



नेपाल सरकार
भौतिक पूर्वाधार तथा यातायात मन्त्रालय
सडक विभाग

हेभी ईक्वीपमेण्ट डिभिजन

इटहरी, सुनसरी



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फोन ०२५५८०९६५

दररेट उपलब्ध गराउने सम्बन्धि सूचना

IDENTIFICATION NUMBER :- HEDITH/DP/081-082/03

(प्रकाशित मिति २०८१।०४।१४)

यस डिभिजन मातहत संचालित सवारी साधनको लागी स्पेयर पार्टस खरिद गर्नुपर्ने भएको हुँदा कार्यालयमा सूचिकृत भएका सम्बन्धित आपूर्तिकर्ताहरु र सूचिकृत नभएका सम्बन्धित आपूर्तिकर्ताहरुलाई समेत व्यवसाय दर्ता सम्बन्धि प्रमाणपत्र, कर चुक्ताको प्रमाणपत्र, प्यान भ्याट दर्ता लगायतका आवश्यक कागजात सहित सूचिकृत हुन निवेदन सहित मिति २०८१।०४।१८ गते कार्यालय समय भित्र यसै पत्रसाथ संलग्न Standard Bidding Document मा दररेट भरी उपलब्ध गराई दिनुहुन अनुरोध छ।


खरिद ईकाइ प्रमुख
मेकानिकल इन्जिनियर

STANDARD BIDDING DOCUMENT

Procurement of Goods Direct Purchase

Identification Number :- HEDITH/DP/081-082/03


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Issued by:
Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Road
Heavy Equipment Division
Itahari

F/Y 081/82

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नेकाविकल मन्त्रालय
नेपाल सरकार
सुदूर पश्चिम प्रदेश
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सुदूर पश्चिम प्रदेश

Section I. Invitation for Direct Purchase (IDP)

Name of Supplier/Bidder

Address of the Supplier

1. The Heavy Equipment Division, Itahari, invites Priced Quotations for the supply and delivery of Spare parts set as detailed in attached Specifications and the Schedule of Requirements provided herein.
2. The Price Quotation submitted by the Bidder shall comprise the following
 - a. Quotation and Price Schedules
 - b. Schedule of Requirements
 - c. Technical Specifications
3. Priced Quotations must be submitted to the office of **DoR, Heavy Equipment Division, Itahari** on or before **2081/04/18** during office hours.
4. The Bidder shall indicate on the Price Schedule the unit prices (where applicable) and total price of the goods to be supplied under the contract. All duties, taxes and other levies payable by the Supplier/Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.
5. Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
6. Submitted Priced Quotations must remain valid for a period of **30 days** after the deadline for submission date.
7. The Bidder shall furnish, as part of its bid, documents establishing the Supplier's/ Bidder's eligibility to bid and qualification to perform the contract if the bid is accepted. Documents to establish such eligibility shall be but not limited to the following
 - a) Up to date Firm/Company Registration Certificate
 - b) VAT and PAN Registration Certificates
 - c) Tax Clearance Certificate or Submission of Tax Returns up to (enter Fiscal Year)
 - d) Manufacturer's Authorization Certificate, if required
 - e) Other documents as needed
8. The goods supplied under this contract shall confirm to the Schedule of Requirements and the standards mentioned in the Technical Specification.
9. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered the last day.
10. Duly Filled up Direct purchase Document (Hard Copy) must be submitted physically.
11. The Purchaser reserves the right to accept or reject the Sealed Quotations without assigning any reason, whatsoever.

Yours sincerely,


Prem Kumar Jha, Mechanical Engineer, Procurement Committee Head

Name of the Purchaser: **DoR, Heavy Equipment Division**

Address of the Purchaser: **Itahari (Sunsari)**

6.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.

- 7. Warranty**
- 7.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract
- 7.2 The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.
- 7.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty
- 7.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.
- 8. Payment**
- 8.1 Payment of the goods supplied shall be made in Nepali Rupees after the delivery and installation and commissioning of goods to the satisfaction of the Purchaser.
- 8.2 Payment shall be made within fifteen (15) days of receipt of the goods and upon submission of claim supported by the acceptance certificate issued by the Purchaser.
- 9. Prices**
- 9.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its price quotation.
- 10. Insurance**
- The Purchaser will be responsible for taking out any appropriate insurance coverage
- 11. Governing Language**
- 11.1 The Governing Language shall be Nepali or English
- 12. Applicable Law**
- 12.1 The applicable law shall be Laws of Nepal.
- 13. Notices**
- 13.1 Purchaser's address for notice purposes - DoR, Heavy Equipment Division, Itahari
- 13.2 Supplier's address for notice purposes:
- 14. Taxes and Duties**
- 14.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GoN.
- 15. Operation, Maintenance and Spare-parts Manuals**
- 15.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).
- 16. Conduct of Suppliers**
- 16.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.
- 16.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- give or propose improper inducement directly or indirectly,
 - distortion or misrepresentation of facts

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

17. Blacklisting Supplier

- 17.1 The GoN, Public Procurement and Monitoring Office(PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:
- a. if it is proved that the supplier committed acts pursuant to the Sub - clause 16.2,
 - b. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract,
 - c. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract
- 17.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO

18. Dispute Resolution

- 18.1 Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.



Section III. Schedule of Requirements

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery to the final destination where the Goods is required to be delivered.

Number	Description	Quantity	Place of Delivery	Delivery schedule days/weeks/months from ____ ¹
1	Pump Solenoid Switch	1 No.	DoR, Heavy Equipment Division, Itahari	5 days from the date of purchase Order
2	Air Filter	2 Nos.		
3	Fuel Filter Small	2 Nos.		
4	Fuel Filter Big	2 Nos.		
5	Oil Filter	2 Nos.		
6	Fan Belt AC	1 Nos.		
7	Fan Belt	1 Nos.		
8	Spring Bush Rubber	4 Nos.		
9	Engine Mounting L/R	2 Nos.		
10	Gear box Mounting	1 Nos.		
11	Hose Pipe Air	1 Nos.		
12	ABS Sensor Front	2 Nos.		
13	ABS Sensor Rear	2 Nos.		
14	AC Condenser	1 Nos.		

[Handwritten signature]
मेकानिकल इन्जिनियर



¹ The Purchaser must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature. The DP Form should include only a cross-reference to this Schedule.

Section V. Sample Forms

1. Price Quotation and Price Schedules

Date:

To: DoR, Heavy Equipment Division, Itahari

Gentlemen and/or Ladies:

Having examined the Direct Purchase (DP) documents, we the undersigned, offer to supply and deliver

.....

..... in conformity with the said DP

documents for the sum of (Total Amount In Figure)

.....

..... (Total Amount In Words) or such other sums as may be ascertained in

accordance with the Schedule of Prices attached herewith and made part of this Price Quotation.

We undertake, if our Price Quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this price Quotation for a Period of 15 days from the last date fixed for submission of the Price Quotation..

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

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

Dated this _____ day of _____ 20 _____.

[signature]

[in the capacity of]


मेकानिकल विभाग, इटहारी

Duly authorized to sign Price Quotation for and on behalf of _____

मेकानिकल इन्जिनियर



2. Price Schedule

Name of Supplier _____ Page of ____

1	2	3	4	5	6	7
Item	Description	Unit	Quantity	Unit price (Site Delivery)	Total price per item (cols. 4 x 5)	Remarks
1	Pump Solenoid Switch	Nos	1			
2	Air Filter	Nos	2			
3	Fuel Filter Small	Nos	2			
4	Fuel Filter Big	Nos	2			
5	Oil Filter	Nos	2			
6	Fan Bolt AC	Nos	1			
7	Fan Belt	Nos	1			
8	Spring Bush Rubber	Nos	4			
9	Engine Mounting L/R	Nos.	2			
10	Gear box Mounting	Nos.	1			
11	Hose Pipe Air	Nos.	1			
12	ABS Sensor Front	Nos.	2			
13	ABS Sensor Rear	Nos	2			
14	AC Condenser	Nos	1			
Total Amount						
Add 13% Value Added Tax						
Total Including VAT						

Total Price(in words)

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail

Handwritten signature and official stamp of the procurement authority.

3. Form of Agreement

THIS AGREEMENT made the ____ day of _____ 20____ between *DoR, Heavy Equipment Division, Itahari* of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Priced Quotation for certain goods and ancillary services, viz., *Spare parts of Different Pickup* and has accepted a Price Quotation by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Price Quotation Form and the Price Schedule submitted by the Supplier;
 - b. The Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

Name:

Designation:

Sign:

Seal:

[Handwritten signature and official stamp of the Purchaser]

On behalf of the Supplier

Name:

Designation:

Sign:

Seal: