General Construction Experience				
Starting Month Year	Ending Month Year	Years	Contract Identification and Name Name and Address of Employer Brief Description of the Works Executed by the Bidder	Role of Bidder

Signature of the Bidder: \_\_\_\_\_



**Form EXP – 2(a): Specific Construction Experience**

Fill up one (1) form per contract.

Contract of Similar Size and Nature			
Contract No ..... of .....	Contract Identification		
Award Date		Completion Date	
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total Contract Amount	NRS .....		
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount	
Employer's Name Address Telephone/Fax Number E-mail			
Description of the similarity in accordance with Criteria 2.4.2(a) of Section 3			
<p><b>Note:</b> <i>The Employer should insert here contract size, complexity, methods, technology, or other characteristics as described in Section 5 (Employer's Requirements) against which the bidder demonstrates similarity in the box on the right-hand-side.</i></p>			

Signature of the Bidder \_\_\_\_\_



**Form EXP - 2(b): Specific Construction Experience in Key Activities**

Fill up one (1) form per contract

Contract with Similar Key Activities			
Contract No . . . . . of . . . . .	Contract Identification		
Award Date		Completion Date	
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total Contract Amount	NRS .....		
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount	
Employer's Name Address Telephone Number Fax Number E-mail			
Description of the key activities in accordance with Clause 2.10 of Section III (E & QC)			
<p><b>Note:</b></p> <p><i>The Employer should insert here production rate(s) for the key activity (activities) subject contract against which the bidder demonstrates in the box on the right-hand -side production rates achieved by him on previous contracts.</i></p>			

Signature of the Bidder : \_\_\_\_\_



### Nepal Electricity Authority Check List Form

S.No.	Description	Status	
		Submitted	Not Submitted
1	Up to date Firm/Company Registration Certificate		
2	Business Registration License		
3	VAT and PAN Registration Certificates.		
4	Tax Clearance Certificate or Submissions of Tax Returns		
5	A written declaration made by the Bidder stating that the Bidder is not ineligible to participate in the Bid		
6	Joint Venture Authorization/ Agreement (if any)		
7	Notarized Power of Attorney from the Company to Sign on Company's behalf (For Single Bidder)		
8	Notarized Power of Attorney to Sign the Bid on Company's behalf (Each Partner in case of JV)		
9	Bid Security		
10	Price Schedule and discount letter, if any		
11	Bid Form, duly filled		
12	Qualification Forms		
13	Complete Certified Audited Report of the Bidder (and each partner in case of JV)	Year 1	
		Year 2	
		Year 3	
14	Performance (or user) Certificate/s (Bidder)	1	
		2	
		3	
		4	
15	Manufacturer's Authorization/s	1	
		2	
		3	
		4	
16	Notarized Power of Attorney from the Company to Issue the Manufactures Authorization		
17	Business License of Manufacturer/s	1	
		2	
		3	
		4	
18	User Certificate/s (Manufacturer)	1	
		2	
		3	
		4	
19	ISO Certificate	1	
		2	
		3	
		4	



S.No.	Description	Status	
20	Type Test Report/s (if required as per specification)	1	
		2	
		3	
		4	
21	Technical Data Sheet	1	
		2	
		3	
		4	
22	Other Certification (as per requirements)	1	
		2	
		3	
		4	
23	Original document issued by NEA, (For Direct bidding in Hardcopy)	1	



**Nepal Electricity Authority  
Declaration Form (for E-bidding)**

S.No.	Description	Status			
		Issued to	Issued by	Date of	No. of
		(as applicable)	(as applicable)	Issue	Pages
1	Notarized Power of Attorney from the Company to Sign on Company's behalf (For Single Bidder)				
2	Joint Venture Agreement; <i>If any</i>				
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	Up to date Registration Certificate of the Bidder (and each partners in case of JV) Business registration License VAT and PAN Registration Certificate Tax Clearance Certificate				
6	Bid Security				
7	Price Schedule				
8	Bid Form				
9	Qualification Forms				
10	Complete Certified Audited Report of the Bidder (and each partner in case of JV)	Year 1			
		Year 2			
		Year 3			
11	Performance (or user) Certificate/s (Bidder)	1			
		2			
		3			
		4			
12	Manufacturer's Authorization/s	1			
		2			
		3			
		4			
13	Power of Attorney from the Company to Issue the Manufactures Authorization				
14	Business License of Manufacturer/s	1			
		2			
		3			
		4			
15	User Certificate/s (Manufacturer)	1			
		2			
		3			
		4			
16	ISO Certificate	1			
		2			
		3			
		4			



S.No.	Description	Status			
		Issued to	Issued by	Date of	No. of
		(as applicable)	(as applicable)	Issue	Pages
17	Type Test Report/s (if required as per specification)	1			
		2			
		3			
		4			
18	Technical Data Sheet	1			
		2			
		3			
		4			
19	Other Certification (as per requirements)	1			
		2			
		3			
		4			

