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**BIDDING DOCUMENT**

**for**

**The Procurement of**

**[Package 1-Laser Printer 80 Sets  
Package 2-Desktop Computers 30 Sets]**

**National Competitive Bidding (NCB)**

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***LIC (NEPAL) Ltd.***

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***IT Department***

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***Putali Sadak , Kathmandu***

Issued on: 12<sup>th</sup> June 2024

Invitation for Bids No.: LIC/IT/2023-24/001 and LIC/IT/2023-24/002

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# Abbreviations

|                        |                                       |
|------------------------|---------------------------------------|
| BDS.....               | Bid Data Sheet                        |
| BD.....                | Bidding Document                      |
| DCS.....               | Delivery and Completion Schedule      |
| DP.....                | Development Partner                   |
| EQC.....               | Evaluation and Qualification Criteria |
| GCC.....               | General Conditions of Contract        |
| GoN <sup>1</sup> ..... | Government of Nepal                   |
| ICC.....               | International Chamber of Commerce     |
| IFB.....               | Invitation for Bids                   |
| ITB.....               | Instructions to Bidders               |
| LGRS.....              | List of Goods and Related Services    |
| NCB.....               | National Competitive Bidding          |
| NIA.....               | Nepal Insurance Authority             |
| PAN.....               | Permanent Account Number              |
| PPMO.....              | Public Procurement Monitoring Office  |
| SBD.....               | Standard Bidding Document             |
| SBQ.....               | Schedule of Bidder Qualifications     |
| SCC.....               | Special Conditions of Contract        |
| SR.....                | Schedule of Requirements              |
| TS.....                | Technical Specifications              |
| VAT.....               | Value Added Tax                       |

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<sup>1</sup> “GoN” word indicates all public entities according to Public Procurement Act, 2063

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# Table of Contents

## Invitation for Bids

### **PART 1 – Bidding Procedures**

|   |    |
|---|----|
| Section I. Instructions to Bidders .....                | 4  |
| Section II. Bid Data Sheet .....                        | 30 |
| Section III. Evaluation and Qualification Criteria..... | 33 |
| Section IV. Bidding Forms.....                          | 36 |

### **PART 2 – Supply Requirements**

|   |    |
|---|----|
| Section V. Schedule of Requirements ..... | 48 |
|---|----|

### **PART 3 – Conditions of Contract and Contract Forms**

|   |    |
|---|----|
| Section VI. General Conditions of Contract .....  | 55 |
| Section VII. Special Conditions of Contract ..... | 75 |
| Section VIII. Contract Forms .....                | 80 |

# Invitation for Bids

LIC (NEPAL) Ltd.  
IT Department Putali Sadak , Kathmandu, Nepal

## Invitation for Bids for the Supply and Delivery of Laser Printer 80 Sets

Date of publication: 12/06/24

Invitation for Bids No: LIC/IT/2023-24/001 and LIC/IT/2023-24/002

1. LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu, Nepal invites bids from eligible bidders for the procurement of following goods under National competitive bidding – Single Stage Single Envelope procedures.

| IFB NO.            | PARTICULARS                                      | Package   | BID SECURITY AMOUNT (NRS.) | DOCUMENTATION FEE (NRS.) |
|--------------------|--|-----------|----------------------------|--------------------------|
| LIC/IT/2023-24/001 | Supply & Delivery of Laser Printers- 80 Sets     | Package 1 | NRS. 1,20,000              | 1,000/-                  |
| LIC/IT/2023-24/002 | Supply & Delivery of Desktop Computers- 30 sets. | Package 2 | NRS. 1,50,000              | 1,000/-                  |

2. Eligible bidders may obtain further information and inspect the bidding documents at the office of LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu, Nepal, [Email: co\\_it@licnepal.com.np](mailto:co_it@licnepal.com.np), Tel: +977-01-4012613 , 01-4012614 or may visit website [www.licnepal.com.np](http://www.licnepal.com.np).
3. Bidding documents is can be downloaded from website [www.licnepal.com.np/notice\\_type/tender/](http://www.licnepal.com.np/notice_type/tender/)
4. Pre-bid meeting shall be held at LIC (NEPAL) Ltd., IT Department, Putali Sadak, Kathmandu at **16/06/2024 at 11 Hours.**
5. Bids must be submitted to the office LIC (NEPAL) Ltd., IT Department, Putali Sadak, Kathmandu along with the bank voucher of Rs. 1,000/- for each package(non- refundable) **Deposit Account No 0201017501707 Account Name: Life Insurance Corporation (Nepal) Limited** at Nabil Bank Limited **on or before 12 Hours on 27/06/2024.** Bids received after this deadline will be rejected.
6. Separate Bids must be submitted for each package with the heading as **Package 1 and Package 2.**
7. The bids will be opened in the presence of Bidders' representatives who choose to attend at **15:00 on 28/06/2024** at the office of LIC (NEPAL) Ltd., IT Department, Putali Sadak, Kathmandu. Bids must be valid for a period of 90 Days from the date of bid opening and must be accompanied by a bid security amounting to NRs.**1,20,000, for package 1 and NRs. 1,50,000, for package 2**, which shall be valid for at least 30 days beyond the validity period of the bid.
8. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid and bid security shall remain the same as specified for the original last date of bid submission.

# PART 1 – Bidding Procedure

This section specifies the procedures to be followed by Bidders in the preparation and submission of their Bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract.

## Table of Clauses

|           |   |           |
|-----------|---|-----------|
| <b>A.</b> | <b>General</b>  | <b>4</b>  |
| 1.        | Scope of Bid  | 4         |
| 2.        | Source of Funds   | 4         |
| 3.        | Fraud and Corruption  | 4         |
| 4.        | Eligible Bidders  | 6         |
| 5.        | Eligible Goods and Related Services   | 8         |
| 6.        | Site Visit  | 8         |
| <b>B.</b> | <b>Contents of Bidding Document</b>   | <b>9</b>  |
| 7.        | Sections of the Bidding Document  | 9         |
| 8.        | Clarification of Bidding Document/Pre-bid meeting   | 9         |
| 9.        | Amendment of Bidding Document   | 10        |
| <b>C.</b> | <b>Preparation of Bid</b>   | <b>10</b> |
| 10.       | Cost of Bidding   | 10        |
| 11.       | Language of Bid   | 10        |
| 12.       | Documents Comprising the Bid  | 10        |
| 13.       | Letter of Bid and Price Schedules   | 11        |
| 14.       | Alternative Bids  | 11        |
| 15.       | Bid Prices and Discounts  | 11        |
| 16.       | Currencies of Bid   | 13        |
| 17.       | Documents Establishing the Eligibility of the Bidder  | 13        |
| 18.       | Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document | 13        |
| 19.       | Documents Establishing the Eligibility of the Bidder  | 13        |
| 20.       | Period of Validity of Bids  | 15        |
| 21.       | Bid Security  | 15        |
| 22.       | Format and Signing of Bid   | 17        |

|           |  |           |
|-----------|--|-----------|
| <b>D.</b> | <b>Submission and Opening of Bids</b>                                  | <b>17</b> |
|           | 23. Sealing and Marking of Bids  | 17        |
|           | 24. Deadline for Submission of Bids                                    | 21        |
|           | 25. Late Bids  | 21        |
|           | <b>26. Withdrawal, or Modification of Bids</b>                         | <b>21</b> |
|           | 27. Bid Opening  | 23        |
| <b>E.</b> | <b>Evaluation and Comparison of Bids</b>                               | <b>24</b> |
|           | 28. Confidentiality  | 24        |
|           | 29. Clarification of Bids  | 24        |
|           | 30. Deviations, Reservations, and Omissions                            | 24        |
|           | 31. Examination of Bid   | 25        |
|           | 32. Determination of Responsiveness                                    | 25        |
|           | 33. Non-material non-conformities                                      | 26        |
|           | 34. Correction of Arithmetical Errors                                  | 26        |
|           | 35. Evaluation and Comparison of Bids                                  | 26        |
|           | 36. Post-qualification of the Bidder                                   | 27        |
|           | 37. Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids | 27        |
| <b>F.</b> | <b>Award of Contract</b>   | <b>27</b> |
|           | 38. Award Criteria   | 27        |
|           | 39. Purchaser’s Right to Vary Quantities at Time of Award              | 27        |
|           | 40. Notification of Intention to Award                                 | 27        |
|           | 41. Performance Security   | 28        |
|           | 42. Signing of Contract  | 28        |
|           | 43. Complaint and Review   | 29        |

## Section I. Instructions to Bidders

### A. General

|                                       |  |
|---------------------------------------|--|
| <p><b>1. Scope of Bid</b></p>         | <p>1.1 In connection with the Invitation for Bids indicated in the Bid Data Sheet (BDS), the Purchaser as <i>indicated in the BDS</i> issues this Bidding Document for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name, identification, and number of contracts (packages/lots) are <i>indicated in BDS</i>.</p> <p>1.2 Throughout this Bidding Document:</p> <ul style="list-style-type: none"> <li>(a) the term “in writing” means communicated in written form with proof of receipt;</li> <li>(b) if the context so requires, singular means plural and vice versa; and</li> <li>(c) “day” means calendar day.</li> </ul>  |
| <p><b>2. Source of Funds</b></p>      | <p>2.1 In accordance with its annual program and budget, approved by the NIA, the Purchaser intends to apply a portion of the allocated budget to eligible payments under the contract(s) <i>indicated in the BDS</i> for which this Bidding Document is issued.</p>   |
| <p><b>3. Fraud and Corruption</b></p> | <p>3.1 Procuring Entities as well as Bidders, suppliers and contractors and their sub-contractors shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this;</p> <ul style="list-style-type: none"> <li>(a) the Purchaser adopts, for the purposes of this provision, the terms as defined below: <ul style="list-style-type: none"> <li>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;</li> <li>(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</li> <li>(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including</li> </ul> </li> </ul> |

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|  | <p>influencing improperly the actions of another party.</p> <p>(v) “obstructive practice” means (a) deliberately destroying, falsifying, altering, or concealing of evidence material to an investigation; (b) making false statements to investigators in order to materially impede an investigation; (c) failing to comply with requests to provide information, documents, or records in connection with an investigation; (d) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; <b>and</b></p> <p>(vi) “integrity violation” is any act which violates Anticorruption Policy, including (i) to (v) above and the following: abuse, conflict of interest, violations of LIC’s <b>sanctions</b>, retaliation against whistleblowers or witnesses, and other violations of Anticorruption Policy, including failure to adhere to the highest ethical standard.</p> <p>(b) the Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;</p> <p>(c) engaging in corrupt or fraudulent practice or involving in such act,</p> <p>(d) interference in participation of other competing bidders,</p> <p>(e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,</p> <p>(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,</p> <p>(g) Contacting the Purchaser with an intention to influence the Purchaser with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the notification of award of contract.</p> |
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|                                   | <p>3.3 LIC may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> <li>(a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,</li> <li>(b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder’s qualification information,</li> <li>(c) if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, the contract.</li> <li>(d) if the Successful Bidder fails to sign the Contract.</li> </ul>   |
|                                   | <p>3.4 In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the LIC Nepal Ltd, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible bidder.</p> <p>3.5 Furthermore, Bidders shall be aware of the provisions of GCC 34.1(c).</p>   |
| <p><b>4. Eligible Bidders</b></p> | <p>4.1 This Invitation for Bids is open to eligible Bidders from all countries, except for any <i>specified in the BDS</i>.</p> <p>4.2 A Bidder may be a natural person, private entity, government-owned entity (subject to ITB 4.5) or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). Maximum number of partners in JV shall be as <b>specified in BDS</b>. In the case of a JV:</p> <ul style="list-style-type: none"> <li>(a) all parties to the JV shall be jointly and severally liable; and</li> <li>(b) a JV shall nominate a representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.</li> </ul> |

4.3 A Bidder shall not have a conflict of interest. Any Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

- (a) have controlling shareholders in common;
- (b) receive or have received any direct or indirect subsidy from any of them;
- (c) have the same legal representative for purposes of this Bid;
- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process;
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
- (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.
- (g) a Bidder that has a close business or family relationship with a professional staff of the Procuring Entity.

4.4 A Bidder that is under a declaration of ineligibility by LIC Nepal Ltd. in accordance with ITB 3.4, at the date of the deadline for bid submission or thereafter, shall be disqualified.

4.5 A GoN-owned enterprise may also participate in the bid if it is legally and financially autonomous, it operates under commercial law, and it is not dependent agency of the Purchaser.

4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.

4.7 Firms shall be excluded in any of the cases, if

- (a) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations prohibits any import of goods or contracting of works or services from that country or any payments to persons or entities in that country.

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|  | <p>4.8 The domestic Bidder who has obtained Permanent Account Number (PAN) and Value Added Tax (VAT) registration certificate(s) and Tax clearance certificate or proof of submission of tax return from the Inland Revenue Office shall only be eligible. The foreign bidder submitting the documents <i>indicated in the BDS</i> at the time of bid submission and a declaration to submit the document(s) <i>indicated in the BDS</i> at the time of contract agreement shall only be eligible</p>   |
| <p><b>5. Eligible Goods and Related Services</b></p> | <p>5.1 All goods and related services to be supplied under the contract are eligible, unless their origin is from a country <i>specified in the BDS</i>.</p> <p>5.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied</p> <p>5.3 The nationality of the firm/Bidder that produces, assembles, distributes, or sells the goods shall not determine their origin.</p>  |
| <p><b>6. Site Visit</b></p>                          | <p>6.1 For goods contracts requiring installation/ commissioning/ networking or similar services at site, the Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the Site and obtain all information that may be necessary for preparing the Bid and entering into a contract for the supply of goods and related services.</p> <p>6.2 The Bidder should ensure that the Purchaser is informed of the visit in adequate time to allow it to make appropriate arrangements.</p> <p>6.3 The costs of visiting the Site shall be at the Bidder’s own expense.</p> |

## B. Contents of Bidding Document

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| <p><b>7. Sections of the Bidding Document</b></p>           | <p>7.1 The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read and construed in conjunction with any Addenda issued in accordance with ITB 9.</p> <p><b>PART 1 Bidding Procedures</b></p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Bidders (ITB)</li> <li>• Section II. Bid Data Sheet (<b>BDS</b>)</li> <li>• Section III. Evaluation and Qualification Criteria</li> <li>• Section IV. Bidding Forms</li> </ul> <p><b>PART 2 Supply Requirements</b></p> <ul style="list-style-type: none"> <li>• Section V. Schedule of Requirements</li> </ul> <p><b>PART 3 Conditions of Contract and Contract Forms</b></p> <ul style="list-style-type: none"> <li>• Section VI. General Conditions of Contract (GCC)</li> <li>• Section VII. Special Conditions of Contract (SCC)</li> </ul> <p>Section VIII. Contract Forms</p> <p>7.2 The Purchaser will reject any Bid if the Bidding Document was not purchased directly from the Purchaser, or through its assigned office as stated in the invitation for bids or has not deposited the cost of Bidding Document as stated in the invitation for bids.</p> <p>7.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document as well as in Amendments, if any. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.</p> <p>7.4 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document</p> |
| <p><b>8. Clarification of Bidding Document/P re-bid</b></p> | <p>8.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser’s address <i>indicated in the BDS</i> or raise any question or curiosity during the pre-bid meeting if provided for in accordance with ITB 8.2. The Purchaser</p>  |

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| <p><b>meeting</b></p>                          | <p>will respond in writing to any request for clarification, provided that such request is received within the time limit <i>specified in the BDS</i> prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 9 and 24.2.</p> <p>8.2 The purchaser may organize a pre-bid meeting of Bidders at least ten (10) days before the deadline for submission of Bids at the place, date, and time as <i>specified in the BDS</i> to provide information relating to Bidding Documents, Technical specifications and the like matters. Should the purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 9 and ITB 24.2.</p> |
| <p><b>9. Amendment of Bidding Document</b></p> | <p>9.1 At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addendum.</p> <p>9.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser.</p> <p>9.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB 24.2.</p>   |

### **C. Preparation of Bids**

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| <p><b>10. Cost of Bidding</b></p>              | <p>10.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p>   |
| <p><b>11. Language of Bid</b></p>              | <p>11.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language <i>specified in the BDS</i>. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language <i>specified in the BDS</i>, in which case, for purposes of interpretation of the Bid, such translation shall govern.</p> |
| <p><b>12. Documents Comprising the Bid</b></p> | <p>12.1 The Bid shall comprise the following:</p> <p style="padding-left: 40px;">(a) Letter of Bid and the applicable Price Schedules, in accordance with ITB Clauses 13, 15, and 16;</p>   |

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|   | <p>(b) Bid Security in accordance with ITB 21;</p> <p>(c) alternative bids, at Bidder’s option and if permissible, in accordance with ITB 14;</p> <p>(d) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 22;</p> <p>(e) documentary evidence in accordance with ITB 17 establishing the Bidder’s eligibility to bid;</p> <p>(f) documentary evidence in accordance with ITB Clauses 18 and 31, that the Goods and Related Services conform to the Bidding Document;</p> <p>(g) documentary evidence in accordance with ITB 19 establishing the Bidder’s qualifications to perform the contract if its Bid is accepted; and</p> <p>12.2 The Bidder is solely responsible for the authenticity of the submitted documents.</p> <p>12.3 Separate Bids must be submitted for each Package i.e. Package 1 and Package 2.</p> |
| <p><b>13. Letter of Bid and Price Schedules</b></p> | <p>13.1 The Bidder shall submit the Letter of Bid using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>13.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms</p>   |
| <p><b>14. Alternative Bids</b></p>                  | <p>14.1 Unless otherwise <i>indicated in the BDS</i>, alternative bids shall not be considered.</p>  |
| <p><b>15. Bid Prices and Discounts</b></p>          | <p>5.1 The prices and discounts quoted by the Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified below.</p> <p>15.2 The Bidder shall complete the appropriate Price Schedule and the sources of Goods schedules included herein, stating the unit prices, total cost per item, the total Bid amount, and the expected countries of origin of the Goods to be supplied under the contract.</p> <p>15.3 Prices quoted in the Price Schedules shall be included the cost of goods, other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item, the customs duties, transportation cost up to final delivery, insurance cost,</p>  |

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|  | <p>unloading, and any other cost for (incidental) services, if any, related to the delivery of goods. All risks and responsibilities up to the final destination including installation and commissioning of Goods, if applicable, shall be borne by the Supplier. All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is substantially responsive, the corresponding adjustment shall be applied in accordance with ITB 36.3. Unit rates and prices for all items in the Schedule of Supply shall be expressed in positive values. If unit rates and prices are expressed in negative values, the bid will be rejected.</p> <p>15.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise <i>specified in the BDS</i>. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB 32. However, if in <i>accordance with the BDS</i>, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.</p> <p>15.5 The Bidder's separation of price components in accordance with ITB 15.2 above will be solely for the purpose facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.</p> <p>15.6 The price to be quoted in the Letter of Bid shall be the total price of the Bid excluding any discounts offered. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the Bid.</p> <p>15.7 If the Bidder intends to offer any unconditional discount, it shall always be expressed in fixed percentage and that shall not vary as the quantity varies and be applicable to each unit rate. The discount and methodology for its application shall be quoted in Letter of Bid.</p> <p>15.8 If so indicated in ITB 1.1, Bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Bidders wishing to offer any price discount for the award of more than one Contract shall specify in their Bids the price discount applicable to each package, or alternatively, to individual Contracts within the package. Price discounts shall be submitted in accordance with ITB 15.7, provided the Bids for all lots are submitted and opened at the same time.</p> |
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| <p><b>16. Currencies of Bid</b></p>   | <p>16.1 All Prices shall be quoted in Nepalese Rupees.</p>   |
| <p><b>17. Documents Establishing the Eligibility of the Bidder</b></p>  | <p>17.1 To establish their eligibility in accordance with ITB 4, Bidders shall:</p> <ul style="list-style-type: none"> <li>(a) complete the eligibility declarations in the Letter of Bid, included in Section IV, Bidding Forms; and</li> <li>(b) if the Bidder is an existing or intended JV in accordance with ITB 4.2, submit a copy of the JV Agreement, or a letter of intent to enter into such an Agreement. The respective document shall be signed by all legally authorized signatories of all the parties to the existing or intended JV, as appropriate.</li> <li>(c) submit the copy of the documents as <i>specified in Section III, Evaluation and Eligibility Criteria.</i></li> </ul>  |
| <p><b>18. Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document</b></p> | <p>18.1 To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods and Related Services conform to the requirements specified in Section V, Supply Requirements.</p> <p>18.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of Section V, Schedule of Requirements.</p> <p>18.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period <b>specified in the BDS</b> following commencement of the use of the goods by the Purchaser.</p> <p>18.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Section V, Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Section V, Schedule of Requirements.</p> |
| <p><b>19. Documents Establishing</b></p>  | <p>19.1 The documentary evidence of the Bidder’s eligibility to perform the contract, if its bid is accepted, shall establish to the Purchaser’s</p>   |



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| <p><b>the Eligibility of the Bidder</b></p> | <p>satisfaction that the Bidder meets each of the Eligibility criterion specified in Section III, Evaluation and Eligibility Criteria.</p> <p>19.2 If so <i>required in the BDS</i>, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Nepal and take care of the warranty provided.</p> <p>19.3 If so <i>required in the BDS</i>, a Bidder that does not conduct business within Nepal shall submit evidence that it will be represented by an Agent in Nepal equipped and able to carry out the Supplier’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.</p> <p>19.4 A foreign Bidder wishing to have or already having a local agent shall state the following:</p> <ol style="list-style-type: none"> <li>a. Name and address of the Agent/Representative,</li> <li>b. The Agent/Representative providing type of services,</li> <li>c. Amount of commission if the Agent/Representative is entitled to get such payment and if it participates in the procedure of payment,</li> <li>d. Other agreement with Agent/Representative, if any,</li> <li>e. Bidder shall certify in the Letter of Authorization as follows:<br/>         "We certify that the statement and disclosure made by us on the above are complete and true to the best of our knowledge and belief",</li> </ol> <p>If the agent has not been appointed:</p> <ol style="list-style-type: none"> <li>a. Source of information about tender invitation,</li> <li>b. The remuneration given to the individual or firm/company or organization to work on its behalf for submitting tender, representation in the bid opening and other required action in connection with the tender,</li> <li>c. Transfer or handover evidence of foreign currency exchanged which required to be submitted with the tender,</li> <li>d. If the bank account of any Nepali citizen has been used for the exchange of foreign currency specify the name of the individual and his address. If the foreign currency has been exchanged by self then the certificate of currency exchange.</li> </ol> <p>19.5 If a foreign Bidder in its Bid, has not provided the information</p> |
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|  | <p>mentioned in ITB 19.4 or has submitted its bid stating that the Bidder does not have a local agent and later it is proved that the bidder has a local agent or it is proved that the commission mentioned in the Bid is less than the commission received by the local agent then the Purchaser shall initiate proceedings to blacklist such bidder in accordance with ITB 3.3.</p>  |
| <p><b>20. Period of Validity of Bids</b></p> | <p>20.1 Bid shall remain valid for a period <i>specified in the BDS</i> after the bid submission deadline date prescribed by the purchaser. If the prescribed bid submission deadline date falls on a government holiday, then the next working day shall be considered as the bid submission deadline date. In such case the validity period of the bids shall be considered from the original bid submission deadline date. A bid valid for a shorter period shall be rejected by the purchaser as nonresponsive.</p> <p>20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid and to include any additional conditions against the provisions specified in Bid Documents.</p> |
| <p><b>21. Bid Security</b></p>               | <p>21.1 The Bidder shall furnish as part of its bid, in original form a Bid Security as <i>specified in the BDS</i>.</p> <p>21.2 If a bid security is specified pursuant to ITB 21.1, the bid security shall be a demand guarantee in any of the following forms at the Bidder's option:</p> <ul style="list-style-type: none"> <li>(a) original copy of an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or;</li> <li>(b) original copy of cash deposit voucher in the Purchaser 's Account as <i>specified in BDS</i>.</li> </ul> <p>In case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms or in another form acceptable to the purchaser. The form must include the</p>  |

complete name of the Bidder. The Bid Security shall be valid for minimum thirty (30) days beyond the end of the validity period of the bid, or beyond any period of extension if requested under ITB 20.2.

The bid security issued by any foreign Bank outside Nepal must be counter guaranteed by a Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in Nepal.

21.3 If a bid Security is required in accordance with ITB 21.1, any Bid not accompanied by an enforceable and substantially compliant Bid Security in accordance with ITB 21.2, shall be rejected by the Purchaser as nonresponsive.

21.4 If a Bid Security is specified pursuant to ITB 21.1, the Bid Security of unsuccessful Bidders shall be returned within three (3) days upon the successful Bidder's` furnishing of the required performance security and signing of the Contract Agreement pursuant to ITB 42.1 and 43.1.

21.5 If a Bid Security is specified pursuant to ITB 21.1, the Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract Agreement and furnished the required Performance Security.

21.6 The Bid Security may be forfeited:

- (a) a Bidder requests for withdrawal or modification of its bid, except as provided in ITB 20.2
  - (i) during the period of bid validity specified by the Bidder on the Letter of Bid.
  - (ii) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission.
- (b) a Bidder changes the prices or substance of the bid while providing information pursuant to clause 29.1;
- (c) a Bidder involves in fraud and corruption pursuant to clause 3.1;
- (d) the successful Bidder fails to:
  - (i) furnish a performance security in accordance with ITB 42.1;
  - (ii) sign the Contract in accordance with ITB 43.1; or
  - (iii) accept the correction of arithmetical errors pursuant to clause

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|   | <p style="text-align: center;">34.</p> <p>21.7 The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in ITB 17.1 (b).</p>   |
| <p><b>22. Format and Signing of Bid</b></p> | <p>22.1 The Bidder shall prepare one original set of the documents comprising the bid as described in ITB 12 and clearly mark it “ORIGINAL”. Alternative bids, if permitted in accordance with ITB 14, shall be clearly marked “ALTERNATIVE”. In addition, the Bidder shall submit copies of the bid, in the number specified in the BDS and clearly mark each of them “COPY NO... - BID”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>22.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as <i>specified in the BDS</i> and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid, except for un amended printed literature, shall be signed or initialed by the person signing the bid.</p> <p>22.3 Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.</p> |

#### **D. Submission and Opening of Bids**

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| <p><b>23. Sealing and Marking of Bids</b></p> | <p>23.1 Unless otherwise <b>specified in BDS</b>, Bidders shall submit their bids by mail/ by hand/ by courier. Procedures for submission, sealing and marking are as follows:</p> <p>(a) Bidders submitting bids by mail, by hand or by Courier shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB 14, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL”, “ALTERNATIVE”</p> |
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23.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB 24.1; and
- (c) bear a warning "NOT TO OPEN BEFORE THE TIME AND DATE FOR BID OPENING"
- (d) bear the specific identification of this bidding process indicated in BDS 1.1.
- (e) bear the name of package(Package 1 or Package 2)

23.3 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

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| <p><b>24. Deadline for Submission of Bids</b></p>     | <p>24.1 Bids must be received by the Purchaser at the address and no later than the date and time <i>indicated in the BDS</i>.</p> <p>24.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 9, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. However, the time available to submit bids shall not be less than five (5) days since amendment in bidding document.</p>  |
| <p><b>25. Late Bids</b></p>                           | <p>25.1 The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 24. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.</p>   |
| <p><b>26. Withdrawal, or Modification of Bids</b></p> | <p>26.1 A bidder may withdraw, or modify its bid after it has been submitted either in hard copy or by e-Submission. Once a Bid is withdrawn, bidder shall not be able to submit another bid for this bidding process. Procedures for withdrawal or modification of submitted bids are as follows:</p> <p>(i) Bids submitted in hard Copy</p> <p>a) Bidders may withdraw or modify its bids by sending a written notice in a sealed envelope, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 22.2 before 24 hours prior to the last deadline of submission of bid. The corresponding modification of the bid must accompany the respective written notice. All notices must be:</p> <p>(aa) prepared and submitted in accordance with ITB 22 and ITB 23, and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL”, “MODIFICATION;” and</p> <p>(bb) received by the Purchaser 24 hours prior to the deadline prescribed for submission of bids, in accordance with ITB 24.</p> |

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|  | <p>26.2 Bids requested to be withdrawn in accordance with ITB 26.1 (i) shall be returned unopened to the Bidders after the end of bid opening process.</p> <p>26.3 The following provisions apply for withdrawal or modification of the Bids:</p> <ul style="list-style-type: none"><li>(i) In case of bids submitted in hard copy no bid shall be withdrawn or modified in the interval between 24 hours prior time of the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.</li></ul> <p>26.4 Except in case of any modification or correction in bid document made by procuring entity, Bidder may submit request for withdrawal or modification only one time.</p> <p>26.5 In case of hard copy bid, no bid may be withdrawn if the bid has already been modified; except in case of any modification or correction in bid document by procuring entity.</p> <p>26.6 Request for withdrawal or modification must be made through the same medium of submission. Request for withdrawal or modifications through different medium shall not be considered.</p> |
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| <p><b>27. Bid Opening</b></p> | <p>27.1 The Purchaser’s bid opening committee shall conduct the opening of Bids in public in the presence of bidder or its representative who choose to attend at the address, date and time <i>specified in the BDS</i>.</p> <p>27.2 Before opening the bids, the opening committee shall separate the envelopes of the bids received after the deadline of bid submission, the envelopes containing an application given for WITHDRAWAL, MODIFICATION of bids and the envelopes of bids duly registered. The bids received after the deadline of submission shall be returned to the concerned bidder unopened. Then envelopes marked “WITHDRAWAL” shall be opened first, read out, and recorded, and the envelope containing the corresponding Bid shall not be opened, but returned to the Bidder. If the withdrawal notice is not accompanied by a copy of the valid authorization pursuant to ITB 22.2, the withdrawal shall not be permitted and the corresponding Bid will be opened. Next, envelopes marked “MODIFICATION” shall be opened, read out, and recorded with the corresponding Bid. No Bid shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at bid opening. Only envelopes that are opened, read out, and recorded at bid opening shall be considered further.</p> <p>27.3 All other envelopes shall be opened one at a time, and the following read out and recorded: the name of the Bidder; the Bid Price(s) (per lot/package if applicable), including any discounts and alternative bids and indicating whether there is a modification; the presence of a Bid Security, and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out and recorded at bid opening shall be considered for evaluation. No Bid shall be rejected at bid opening except for late bids, in accordance with ITB 25.1.</p> |
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|  | <p>27.4 The opening committee shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, any discounts and alternative offers if they were permitted; and the presence or absence of a Bid Security. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders who submitted bids in time. The Bidders’ representatives who are present shall also be requested to sign an attendance sheet.</p> |
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**E. Evaluation and Comparison of Bids**

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| <p><b>28. Confidentiality</b></p>           | <p>28.1 Information relating to the examination, evaluation, comparison, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract award; thereafter, information will be disclosed in accordance with ITB 41.1.</p> <p>28.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, and comparison of the Bids or Contract award decisions may result in the rejection of its Bid.</p> <p>28.3 Notwithstanding ITB 28.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.</p>   |
| <p><b>29. Clarification of Bids</b></p>     | <p>29.1 To assist in the examination, evaluation, and comparison of the Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder with regard to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser’s request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with ITB 34. In case of e- submission of bid, upon notification from the purchaser, the bidder shall also submit the original of documents comprising the Bid as per ITB 12.2 and ITB 12.3 for verification of submitted documents for acceptance of the e-submitted bid.</p> <p>29.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the purchaser’s request for clarification, its Bid may be rejected.</p> |
| <p><b>30. Deviations, Reservations,</b></p> | <p>30.1 During the evaluation of bids, the following definitions apply:</p> <p>(a) “Deviation” is a departure from the requirements specified in the</p>   |

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| <p><b>and Omissions</b></p>                       | <p>Bidding Document;</p> <p>(b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and</p> <p>(c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Document.</p>  |
| <p><b>31. Examination of Bid</b></p>              | <p>31.1 The purchaser shall examine the Bid to confirm that all documents and technical information requested in ITB 12.1 have been submitted. If any of these documents or information (except alternative Bid which is optional) is missing, the bid shall be rejected.</p> <p>31.2 In case of e-submission bids, the Employer shall confirm that all the documents and information requested in ITB 23.1 have been submitted. If any of these documents or information is missing, the bid shall be rejected.</p>   |
| <p><b>32. Determination of Responsiveness</b></p> | <p>32.1 The Purchaser’s determination of the responsiveness of a Bid is to be based on the contents of the Bid itself, as defined in ITB 12.1.</p> <p>32.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,</p> <p>(a) if accepted, would:</p> <ul style="list-style-type: none"> <li>(i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in Section V, Schedule of Requirements; or</li> <li>(ii) limits in any substantial way, inconsistent with the Bidding Document, the Purchaser’s rights or the Bidder’s obligations under the proposed Contract; or</li> </ul> <p>(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.</p> <p>32.3 The Purchaser shall examine the technical aspects of the bid in particular, to confirm that all requirements of Section V, Schedule of Requirements have been met without any material deviation or reservation.</p> <p>32.4 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.</p> |

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|   | <p>32.5 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>   |
| <p><b>33. Non-material Non-conformities</b></p> | <p>33.1 The Purchaser may regard a Bid as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirement set forth in the Bidding Document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the Bid.</p> <p>33.2 Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>33.3 Provided that a Bid is substantially responsive, the Purchaser shall rectify non-material non-conformities or omissions. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the method indicated in Section III, Evaluation and Qualification Criteria.</p> <p>33.4 If small differences are found such as in technical specification, description, feature which does not make the bid to be rejected, then the cost, which is calculated to the extent possible due to such differences, shall be included while evaluating bid.</p> <p>33.5 If the value is found fifteen percent more than the quoted amount of the bidder on account of small differences pursuant to ITB 33.4, such bid shall be considered irresponsive in substance and shall not be considered for evaluation.</p> |
| <p><b>34. Correction of Arithmetical</b></p>    | <p>34.1 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:</p>  |

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| <p><b>Errors</b></p> | <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;</li> <li>c) If there is a discrepancy between the bid price in the Summary of price schedule and the bid amount in item (c) of the Letter of Bid, the bid price in the Summary of price schedule will prevail and the bid amount in item (c) of the Letter of Bid will be corrected; and</li> <li>d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</li> </ul> <p>34.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and the bid security shall be forfeited.</p> |
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| <p><b>35.Evaluation and Comparison of Bids</b></p> | <p>35.1 The Purchaser shall evaluate and compare all substantially responsive Bids to determine the lowest evaluated bid.</p> <p>35.2 To evaluate a Bid, the Purchaser shall only use all the criteria and methodologies defined in this Clause and in Section III, Evaluation and Eligibility Criteria. No other criteria or methodology shall be permitted.</p> <p>35.3 To evaluate a Bid, the Purchaser shall consider the following:</p> <ul style="list-style-type: none"> <li>(a) the bid price as quoted in accordance with ITB 15 as specified in BDS;</li> <li>(b) adjustment for correction of arithmetic errors in accordance with ITB 34.1;</li> <li>(c) adjustment due to discounts offered in accordance with ITB 15.7;</li> <li>(d) adjustment for nonmaterial nonconformities in accordance with ITB 33.3; and</li> <li>(e) adjustment due to application of the evaluation criteria specified in the BDS from amongst those set out in Section III (Evaluation and Eligibility Criteria). These criteria may include factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services which shall be expressed to the extent practicable in monetary terms to facilitate comparison of bids unless otherwise specified in Section III.</li> </ul> <p>35.4 Any allowance for price adjustment during the period of performance of the Contract, if provided in the Bid, shall not be taken into account in bid evaluation.</p> <p>35.5 If this Bidding Document allows Bidders to quote separate prices for different lots/packages, and to award multiple Contracts to a single Bidder, the methodology to determine the lowest evaluated price of the Contract combinations, including any discounts offered in the Letter of Bid, is specified in Section III (Evaluation and Eligibility Criteria).</p> <p>35.6 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p> |
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| <p><b>36. Post-qualification of the Bidder</b></p>                                   | <p>36.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is qualified to perform the Contract satisfactorily.</p> <p>36.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's eligibility submitted by the Bidder, pursuant to ITB 19.</p> <p>36.2 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination.</p> |
| <p><b>37. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids</b></p> | <p>37.1 The Purchaser reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.</p>  |

### **F. Award of Contract**

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| <p><b>38. Award Criteria</b></p>  | <p>38.1 The Purchaser shall select to award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p>   |
| <p><b>39. Purchaser's Right to Vary Quantities at Time of Award</b></p> | <p>39.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed the percentages <i>indicated in the BDS</i>, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.</p>   |
| <p><b>40. Notification of Intention to Award</b></p>                    | <p>40.1 The Purchaser shall notify the concerned Bidder whose bid has been selected in accordance with ITB 38.1 within seven days of the selection of the bid, in writing that the Purchaser has intention to accept his/her bid and shall Inform via the Letter of Intention included in the Contract Forms and the information of name, address and amount of selected bidder shall be given to all other bidders who submitted the bid.</p> <p>40.2 If no bidder submits an application pursuant to ITB 43.1 within a period of seven days of providing the notice under ITB 40.1 the Purchaser shall accept the bid selected in accordance with ITB 38.1 prior to the expiry of bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.</p> |

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|  | <p>40.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>  |
| <p><b>41. Performance Security</b></p> | <p>41.1 Within fifteen (15) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the GCC, as specified below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in Nepal using Sample Form for the Performance Security included in Section VIII (Contract Forms) or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent less than the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p><b>Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</b></p> <p>The Bid Price and Cost Estimate shall be exclusive of Value Added Tax.</p> |
|  | <p>41.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security and black listing. In that event the Purchaser shall award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.</p>  |
| <p><b>42. Signing of Contract</b></p>  | <p>42.1 The successful Bidder shall sign the contract in the form included in section VIII after the submission of performance security in accordance with ITB 41.</p> <p>42.2 At the same time, the Employer shall affix a public notice on the result of the award on its notice board. The Employer may make arrangements to post the notice into its website, identifying the bid and lot/package numbers and the following information: (i) the result of evaluation of bid; (ii) date of publication of notice inviting bids; (iii) name of newspaper; (iv) reference number of notice; (v) item of procurement; (vi) name and address of bidder making contract and (viii) contract Price.</p>  |

|  |   |
|--|---|
|  | <p>42.3 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of issuance of notification pursuant to ITB 40.1, requests in writing the grounds on which its bid was not selected.</p> <p>42.4 If the bidder whose bid has been accepted fails to sign the contract as stated ITB 42.1, LIC Nepal Ltd. shall blacklist the bidder.</p>   |
| <p><b>43. Complaint and Review</b></p> | <p>43.1 If a Bidder dissatisfies with the Procurement proceedings or the decision made by the Purchaser in the intention to award the Contract, it may file an application to the Chief of the concerning Public Entity of the Purchaser within seven (7) days of having, receipt of such notice or decision making, for review of the proceedings stating the factual and legal grounds.</p> <p>43.2 An application filed after the deadline pursuant ITB 43.1 shall not be processed.</p> <p>43.3 The chief of Public Entity of the Purchaser shall, within five (5) days after receiving the application, give its decision with reasons, in writing pursuant to ITB 43.1:</p> <ul style="list-style-type: none"> <li>(a) whether to suspend the procurement proceeding and the procedure for further proceedings to be adopted; or</li> <li>(b) whether or not to reject an application.</li> </ul> <p>No application can be submitted before the Review Committee for review against the decision made by the chief of the Public Entity for the Bid amount up to the value <i>as stated in BDS</i>.</p> |



## Section II. Bid Data Sheet

| <b>A. Introduction</b>     |   |
|----------------------------|---|
| <b>ITB 1.1</b>             | The number of the Invitation for Bids (IFB) is:   |
| <b>ITB 1.1</b>             | Name of the Purchaser: <b>LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu, Nepal.</b>   |
| <b>ITB 1.1</b>             | Name and Identification number of the Contract/s ( <b>Packages/Lots</b> ): <b>Supply and Delivery of Laser Printers and Desktop Computers</b><br>Contract Identification Number:  |
| <b>ITB 2.1</b>             | Source of Fund: <i>Internal Source</i>  |
| <b>ITB 4.1</b>             | Bidders from the following countries are not eligible: NA   |
| <b>ITB 4.2</b>             | Maximum number of partners in a joint venture shall be: <b>3 (three)</b>  |
| <b>ITB 4.4</b>             | A list of debarred firms is available with LIC Nepal Ltd.   |
| <b>ITB 5.1</b>             | Goods and related services to be supplied from following countries are not eligible: NA   |
| <b>B. Bidding Document</b> |   |
| <b>ITB 8.1</b>             | <u><b>LIC (NEPAL) Ltd, IT Department, Star Mall Putali Sadak , Kathmandu, Nepal</b></u><br>Name of the Purchaser: LIC (NEPAL) Ltd., IT Department<br>City/Town: Kathmandu<br>District: Kathmandu<br>Country: Nepal<br>Telephone: 01-4012613,01-4012614<br>Electronic Mail Address: <a href="mailto:co_it@licnepal.com.np">co_it@licnepal.com.np</a> |
| <b>ITB 8.1</b>             | The purchaser will respond in writing to any request for clarification provided that such request is received no later than 3 days prior to the deadline date for submission of bid.  |

|  |  |
|--|--|
| <b>ITB 8.2</b>                           | Pre-Bid meeting <b>shall</b> be organized.<br><br>If a Pre-Bid meeting will take place, it will be at the following date, time and place:<br><br><b>Date: 16/06/2024</b><br><br><b>Time: 11 Hours</b><br><br><b>Place: IT Department, Putali Sadak , Kathmandu, Nepal</b>  |
| <b>C. Preparation of Bids</b>            |  |
| <b>ITB 11.1</b>                          | The language of the Bid is: Nepali or English  |
| <b>ITB 12.1 (h)</b>                      | The Bidder shall submit the following additional documents with its Bid:<br><br>- <b>Copy of Company Registration Certificate/ Firm Registration certificate with renewal for FY 2080/81</b><br><br>- <b>Copy of VAT and PAN Registration Certificate</b><br><br>- <b>Tax Clearance Certificate for FY 2079/80</b><br><br>Or<br><br>- <b>Tax Clearance Certificate for FY 2078/79 and Evidence of Time extension/ Submission for the FY 2079/80.</b> |
| <b>ITB 14.1</b>                          | Alternative Bids <i>are not permitted.</i>   |
| <b>ITB 15.3</b>                          | <b>The prices quoted by the Bidder shall : <i>not be Adjustable</i></b>  |
| <b>ITB 19.2</b>                          | <i>A Manufacturer’s Authorization letter is required for all the items listed in Section V Schedule of Requirements.</i>   |
| <b>ITB 20.1</b>                          | The bid validity period shall be <b>90</b> days.   |
| <b>ITB 21.1</b>                          | The bid must be accompanied by bid security, amounting to a <i>minimum of NRs 1,20,000, for package 1 and NRs 1,50,000/- for package 2</i> which shall be <i>valid for minimum 30 days</i> beyond the bid validity period.   |
| <b>ITB 21.2</b>                          | If the Bidder wishes to submit the Bid Security in the form of cash, the cash should be deposited in <b>Deposit Account No 01506017500007</b> at Nabil Bank Limited , <i>Kathmandu, Nepal</i> and submit the receipt of the deposited amount of cash along with the bid.   |
| <b>ITB 22.2</b>                          | The written confirmation of Authorization to sign on behalf of the Bidder shall consist of: Power of Attorney to sign the bid  |
| <b>D. Submission and Opening of Bids</b> |  |
| <b>ITB 23.1</b>                          | Bidders shall submit their bids to LIC IT Department , Star Mall, Putali Sadak, Kathmandu, Nepal.  |
| <b>ITB 24.1</b>                          | For bid submission purposes only, the Purchaser’s address is: <b>LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu, Nepal.</b>   |

|   |  |
|---|--|
| <b>ITB 24.1</b>                             | <b>The deadline for bid submission is:</b><br><b>Date:27/06/2024</b><br><b>Time: 12 Hours</b>  |
| <b>ITB 24.1</b>                             | If the last date of purchasing, submission and opening of Bid falls on a government holiday then the next working day shall be considered as the last day without any change in the time and place as fixed. |
| <b>ITB 27.1</b>                             | <b>The bid opening shall take place at:</b><br><b>Date:28/06/2024</b><br><b>Time: 15:00 Hours</b><br><b>Place: LIC Nepal Ltd., ITs Department, Putali Sadak , Kathmandu, Nepal</b>                           |
| <b>E. Evaluation and Comparison of Bids</b> |  |
| <b>F. Award of Contract</b>                 |  |
| <b>ITB 39.1</b>                             | The maximum percentage by which quantities may be increased is: 15%<br>The maximum percentage by which quantities may be decreased is: 15%   |

# Section III. Evaluation and Eligibility Criteria

The purpose of the Evaluation and Eligibility Criteria (EEC) is to specify the criteria that the Purchaser will use to evaluate the Bids to determine the lowest evaluated substantially responsive bid and the eligibility of the Bidder to perform the contract. The Purchaser must prepare the EEC and include it as a part of the Bidding Document. The EEC is not a Contract document and, therefore, it is not a part of the Contract.

## Table of Criteria

- 1. Evaluation Criteria.....34
  - 1.1 Technical Criteria.....34
- 2. Eligibility Criteria.....34

# 1. Evaluation Criteria

Criteria for Bid evaluation are to be determined case by case basis. Select from following the appropriate criteria according to the provisions specified in ITB 36. Retain only the relevant parameters and evaluation methods to apply corresponding to the retained criteria.

## 1.1 Technical Criteria

*Refer to the methodology specified in the Technical Specifications (Section-V Schedule of Requirement)*

# 2. Eligibility

Except Qualification Requirements mentioned as optional, which may be specified as per requirements, the Procuring Entity shall specify the following Qualification Requirements without any substantial deviation.

## 2.1 Eligibility

| Criteria<br><br>Requirement | Compliance Requirements |                       |              |             | Documents               |
|-----------------------------|-------------------------|-----------------------|--------------|-------------|-------------------------|
|                             | Single Entity           | Joint Venture         |              |             | Submission Requirements |
|                             |                         | All Partners Combined | Each Partner | One Partner |                         |

### 2.1.1 Conflict of Interest

|  |                       |                       |                       |                |                         |
|--|-----------------------|-----------------------|-----------------------|----------------|-------------------------|
| No conflicts of interest in accordance with ITB 4.3. | Must meet requirement | Must meet requirement | Must meet requirement | Not applicable | Letter of Technical Bid |
|--|-----------------------|-----------------------|-----------------------|----------------|-------------------------|

### 2.1.2 Government/DP Eligibility

|  |                       |                       |                       |                |                         |
|--|-----------------------|-----------------------|-----------------------|----------------|-------------------------|
| Not having been declared ineligible by LICN, as described in ITB Sub-Clause 4.4. | Must meet requirement | Must meet requirement | Must meet requirement | Not applicable | Letter of Technical Bid |
|--|-----------------------|-----------------------|-----------------------|----------------|-------------------------|

### 2.1.3 Government-Owned Entity

|  |                       |                       |                       |                |  |
|--|-----------------------|-----------------------|-----------------------|----------------|--|
| Bidder required to meet conditions of ITB 4.5. | Must meet requirement | Must meet requirement | Must meet requirement | Not applicable | Letter of Technical Bid; Forms ELI – 1 and ELI - 2 |
|--|-----------------------|-----------------------|-----------------------|----------------|--|

#### 2.1.4 Other Eligibility

|   |                       |                |                       |                |                     |
|---|-----------------------|----------------|-----------------------|----------------|---------------------|
| Firm Registration Certificate   | must meet requirement | not applicable | must meet requirement | not applicable | Document attachment |
| Business Registration Certificate   | must meet requirement | not applicable | must meet requirement | not applicable | Document attachment |
| VAT and PAN Registration certificate ( <i>only for domestic bidders</i> )   | must meet requirement | not applicable | must meet requirement | not applicable | Document attachment |
| Tax Clearance Certificate/Tax return submission evidence/evidence of time extension for the F/Y 2079/80. <i>Only for domestic bidders</i> ) | must meet requirement | not applicable | must meet requirement | not applicable | Document attachment |

# Section IV. Bidding Forms

## Notes on Bidding Forms

The Purchaser shall include in the Bidding Documents all Bidding Forms that the Bidder shall fill out and include in its Bid. The forms contained in this section are to be completed by the Bidder and submitted as part of its Bid. As specified in this Section, these forms are the Letter of Technical Bid, Letter of Price Bid, the Bid Security, Price Schedules and the Bidder's Qualification Information Forms.

## Table of Forms

|   |           |
|---|-----------|
| <b>Letter of Bid.....</b>                         | <b>37</b> |
| <b>Bidder's Information Form.....</b>             | <b>40</b> |
| <b>Joint Venture Information Form .....</b>       | <b>41</b> |
| <b>Bidder's proposed Specification Form .....</b> | <b>42</b> |
| <b>Bidder's proposed Delivery Date .....</b>      | <b>43</b> |
| <b>Price Schedule for Goods.....</b>              | <b>44</b> |
| <b>Bid Security .....</b>                         | <b>45</b> |
| <b>Manufacturer's Authorization Letter .....</b>  | <b>47</b> |

# Letter of Bid

*(The Bidder shall accomplish the Letter of Bid in its Letter Head Clearly showing the Bidders Complete name and address)*

Date:

Contract No.:

Invitation for Bid No.:

To: \_\_\_\_\_

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 9;
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Section V (Schedule of Requirements), the following Goods and Related Services: *[insert a brief description of the goods and related services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:  
*[Incase of only one lot/package, insert the total Bid Price in words and figures];*  
  
*[Incase of multiple lots/packages, insert the total price of each lot/package];*
- (d) The discounts offered and the methodology for their application are:  
The discounts offered are: *[specify in detail each discount offered];*  
  
The exact method of calculations to determine the net price after application of discounts is shown below: *[specify in detail the method that shall be used to apply the discounts];*
- (e) Our Bid shall be valid for a period of ..... *[insert validity period as specified in ITB 20.1 of the BDS]* days from the date fixed for the bid submission deadline in accordance with the Bidding Document, 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 in accordance with ITB 4.8 and meet the requirements of ITB 3.4 & 3.5;



- (h) We are not participating, as a Bidder or as a subcontractor/supplier, in more than one Bid in this bidding process in accordance with ITB 4.3(e), other than alternative Bids in accordance with ITB 14;
- (i) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by DP, under the Purchaser’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (j) We are not a government owned entity/We are a government owned entity but meet the requirements of ITB 4.5;<sup>2</sup>
- (k) We declare that, 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 and we have not been punished for an offense relating to the concerned profession or business.
- (l) The following commissions, gratuities, or fees, if any, have been paid or are to be paid with respect to the bidding process or execution of the Contract:

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
|-------------------|---------|--------|--------|

(If none has been paid or is to be paid, indicate “none.”)

- (m) We declare that we are solely responsible for the authenticity of the documents submitted by us. The document and information submitted by us are true and correct. If any document/information given is found to be concealed at a later date, we shall accept any legal actions by the purchaser.
- (n) 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.
- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (p) We agree to permit LIC Nepal Ltd. 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 LIC Nepal Ltd.

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<sup>2</sup> Select one of the options

Name:

In the capacity of:

Signed:

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

Date:

## ELI-1: Bidder's Information Form

*[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

|  |  |  |
|--|--|--|
| 1.   | Bidder's Legal Name:   | <i>[insert full name]</i>  |
| 2.   | In case of JV, legal name of the representative member and of each member: | <i>[insert full name of each member in the JV and specify the representative member]</i> |
| 3  | Bidder's Country of Registration:  | <i>[insert country of registration]</i>  |
| 4.   | Bidder's Year of Registration:   | <i>[insert year of incorporation]</i>  |
| 5.   | Bidder's Legal Address in Country of Registration                          | <i>[insert street/number/town or city/country]</i>                                       |
| 6.   | Bidder's trading address:  | <i>[insert street/number/town or city/country]</i>                                       |
| 7.   | Bidder's Telephone/Fax numbers:  | <i>[insert telephone/fax numbers, including country and city codes]</i>                  |
| 8.   | Bidder's Email Address:  | <i>[insert email address]</i>  |
| 9.   | Bidder's Authorized Representative Information:                            |  |
|  | Name:  | <i>[insert full name]</i>  |
|  | Address:   | <i>[insert street/number/town or city/country]</i>                                       |
|  | Telephone/Fax numbers:   | <i>[insert telephone/fax numbers, including country and city codes]</i>                  |
|  | Email Address:   | <i>[insert email address]</i>  |
| <p><b>Attached are copies of the following documents:</b></p> <ol style="list-style-type: none"> <li>1. In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.2 and ITB 4.8</li> <li>2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 22.2</li> <li>3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB 4.2</li> <li>4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5</li> </ol> |  |  |

## ELI-2: Joint Venture Information Form

Each member of the Joint Venture must fill out this form separately to provide information relating to each JV member.

|  |   |   |
|--|---|---|
| 1.   | <b>Bidder's legal name:</b>                                       | <i>[insert full name]</i>   |
| 2.   | Joint Venture Partner's legal name:                               | <i>[insert full name of Joint Venture Partner]</i>                      |
| 3.   | Joint Venture Partner's Country of Registration:                  | <i>[insert country of registration]</i>                                 |
| 4.   | Joint Venture Partner's Legal Address in Country of Registration: | <i>[insert street/number/town or city/country]</i>                      |
| 5.   | Joint Venture Partner's Trading address                           | <i>[insert street/number/town or city/country]</i>                      |
| 6.   | Joint Venture Partner's Year of Registration:                     | <i>[insert year of registration]</i>                                    |
| 7.   | Joint Venture Partner's Telephone/Fax numbers:                    | <i>[insert telephone/fax numbers, including country and city codes]</i> |
| 8.   | Joint Venture Partner's Email Address:                            | <i>[insert email address]</i>   |
| 9.   | Joint Venture Partner's Authorized Representative Information:    |   |
|  | Name:   | <i>[insert full name]</i>   |
|  | Address:  | <i>[insert street/number/town or city/country]</i>                      |
|  | Telephone/Fax numbers:  | <i>[insert telephone/fax numbers, including country and city codes]</i> |
|  | Email Address:  | <i>[insert email address]</i>   |
| <p>1. Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.2 and ITB 4.8</p> <p>2. Authorization to represent the firm named above, in accordance with ITB 22.2</p> <p>3. In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5</p> |   |   |

## **Form Spec-1: Bidder's proposed Specification Form**

*The bidder shall fill this form to provide the information on technical specifications and standards of offered goods. Bidder's Proposed Technical Specifications and Standards in column 4 shall comply with the Purchaser Requirement (Specifications and standards) specified by the Purchaser in the Schedule of Requirements.*

| <b>Item No.</b>          | <b>Name of Goods or Related Service</b> | <b>Country of Origin and Brand</b>               | <b>Bidder's Proposed TS and Standards</b> | <b>Reference page / no./ Catalogue page/ no.</b>                      | <b>Status of compliance<sup>3</sup></b> |
|--------------------------|---|--|---|---|---|
| <b>1</b>                 | <b>2</b>                                | <b>3</b>   | <b>4</b>                                  | <b>5</b>  | <b>6</b>                                |
| <i>[insert item No.]</i> | <i>[insert name]</i>                    | <i>[insert country of Origin and Brand name]</i> | <i>[insert TS and Standards]</i>          | <i>[insert reference page or no. / catalogue page or no. if any]]</i> | <i>[insert status]</i>                  |
|                          |   |  |   |   |   |
|                          |   |  |   |   |   |
|                          |   |  |   |   |   |

---

<sup>3</sup> *The bidder shall state as Fully compliance or Partially compliance or Compliance*

## Form Del-1: Bidder's proposed Delivery Date

*The bidder shall fill this form to provide the information on delivery date of offered goods. Bidder's offered delivery date in column 4 shall comply with the Purchaser Requirement (Delivery and Completion Schedule) specified by the Purchaser in the Schedule of Requirements.*

| Line Item No            | Description of Goods                 | Quantity  | Physical unit                                  | Final Destination as specified in BDS | Bidder's offered Delivery date [to be provided by the bidder]                       |
|-------------------------|--------------------------------------|---|--|---------------------------------------|---|
| 1                       | 2                                    | 3   | 4  | 5                                     | 6   |
| <i>[insert item No]</i> | <i>[insert description of Goods]</i> | <i>[insert quantity of item to be supplied]</i> | <i>[insert physical unit for the quantity]</i> | <i>[insert place of delivery]</i>     | <i>[insert the number of days following the date of effectiveness the Contract]</i> |
|                         |                                      |   |  |                                       |   |
|                         |                                      |   |  |                                       |   |
|                         |                                      |   |  |                                       |   |

*Note: The date of effectiveness of contract shall be as of signing the contract*

## Price Schedule for Goods

*The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.*

Name of Bidder \_\_\_\_\_ Invitation for Bid No.: \_\_\_\_\_

| Item               | Description | Country of Origin | Quantity | Unit price <sup>4</sup> |          | Total price (in NRs)<br>(cols. 4x5) |
|--------------------|-------------|-------------------|----------|-------------------------|----------|-------------------------------------|
|                    |             |                   |          | In Figure               | In Words |                                     |
| 1                  | 2           | 3                 | 4        | 5                       |          | 4x5=6                               |
|                    |             |                   |          |                         |          |                                     |
|                    |             |                   |          |                         |          |                                     |
|                    |             |                   |          |                         |          |                                     |
| <b>Total</b>       |             |                   |          |                         |          |                                     |
| VAT                |             |                   |          |                         |          |                                     |
| <b>Grand Total</b> |             |                   |          |                         |          |                                     |

*[If there are more than one lot/package, prepare Price Schedule form for each lot/ package]*

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>4</sup> The price shall include the cost of goods, other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item, the customs duties, transportation cost up to final delivery, insurance cost, unloading, and any other cost for (incidental) services, if any, related to the delivery of goods. All risks and responsibilities up to the final destination including installation and commissioning of Goods, if applicable, shall be borne by the Supplier.

# Bid Security

## Bank Guarantee

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

[This is the format for the Bid Security to be issued on the letterhead by a Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law of Nepal]

*insert Bank's Name, and Address of Issuing Branch or Office]*

**Date:** *[insert date]*

**Beneficiary:** *[insert Name and Address of Purchaser]*

**BID GUARANTEE No.:** *[insert number]*

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

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

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

- (a) has withdrawn or modifies its Bid:
  - (i) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) changes the prices or substance of the bid while providing information pursuant to clause 29.1 of ITB; or
- (d) having been notified of the acceptance of its Bid by the Purchaser 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.
- (e) is involved in fraud and corruption in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) thirty (30) days



after the expiration of the Bidder's bid which comes to be *[insert the date]*.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758<sup>5</sup>.

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

*[Note: All italicized text is for use in preparing this form and shall be deleted from the final product.]*

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<sup>5</sup> As the case may be, ICC Publication No. 758 (or subsequent ICC Publications) may be used. In such cases, modify the Publication number.

## **Manufacturer's Authorization Letter**

*[This letter of authorisation should be on the letterhead of the manufacturer and should be signed by the person with the proper authority to sign documents that are binding on the manufacturer]*

Date: *[insert date of Bid Submission]*

IFB No.: *[insert number]*

To: *[insert complete name and address of Purchaser]*

WHEREAS *[insert complete name of Manufacturer or Manufacturer's authorized agent]* who are official manufacturers of *[insert type of goods manufactured]* having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* exclusively to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us *[insert name and/or brief description of the goods]* and to subsequently sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

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

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

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

Duly authorized to sign the Authorization for and on behalf of: *[insert complete name of Manufacturer]*

Date: *[insert date of signing]*

# **Part 2. Supply Requirements**

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

The Schedule of Requirements shall be included in the Bidding Documents by the Purchaser, and shall cover, at a minimum, a description of the Goods and Related Services to be supplied and the Delivery Schedules.

The objective of the Schedule of Requirements is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV.

### **Contents**

|  |           |
|--|-----------|
| <b>1. List of Goods and Related Services .....</b> | <b>49</b> |
| <b>2. Delivery and Completion Schedule .....</b>   | <b>49</b> |
| <b>3. Technical Specifications .....</b>           | <b>50</b> |
| <b>4. Purchaser Requirement .....</b>              | <b>52</b> |
| <b>5. Drawings.....</b>                            | <b>54</b> |

## List of Goods and Related Services

*Bids on individual lot/package are permitted.*

| Package/Item No. | Name of Goods or Related Services   | Description                                   | Unit of Measurement | Quantity    |
|------------------|-------------------------------------|---|---------------------|-------------|
| 1                | Supply & Delivery of Laser Printers | <i>As in Technical Specification Criteria</i> | Sets                | 80 (Eighty) |
| 2                | Desktop Computers                   | <i>As in Technical Specification Criteria</i> | Sets                | 30(Thirty)  |

## Delivery and Completion Schedule

Delivery shall take place in compliance with the dates, duration, and locations indicated below:

| Line Item No | Description of Goods                   | Quantity | Physical unit | Final Destination  | Delivery Date                                 |
|--------------|--|----------|---------------|--|---|
| 1.           | 2                                      | 3        | 4             | 5  | 6   |
| 1            | Supply & Delivery of Laser Printers    | 80       | Sets          | LIC Nepal Ltd, IT Department ,4 <sup>th</sup> Floor,Star Mall, Putali Sadak , Kathmandu, Nepal | 30 days from the date of signing the contract |
| 2            | Supply & Delivery of Desktop Computers | 30       | Sets          | LIC Nepal Ltd, IT Department ,4 <sup>th</sup> Floor,Star Mall, Putali Sadak , Kathmandu, Nepal | 30 days from the date of signing the contract |

*Note: The date of effectiveness of contract shall be as of signing the contract*

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# Technical Specification

## Notes on Technical Specifications

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

- The TS constitute the benchmarks against which the Purchaser will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids by the Purchaser.
- The TS shall require that all Goods and materials to be incorporated in the Goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.
- The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector may provide a sound basis for drafting the TS.
- The use of metric units is encouraged.
- Standardizing technical specifications may be advantageous, depending on the complexity of the Goods and the repetitiveness of the type of procurement. The TS should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.
- Standards for equipment, materials, and workmanship specified in the Bidding Documents shall not be restrictive. Recognized international standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided. Where unavoidable, such item description should always be followed by the words “or equivalent.” When other particular standards or codes of practice are referred to in the TS, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.
- The TS shall be fully descriptive of the requirements in respect of, but not limited to, the following:
  - (a) Standards of materials and workmanship required for the production and

manufacturing of the Goods.

- (b) Detailed tests required (type and number).
  - (c) Other additional work and/or Related Services required to achieve full delivery.
  - (d) Detailed activities to be performed by the Supplier, and participation of the Purchaser thereon.
  - (e) List of detailed functional guarantees covered by the Warranty and the specification of the penalties to be applied in the event that such guarantees are not met.
- The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. The Purchaser shall include an additional Bidding Form, Form Spec-1 (to be an Attachment to the Letter of Bid), where the Bidder shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.

When the Purchaser requests that the Bidder provides in its Bid a part or all of the TS, technical schedules, or other technical information, the Purchaser shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the Bidder in its Bid (Form Spec-1).

## Purchaser Requirement

*The Goods and Related Services shall comply with following Technical Specifications and Standards:*

**1. Summary of Technical Specifications.**

**I. Name of Goods or Related Services: Laser Printers 80 Sets**

**II. Technical Specifications and Standards**

| <b>Item</b>           | <b>Company's Requirement</b>           | <b>Suppliers Specification(Mention in Details)</b> |
|-----------------------|--|--|
| Manufacturer          | Any of three brand- Canon, HP, Brother |  |
| Model                 |  |  |
| Printing Speed        | 12ppm(A4) minimum                      |  |
| Print Resolution      | 600*600 DPI                            |  |
| Function              | Single Function                        |  |
| Printing Technology   | Laser [Monochrome]                     |  |
| Cartridge             | Toner Black                            |  |
| Cartridge Paper yield | 2000 pages                             |  |
| Paper Size            | A4, Letter and above                   |  |
| Paper Handling Input  | 150 sheets                             |  |
| Paper Handling Output | 100 sheets                             |  |
| OS Supported          | Win 7 and above                        |  |
| Driver Support        | Microsoft Windows and MAC              |  |

**Manufacture Authorization must be submitted**

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## 2. Summary of Technical Specification of Desktop Computer

I. Name of Goods or Relative Services: Desktop Computers 30 Sets

II. Technical Specification and Standards

| Description  |                        | Company's Requirement                                   | Suppliers Specification(Mention in Details) |
|--|------------------------|---|---|
| <b>Brand</b>                                       |                        | <b>Any of these four Brands- DELL, LENOVO, HP, ACER</b> |   |
| <b>Model</b>                                       |                        | <b>To be mentioned by bidders</b>                       |   |
| Processor  | Processor type         | 12th Generation Intel Core i3                           |   |
|  | Processor core count   | 4 and above   |   |
|  | Processor thread count | 4 or above  |   |
|  | Processor speed        | 4.30 GHz or above                                       |   |
| Processor<br>Operating System<br>Memory            | Processor cache        | Above 12 MB   |   |
|  | Integrated graphics    | Intel UHD Graphics                                      |   |
|  | Genuine Windows        | 10 Pro or later   |   |
|  | Slots                  | Two   |   |
|  | Memory size per slot   | 8 GB and above  |   |
|  | Memory type            | Dual-channel DDR4                                       |   |
| Memory<br>Ports and Connectors                     | RAM                    | 8GB DDR4 3200MHz  |   |
|  | Storage Capacity       | 512GB SSD or 1TB SATA or more                           |   |
|  | Memory configurations  | 8 GB, 1 x 8 GB, DDR4, 3200 MHz or more                  |   |
|  | USB Type               | 4 x USB 2.0 Type A                                      |   |
|  | RAM                    | 4 x USB 3.2 Gen1 Type A                                 |   |
|  | Audio                  | One global headset jack                                 |   |
|  | Memory configurations  | One audio line-out port                                 |   |
| Ports and Connectors<br>Ethernet<br>Power Supply   | Video                  | One HDMI 1.4b   |   |
|  |                        | One DisplayPort 1.4a (HBR2)                             |   |
|  | Power port<br>M.2      | One AC power-supply port                                |   |
|  |                        | One M.2 2230/2280 slot for SSD                          |   |
|  | Transfer rate<br>Type  | 10/100/1000 Mbps  |   |
|  |                        | 180 W internal Power Supply Unit (PSU)                  |   |
| Input voltage                                      | 90 VAC–264 VAC         |   |   |
| Rated output voltage                               | 12 VA, 12 VB           |   |   |
| Ethernet   | Temperature range      | 0°C to 35°C (32°F to 95°F)                              |   |
| Monitor  |                        | 19" HD Monitor  |   |
| Warranty Period                                    | 12 Months or Above     | 12 Months or Above                                      |   |
| <b>Manufacture Authorization must be submitted</b> |                        |   |   |



## Drawings

Not Applicable

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# PART 3. Conditions of Contract and Contract Form

The GCC contain standard provisions that have been designed to remain unchanged and **to be used without modifying their text**. The GCC clearly identify the provisions that may normally need to be specified for a particular bidding process and require that such specification be introduced **through the SCC**.

The GCC are a Contract document and, therefore, are a part of the Contract.

## Table of Clauses

- 1. **Definitions..... 58**
- 2. **Contract Documents..... 59**
- 3. **Fraud and Corruption..... 59**
- 4. **Interpretation ..... 61**
- 5. **Language ..... 61**
- 6. **Joint Venture, Consortium or Association ..... 62**
- 7. **Notices..... 62**
- 8. **Governing Law..... 62**
- 9. **Settlement of Disputes ..... 62**
- 10. **Scope of Supply ..... 63**
- 11. **Delivery ..... 63**
- 12. **Supplier’s Responsibilities ..... 63**

---

|            |   |           |
|------------|---|-----------|
| <b>13.</b> | <b>Purchaser’s Responsibilities .....</b> | <b>63</b> |
| <b>14.</b> | <b>Contract Price.....</b>                | <b>63</b> |
| <b>15.</b> | <b>Terms of Payment .....</b>             | <b>63</b> |
| <b>16.</b> | <b>Taxes and Duties .....</b>             | <b>64</b> |
| <b>17.</b> | <b>Performance Security .....</b>         | <b>64</b> |
| <b>18.</b> | <b>Copyright .....</b>                    | <b>65</b> |
| <b>19.</b> | <b>Confidential Information.....</b>      | <b>65</b> |
| <b>20.</b> | <b>Subcontracting.....</b>                | <b>66</b> |
| <b>21.</b> | <b>Specifications and Standards .....</b> | <b>66</b> |
| <b>22.</b> | <b>Packing and Documents .....</b>        | <b>67</b> |
| <b>23.</b> | <b>Insurance.....</b>                     | <b>67</b> |
| <b>24.</b> | <b>Transportation.....</b>                | <b>67</b> |
| <b>25.</b> | <b>Inspections and Tests .....</b>        | <b>67</b> |
| <b>26.</b> | <b>Liquidated Damages .....</b>           | <b>68</b> |
| <b>27.</b> | <b>Warranty.....</b>                      | <b>69</b> |
| <b>28.</b> | <b>Patent Indemnity .....</b>             | <b>69</b> |
| <b>29.</b> | <b>Limitation of Liability.....</b>       | <b>71</b> |

---

|            |   |           |
|------------|---|-----------|
| <b>30.</b> | <b>Change in Laws and Regulations .....</b>       | <b>71</b> |
| <b>31.</b> | <b>Force Majeure.....</b>                         | <b>71</b> |
| <b>32.</b> | <b>Change Orders and Contract Amendments.....</b> | <b>72</b> |
| <b>33.</b> | <b>Extensions of Time.....</b>                    | <b>72</b> |
| <b>34.</b> | <b>Termination.....</b>                           | <b>73</b> |
| <b>35.</b> | <b>Assignment .....</b>                           | <b>74</b> |

# Section VI. General Conditions of Contract

## 1. Definitions

1.1. The following words and expressions shall have the meanings hereby assigned to them:

- (a) “Contract” means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Agreement, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Delivery” means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- (f) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (g) “GCC” means the General Conditions of Contract.
- (h) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (i) “Purchaser’s Country” is the country specified in the Special Conditions of Contract (SCC).
- (j) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the SCC.
- (k) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract.
- (l) “SCC” means the Special Conditions of Contract.
- (m) “Subcontractor” means any natural person, private, or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part

of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.

- (n) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (o) “GoN” means the Government of Nepal.
- (p) “The Site,” where applicable, means the place named in the SCC.

## **2. Contract Documents**

2.3 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

## **3. Fraud and Corruption**

3.1 If the Purchaser determines that the Supplier has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and the provisions of GCC Clause 34.1 shall apply.

For the purposes of this Sub-Clause:

- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice”<sup>6</sup> is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice”<sup>7</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice”<sup>8</sup> is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly

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<sup>6</sup> a “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>7</sup> “parties” refers to participants in the procurement process attempting to establish bid prices at artificial, non competitive levels.

<sup>8</sup> a “party” refers to a participant in the procurement process or contract execution.

the actions of a party;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights provided for under ITB Clause 3.5 and GCC Clause 25.

3.2 Without prejudice to any other rights of the Purchaser under this Contract, may **blacklist** a Bidder/Supplier for its conduct for a period of one (1) to three (3) years on the following grounds and seriousness of the act committed by the bidder:

- (a) if it is established that the Supplier committed acts specified in ITB 3.2,
- (b) if it is established later that the Bidder has committed substantial defect in implementation of the contract or has not substantially fulfilled its obligations under the contract or the completed work is not of the specified quality as per the contract.

## **4. Interpretation**

4.1 If the context so requires it, singular means plural and vice versa.

### 4.2 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

### 4.3 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

### 4.4 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

### 4.5 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## **5. Language**

5.1 The Contract as well as all correspondence and documents



relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

**6. Joint Venture, Consortium or Association**

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. A bidder can submit only one bid either as a partner of the joint venture or individually. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

6.2 The contractor shall not handover the responsibility of the contract to any one member or some members of Joint Venture or any other parties, not involved in the contract.

**7. Notices**

7.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.

7.2 A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.

**8. Governing Law**

8.1 The Contract shall be governed by and interpreted in accordance with the laws of Nepal.

**9. Settlement of Disputes**

9.1 The Purchaser and the Supplier shall make every effort to settle amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.

9.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party’s request for such amicable settlement may be referred to Arbitration within 30 days after the expiration of amicable settlement period as specified in SCC.

- 10. Scope of Supply**
- 10.1 Subject to the SCC, the Goods and Related Services to be supplied shall be as specified in Section V, Schedule of Requirements.
- 10.2 Unless otherwise stipulated in the Contract, the Scope of Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the Contract.
- 11. Delivery**
- 11.1 Subject to GCC Sub-Clause 31.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Section V, Schedule of Requirements. The details of documents to be furnished by the Supplier are specified in the SCC.
- 12. Supplier's Responsibilities**
- 12.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 10, and the Delivery and Completion Schedule, as per GCC Clause 11.
- 13. Purchaser's Responsibilities**
- 13.1 Whenever the supply of Goods and Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from public authorities in Nepal, the Purchaser shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 13.2 The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with GCC Sub-Clause 13.1.
- 14. Contract Price**
- 14.1 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- 14.2 Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.
- 15. Terms of**
- 15.1 The Contract Price shall be paid as specified in SCC.
- 15.2 The Supplier's request for payment shall be made to the

## **Payment**

Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 11 and upon fulfillment of all the obligations stipulated in the Contract.

- 15.3 Unless otherwise specified in the SCC, the Purchaser shall retain from each payment due to the Contractor the proportion stated in the SCC. Half of the total amount retained shall be repaid to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations and half when the supplier has submitted the evidence of submission of tax return to the concerned Internal Revenue Office.
- 15.4 Payments shall be made promptly by the Purchaser, no later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and the Purchaser has accepted it.
- 15.5 Payments shall be made to the Supplier under this Contract in Nepalese Currency.
- 15.6 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the GCC 15.4, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the SCC, for the period of delay until due payment has been made.

## **16. Taxes and Duties**

- 16.1 For goods supplied, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser

## **17. Performance Security**

- 17.1 The Supplier shall, within fifteen (15) days of the receipt of notification of Contract award, provide a Performance Security for the due performance of the Contract in the amounts and currencies specified in the SCC.
- 17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 17.3 The Performance Security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the SCC, or in another form

acceptable to the Purchaser.

17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

## **18. Copyright**

18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

## **19. Confidential Information**

19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.

19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the Contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

19.3 The obligation of a party under GCC Sub-Clauses 19.1 and 19.2 above, however, shall not apply to information that:

- (a) the Purchaser or Supplier need to share with the Donor for Donor funded project or other institutions participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;

- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

19.4 The above provisions of GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

19.5 The provisions of GCC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

## **20. Subcontracting**

20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

20.2 Subcontracts shall comply with the provisions of GCC Clauses 3.

## **21. Specifications and Standards**

### **21.1 Technical Specifications and Drawings**

- (a) The Supplier shall ensure that the Goods and Related Services comply with the technical specifications and other provisions of the Contract.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification, or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) The Goods and Related Services supplied under this Contract shall conform to the standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.

21.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Section V, Schedule of Requirements. During Contract execution, any changes in

any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 32.

## **22. Packing and Documents**

- 22.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling, and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- 22.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

## **23. Insurance**

- 23.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in the manner specified in the SCC.

## **24. Transportation**

- 24.1 The supplier is required under the contract to transport the Goods to a specified place of final destination, defined as the project site, transport to such place of destination including insurance and storage, as shall be specified in the contract, shall be arranged by the supplier, and related costs shall be included in the contract price.

## **25. Inspections and Tests**

- 25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in Sections V, Schedule of Requirements.
- 25.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the final destination of the Goods, or in another place in Nepal as specified in the SCC. Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in

GCC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.

25.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.

25.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.

25.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

## **26. Liquidated Damages**

26.1 Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract,

the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 34.

## **27. Warranty**

27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

27.2 Subject to GCC Sub-Clause 21.1, the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in Nepal.

27.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC.

27.4 The Purchaser shall give Notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

27.5 Upon receipt of such Notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **28. Patent Indemnity**

28.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer



as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 28.3 If the Supplier fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at

the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

## **29. Limitation of Liability**

29.1 Except in cases of gross negligence or willful misconduct :

- (a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

## **30. Change in Laws and Regulations**

30.1 Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Nepal where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

## **31. Force Majeure**

31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

31.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such

events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **32. Change Orders and Contract Amendments**

32.1 The Purchaser may at any time order the Supplier through Notice in accordance GCC Clause 7, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

### **33. Extensions of Time**

33.1 If at any time during performance of the Contract, the Supplier or its Subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 11, the Supplier shall promptly, and at least twenty one (21) days before the

expiry of procurement contract, notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

33.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

## **34. Termination**

### **34.1 Termination for Default**

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33;
  - (ii) if the Supplier fails to perform any other obligation under the Contract.
  - (iii) The supplier uses the advance payment for matters other than the contractual obligations.
  - (iv) The purchaser may terminate the contract at any time in the following condition.
    - (a) does not commence the work as per the contract,
    - (b) abandons the contract with out completing,
    - (c) fails to achieve progress as per the contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to pay to the Purchaser for whole costs for such similar Goods or Related

Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, as defined in GCC Clause 3, in competing for or in executing the Contract.

#### 34.2 Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

#### 34.3 Termination for Convenience

- (a) The Purchaser, by written Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within seven (7) days after the Supplier's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - (i) To have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

### 35. Assignment

- 35.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

## Section VII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

|                    |   |
|--------------------|---|
| <b>GCC 1.1(i)</b>  | The Purchaser's country is: <b>Nepal</b>  |
| <b>GCC 1.1(j)</b>  | The Purchaser is: <b>LIC (NEPAL) Ltd., ITs Department, Putali Sadak , Kathmandu, Nepal</b>  |
| <b>GCC 1.1 (p)</b> | The Site is: <b>LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu, Nepal</b>  |
| <b>GCC 5.1</b>     | The language shall be: <b>Nepali or English</b>   |
| <b>GCC 7.1</b>     | For <b>notices</b> , the Purchaser's address shall be:<br><br>Name and Address of the Purchaser: LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu, Nepal<br><br>Telephone number: +977-01-4012613, 4012614<br><br>e-mail Address: <a href="mailto:co_it@licnepal.com.np">co_it@licnepal.com.np</a> |
| <b>GCC 9.2</b>     | In case of arbitration, the arbitration shall be conducted in accordance with the arbitration procedures in accordance with law of Nepal at Nepal at Kathmandu Valley.  |
| <b>GCC 10.1</b>    | The Scope of Supply shall be defined in " <b>Section V, Schedule of Requirements</b> " <i>in compliance with specified technical specification.</i>   |

|          |  |
|----------|--|
| GCC 11.1 | <p>Upon delivery of the Goods to the transporter, the Supplier shall notify the Purchaser and send the following documents to the Purchaser:</p> <ul style="list-style-type: none"> <li>a) Copies of the Supplier’s invoice showing the description of the Goods, quantity, unit price, and total amount;</li> <li>b) Copy of packing list identifying the contents of each package;</li> <li>c) Delivery note, railway receipt, or truck receipt;</li> <li>d) Manufacturer’s or Supplier’s warranty certificate;</li> <li>e) Certificate of origin; and</li> <li>f) Inspection certificate issued by the nominated inspection agency, and the Supplier’s factory inspection report;</li> </ul> <p>The Purchaser shall receive the above documents before the arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p> <p>[Note: The above requirements should be reviewed on a case-by-case basis, with amendments being made as necessary]</p> |
| GCC 14.2 | <p>The prices charged for the Goods delivered and the Related Services to be performed shall be fixed for the duration of the contract. <sup>9</sup> Price adjustment not allowed.</p>   |
| GCC 15.1 | <p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <ul style="list-style-type: none"> <li>1. The payment shall be made: <ul style="list-style-type: none"> <li>(a) through Accounts Department, LIC (NEPAL) Ltd..</li> </ul> </li> </ul>   |
| GCC 15.1 | <ul style="list-style-type: none"> <li>2. Payments shall be made in Nepalese Rupees in the following manner: <ul style="list-style-type: none"> <li>(a) Advance Payment: None</li> </ul> </li> </ul>   |
| GCC 15.3 | <p>The proportion of payments retained is: <i>"Not applicable"</i></p>   |
| GCC 15.6 | <p>The interest rate that shall be applied for payment delay is: Bank Rate</p>   |

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<sup>9</sup> If duration of contract is less than 12 months price adjustment shall not be applicable

|                        |  |
|------------------------|--|
| <p><b>GCC 17.1</b></p> | <p>The Supplier shall provide a Performance Security as follows:</p> <ol style="list-style-type: none"> <li>I. If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent less than the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</li> <li>II. For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:<br/> Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</li> </ol> <p>The Bid Price and Cost Estimate shall be exclusive of Value Added Tax.</p> <p>The Performance Security shall be valid for the period of <b>Fifteen Months</b>.</p> <p>The performance security shall be forfeited, in case the Supplier fails to complete the contractual obligation and rectify the defects within warranty period.</p> |
| <p><b>GCC 17.3</b></p> | <p>The types of acceptable Performance Securities are: A bank guarantee issued by Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law located in Nepal or commercial bank located abroad, acceptable to the Purchaser, in the format included in Section VIII, Contract Forms, Performance Security issued by foreign Bank must be counter – guaranteed by Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in Nepal.</p>   |



|                        |   |
|------------------------|---|
| <p><b>GCC 22.2</b></p> | <p>A complete packing list indicating the content of each package shall be enclosed in a water proof envelope and shall be secured to the outside of the packing case. In addition, each package shall be marked with indelible ink/paint in bold letters, as follows:</p> <ol style="list-style-type: none"> <li>a. Contract number :</li> <li>b. Name and address of the Purchaser:</li> <li>c. Country of origin,</li> <li>d. Gross weight</li> <li>e. Net weight</li> <li>f. Package number of total number of packages</li> <li>g. Brief description of content</li> <li>h. [Insert any other additional marking]</li> </ol> <p>Upright markings, where appropriate, shall be placed on all four vertical sides of the package.</p> <p>All materials used for packing shall be environmentally neutral.</p> <p>[Note: The above requirements should be reviewed on a case-by-case basis, with amendments being made as necessary]</p>  |
| <p><b>GCC 23.1</b></p> | <p>The insurance coverage shall be in an amount equal to 110 percent of the contract price of the Goods on “All Risks” basis, including War Risks, riots and/or Strikes.</p>  |
| <p><b>GCC 25.2</b></p> | <p>Tests and Inspections specified in Section V, Schedule of Requirements, shall be carried out at the following times or milestones, and places:</p> <p><b><u>Goods: As Per Schedule of Requirements</u></b><br/> <b><u>Type of Test: As per specification on verification of IT Department</u></b><br/> <b><u>Time or Milestone: After Arrival at the Purchaser's premises and Matched Specifications</u></b><br/> <b><u>Place: LIC Nepal Ltd, IT Department</u></b><br/> <b><u>Address: Putali Sadak , Kathmandu</u></b><br/> <b><u>Country: Nepal</u></b></p> <p>The following inspections and tests shall be performed at final acceptance:</p> <p>(i) All offered goods thereof must be in compliance with the requirements of Technical Specifications. The purchaser shall appoint an Inspection Committee/Inspection Officer to inspect the goods delivered by the Supplier under this contract. The inspection shall be carried out at the place of delivery soonest possible after the arrival of the complete consignment and not later than fifteen days from the date of receipt of notification from the Supplier stating that the goods are ready for inspection.</p> |

|                            |   |
|----------------------------|---|
| <b>GCC 26.1</b>            | The applicable rate of liquidated damages shall be: <b><i>0.05 percent of the Contract Price per day.</i></b>   |
| <b>GCC 26.1</b>            | <p>The maximum amount of liquidated damages shall be: <b><i>ten (10) percent of the Contract Price.</i></b></p> <p>The contract shall be terminated, if liquidated damages exceeds 10 percent of the Contract Price and blacklisting process shall be initiated for the Supplier's failure to complete the contractual obligations.</p> |
| <b>GCC 27.3</b>            | The period of validity of the Warranty shall be: <b><i>One year.</i></b> For the purposes of the Warranty, the place of final destination shall be: <b><i>IT Department, Putali Sadak , Kathmandu, Nepal.</i></b>   |
| <b>GCC 27.5 &amp; 27.6</b> | The Supplier shall correct any defects covered by the Warranty within: <b><i>7 Working Days</i></b> of being notified by the Purchaser of the occurrence of such defects.   |

# Section VIII. Contract Forms

## Table of Forms

|                                |    |
|--------------------------------|----|
| Letter of Intent.....          | 81 |
| Letter of Acceptance.....      | 82 |
| Agreement Form.....            | 83 |
| Performance Security .....     | 84 |
| Advance Payment Security ..... | 85 |

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# Letter of Intent

*[on letterhead paper of the Purchaser]*

..... date. ....

**Notes on Letter of Intent**

*The issuance of Letter of Intent is the information of the selection of the bid of the successful bidder by the Purchaser and for providing information to other unsuccessful bidders who participated in the bid as regards to the outcome of the procurement process. This standard form of Letter of Intent to Award should be filled in and sent to the successful Bidder only after evaluation and selection of substantially responsible lowest evaluated bid.*

To: ..... *name and address of the Supplier* .....

Subject: Issuance of letter of intent to award the contract

This is to notify you that, it is our intention to award the contract. for execution of the..... *name of the contract and identification number, as given in the Contract Data/SCC* to you as your bid price . . . . .  
.. *amount in figures and words in Nepalese Rupees*.....as corrected and modified in accordance with the Instructions to Bidders is hereby selected as substantially responsive lowest evaluated bid.

Authorized Signature: .....

Name: .....

Title: .....

**CC:**  
**[Insert name and address of all other Bidders, who submitted the bid]**

# Letter of Acceptance

[on letterhead paper of the Purchaser]

..... date. ....

To: ..... name and address of the Supplier .....

Subject: .Notification of Award

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

You are hereby instructed to contract this office to sign the formal contract agreement within 15 days. As per the Conditions of Contract, you are also required to submit Performance Security, as specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII (Contract Forms) of the Bidding Document.

The amount of performance security shall be NRs.....[Insert amount] and validity period of performance security shall be .....[insert validity period].

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

Authorized Signature: .....

**Name and Title of Signatory:**

## Agreement Form

THIS AGREEMENT made on the [*insert number*] day of [*insert month*], [*insert year*], between [*insert complete name of Purchaser*] of [*insert complete address of Purchaser*] (hereinafter “the Purchaser”), of the one part, and [*insert complete name of Supplier*] of [*insert complete address of Supplier*] (hereinafter “the Supplier”), of the other part:

WHEREAS the Purchaser invited Bids for certain Goods and Related Services, viz., [*insert brief description of the Goods and Related Services*] and has accepted a Bid by the Supplier for the supply of those Goods and Related Services in the sum of NRs .....[*insert amount of contract price in words and figures including taxes*] (hereinafter “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) the Purchaser’s Notification to the Supplier of Award of Contract;
  - (b) the Bid Submission Form and the Price Schedules submitted by the Supplier;
  - (c) the Special Conditions of Contract;
  - (d) the General Conditions of Contract;
  - (e) the Schedule of Requirements; and
  - (f) [*indicate any other documents required as appropriate*]

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related 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 Related 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 the laws of “Nepal” on the day, month, and year indicated above.

Signed by [*insert authorized signature for the Purchaser*] (for the Purchaser)

Signed by [*insert authorized signature for the Supplier*] (for the Supplier)

# Performance Security

*[insert complete name and number of Contract]*

To: LIC (NEPAL) Ltd., IT Department, Putali Sadak , Kathmandu

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

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

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

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

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

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

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

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

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

Date: *[insert date of signing]*

## Advance Payment Security

*[insert complete name and number of Contract]*

To: *[insert complete name of Purchaser]*

In accordance with the payment provision included in the Contract, in relation to advance payments, *[insert complete name of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a security consisting of *[indicate type of security]*, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of *[insert currency and amount of guarantee in words and figures]*.

We, the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert full address of Guarantor]* (hereinafter “the Guarantor”), 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 *[insert currency and amount of guarantee in words and figures]*.

This security shall remain valid and in full effect from the date of the advance payment being received by the Supplier under the Contract until *[(insert day, month, year) Contract completion date may be a basis for this date]*.

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

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

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

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

Date: *[insert date of signing]*