
BIDDING DOCUMENT

for

The Procurement of Services

“Familiarize and support local levels on database management by entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on designed MIS”

National Competitive Bidding (NCB)
(Single Stage-One Envelope Bidding Procedure)

Issued by

Alternative Energy Promotion Centre (AEPC)
Tahachal, Kathmandu, Nepal

Issued on: **10 February 2025**

Issued to: **All interested Eligible and Qualified Bidders**

Contract Identification No.: **AEPC/CCS/S/NCB/2081/82-02**

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 ¹	Government of Nepal
ICC	International Chamber of Commerce
IFB	Invitation for Bids
ITB	Instructions to Bidders
LGRS	List of Services
NCB	National Competitive Bidding
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

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

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Invitation for Bids (IFB)

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Contract Identification Number: AEPC/CCS/S/NCB/2081/82-02

Date of Notice Publication: **10 February 2025**

- Alternative Energy Promotion Centre (AEPC)** currently executing the Clean Cooking Program (Mitigating GHG emission through modern, efficient and climate friendly clean cooking solutions) with the support of the Government of Nepal and GCF.
- The AEPC invites Electronic Bids for the procurement of Service **“Familiarize and support local levels on database management by entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on designed MIS”** under National Competitive Bidding (NCB)– Single Stage One Envelope Bidding Procedures.
- Interested Bidders may obtain further information and inspect the Bidding Document in English at the office of AEPC, Tahachal, Kathmandu, Nepal or may visit e-GP system of PPMO: www.bolpatra.gov.np/egp.
- Complete set of Bidding Documents for the task in English is available online and may be downloaded for e-submission from the e-GP system of PPMO: www.bolpatra.gov.np/egp. Bidders, submitting their bid electronically, should deposit the cost of Bidding Document (non-refundable fee) NRs. 3,000.00 in the Rajaswa (Revenue) Bank Account as specified below and submit/upload the receipt of the deposited amount of cash along with the Electronic Bid:
Name of the Bank: Rastriya Banijya Bank, Baneshwar Branch
Name of Office: Alternative Energy Promotion Centre
Office Code No: 308003502, Rajaswa (Revenue) Shirshak No.: 14229
Bank Account No: 1000200010000
- Pre-Bid Meeting shall be held at **AEPC, Tahachal, Kathmandu at 11:00 AM on 27 February 2025.**
- Interested, and Eligible are required to submit the Electronic Bids through e-GP system of PPMO: www.bolpatra.gov.np/egp to the office of AEPC on or before **12:00 Noon on 12 March 2025.**
- Submitted eBids will be opened in the presence of Bidders' representatives who choose to attend on **12:30 P.M. on 12 March 2025 at the office of AEPC**, Tahachal, Kathmandu, Nepal.
- Bids must be valid for a period of 90 days counting from the date of Bid opening and must be accompanied by scanned copy of the Bid Security in PDF format, amounting to a **minimum of NRs. 200,000.00**, which shall be valid for minimum 30 days beyond the Bid Validity Period (i.e., Valid up to a minimum of 9 July 2025).
- If bidder wishes to submit the Bid Security in the form of cash, the cash should be deposited in Office Code: 3080002 and Account Name: DTCO, Kathmandu, **Bank Account No.: 1201200001002524** at Nepal Rastra Bank, Thapathali and submit/upload the receipt of the deposited amount of cash along with the Electronic Bid.
- Other details are provided in the uploaded bidding document available in the eGP system of PPMO: www.bolpatra.gov.np/egp.

PART-1: Bidding Procedures

Section-I: Instructions to Bidders

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.

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Section I. Instructions to Bidders

A. General

1. Scope of Bid	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 Providing Services thereto as specified in Section V, Schedule of Requirements. The name, identification, and number of contracts (packages/lots) are <i>indicated in BDS</i>. 1.2 Throughout this Bidding Document: (a) the term “in writing” means communicated in written form with proof of receipt; (b) if the context so requires, singular means plural and vice versa; and (c) “day” means calendar day.
2. Source of Funds	2.1 GoN Funded: In accordance with its annual program and budget, approved by the GoN, 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. Or DP Funded: The GoN has applied for or received financing (hereinafter called “funds”) from the Development Partner (hereinafter called “the DP”) <i>indicated in the BDS</i> toward the cost of the project <i>named in the BDS</i>. The GoN intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued. 2.2 DP Funded: Payment by the DP will be made only at the request of the GoN and upon approval by the DP in accordance with the terms and conditions of the financing agreement between the GoN and the DP (hereinafter called the “Loan Agreement”), and will be subject in all respects to the terms and conditions of that Loan Agreement. No party other than the GoN shall derive any rights from the Loan Agreement or have any claim to the funds.
3. Fraud and Corruption	3.1 Procuring Entities as well as Bidders, Service Providers 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; (a) the Purchaser adopts, for the purposes of this provision, the terms as defined below: (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; (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; (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; (iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party. (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; or (e) materially impeding GoN/DP’s contractual rights of audit or access to information; and (vi) “integrity violation” is any act which violates Anticorruption Policy, including (i) to (v) above and the following: abuse, conflict of interest, violations of GoN/DP sanctions, retaliation against whistleblowers or witnesses, and other violations of Anticorruption Policy, including failure to adhere to the highest ethical standard. (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;
	(c) DP will cancel the portion of the financing allocated to a contract if it determines at any time that representative(s) of the GoN or of a beneficiary of DP-financing engaged in corrupt, fraudulent, collusive, or coercive practices or other integrity violations during the procurement or the execution of that contract, without the GoN having taken timely and appropriate action satisfactory to DP to remedy the situation. (d) DP will impose remedial actions on a firm or an individual, at any time, in accordance with DP's Anticorruption Policy and related Guidelines (as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in DP-financed, -administered, or -supported activities or to benefit from an DP-financed, -administered, or -supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations; and (e) The Service Provider shall permit the GoN/DP to inspect the Service Provider’s accounts and records relating to the performance of the Service Provider and to have them audited by auditors appointed by the GoN/DP, if so required by the GoN/DP.
	3.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation

	of the procurement process or the procurement agreement : (a) give or propose improper inducement directly or indirectly, (b) distortion or misrepresentation of facts, (c) engaging in corrupt or fraudulent practice or involving in such act, (d) interference in participation of other competing bidders, (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, (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 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.
	3.3 PPMO, on the recommendation of the Procuring Entity 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: (a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract, (b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information, (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, a GoN/DP-financed contract. (d) if the Successful Bidder fails to sign the Contract.
	3.4 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, may be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP including credit information bureau of Nepal. 3.5 In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, 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.
	3.6 Furthermore, Bidders shall be aware of the provisions of GCC 34.1(c).
4. Eligible Bidders	4.1 This Invitation for Bids is open to eligible Bidders from all countries, except for any <i>specified in the BDS</i>. 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 <i>specified in BDS</i>. In the case of a JV: (a) all parties to the JV shall be jointly and severally liable; and

	(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. 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 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 the GoN/DP in accordance with ITB 3.4, at the date of the deadline for bid submission or thereafter, shall be disqualified. The list of debarred firms is available at the electronic address specified in the BDS. 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. (b) DP Funded: as a matter of law or official regulation, GoN prohibits commercial relations with that country, provided that the DP is
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	satisfied that such exclusion does not preclude effective competition for the supply of goods or related services required; (c) DP Funded: a firm has been determined to be ineligible by the DP in relation to their guidelines or appropriate provisions on preventing and combating fraud and corruption in projects financed by them.
	4.8 A bidder and all parties constituting the Bidder shall have the nationality of an eligible country as defined by the concerned DP for DP funded projects. 4.9 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
5. Eligible Services	5.1 All services to be provided under the contract are eligible, unless their origin is from a country <i>specified in the BDS</i>. 5.2 For purposes of this clause, “origin” means the place where the services are provided. 5.3 The nationality of the firm/Bidder that produces, assembles, distributes, or sells the Services shall not determine their origin.
6. Site Visit	6.1 For Service contracts requiring 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 providing of services. 6.2 The Bidder should ensure that the Purchaser is informed of the visit in adequate time to allow it to make appropriate arrangements. 6.3 The costs of visiting the Site shall be at the Bidder’s own expense.

B. Contents of Bidding Document

7. Sections of the Bidding Document	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. PART 1 Bidding Procedures • Section I. Instructions to Bidders (ITB) • Section II. Bid Data Sheet (BDS) • Section III. Evaluation and Qualification Criteria • Section IV. Bidding Forms PART 2 Supply Requirements • Section V. Schedule of Requirements PART 3 Conditions of Contract and Contract Forms
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	• Section VI. General Conditions of Contract (GCC) • Section VII. Special Conditions of Contract (SCC) Section VIII. Contract Forms 7.2 The Purchaser will reject any Bid submission (in case of hard copy submission) 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 (in case of electronically submission) the cost of Bidding Document as stated in the invitation for bids. 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. 7.4 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document
8. Clarification of Bidding Document/Pre-bid meeting	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 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. 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.
9. Amendment of Bidding Document	9.1 At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda. 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. 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.

C. Preparation of Bids

10. Cost of Bidding	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.
11. Language of Bid	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.
12. Documents Comprising the Bid	12.1 The Bid shall comprise the following: (a) Letter of Bid and the applicable Price Schedules, in accordance with ITB Clauses 13, 15, and 16; (b) Bid Security in accordance with ITB 21; (c) alternative bids, at Bidder's option and if permissible, in accordance with ITB 14; (d) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 22; (e) documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to bid; (f) documentary evidence in accordance with ITB Clauses 18 and 31, that the Services conform to the Bidding Document; (g) documentary evidence in accordance with ITB 19 establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and (h) any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO, <i>required in the BDS</i>. 12.2 The Bidder is solely responsible for the authenticity of the submitted documents.
13. Letter of Bid and Price Schedules	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. 13.2 The Bidder shall submit the Price Schedules for Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms
14. Alternative Bids	14.1 Unless otherwise <i>indicated in the BDS</i> , alternative bids shall not be considered.

15. Bid Prices and Discounts	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. 15.2 The Bidder shall complete the appropriate Price Schedule and the sources of schedules included herein, stating the unit prices, total cost per item, the total Bid amount, and the expected countries of origin of the Services to be provided under the contract. 15.3 Prices quoted in the Price Schedules shall be included the cost of Services, other taxes already paid or payable on the components and other associated cost up to final delivery, insurance cost, any other cost for (incidental) services, if any, related to the services to be provided. All risks and responsibilities up to the final destination including repair, maintenance, installation and commissioning of Goods, if applicable, shall be borne by the Service Provider. 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. 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. 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. 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. 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. 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
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	shall be submitted in accordance with ITB 15.7, provided the Bids for all lots are submitted and opened at the same time.
16. Currencies of Bid	16.1 All Prices shall be quoted in Nepalese Rupees.
17. Documents Establishing the Eligibility of the Bidder	17.1 To establish their eligibility in accordance with ITB 4, Bidders shall: (a) complete the eligibility declarations in the Letter of Bid, included in Section IV, Bidding Forms; and (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. (c) submit the copy of the documents as <i>specified in Section III, Evaluation and Eligibility Criteria.</i>
18. Documents Establishing the Conformity of the Services to the Bidding Document	18.1 To establish the conformity of the Services to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Services conform to the requirements specified in Section V, Supply Requirements. 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 Services, demonstrating substantial responsiveness of the Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of Section V, Schedule of Requirements. 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 <i>specified in the BDS</i> following commencement of the use of the goods by the Purchaser. 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.
19. Documents Establishing the Eligibility of the Bidder	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 satisfaction that the Bidder meets each of the Eligibility criterion specified in Section III, Evaluation and Eligibility Criteria. 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. 19.3 If so, required in the BDS, 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 Service Provider's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications. 19.4 A foreign Bidder wishing to have or already having a local agent shall state the following: - Name and address of the Agent/Representative, - The Agent/Representative providing type of services, - Amount of commission if the Agent/Representative is entitled to get such payment and if it participates in the procedure of payment, - Other agreement with Agent/Representative, if any, - Bidder shall certify in the Letter of Authorization as follows: "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", If the agent has not been appointed: - Source of information about tender invitation, - 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, - Transfer or handover evidence of foreign currency exchanged which required to be submitted with the tender, - 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. 19.5 If a foreign Bidder in its Bid, has not provided the information 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.
20. Period of Validity of Bids	20.1 Bid shall remain valid for a period specified in the BDS 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. 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.
21. Bid Security	21.1 The Bidder shall furnish as part of its bid, in original form a Bid Security as <i>specified in the BDS</i>. In case of e-submission of bid, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the bid. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-bid should be the same otherwise the bid shall be non-responsive. 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: (a) original copy of an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) original copy of cash deposit voucher in the Purchaser 's Account as <i>specified in BDS</i>. 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 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 an 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. In case of e- Submission, if the scanned copy of an acceptable bid security letter is not uploaded with the electronic bid then bid shall be rejected. 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, in case of electronic submission; (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 34. 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).
22. Format and Signing of Bid	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. In case of e-submission of bid, the Bidder shall submit his bid electronically in PDF or online forms files as specified in ITB Clause 23.1(b). If a Bidder submits both the electronic bid and a bid in hard copy within the bid submission deadline, then the submitted Bids shall be accepted for evaluation provided that the facts and figures in hard copy confirm to those in electronic bid. If there is any major discrepancy in fact and figures in the electronic bid and bid in hard copy, it shall be treated as two separate bids from one Bidder and both the Bids shall be disqualified, as per-ITB Clause 4.3 (e). 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. 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.

D. Submission and Opening of Bids

23. Sealing and Marking of Bids

23.1 Unless otherwise **specified in BDS**, Bidders shall submit their bids by electronic or by mail/ by hand/ by courier. Procedures for submission, sealing and marking are as follows:

- (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” and “COPY No.... –BID”** as appropriate. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- (b) Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in this clause.
 - i. The bidder is required to register in the e-GP system <https://www.bolpatra.gov.np/egp> following the procedure specified in e-GP guideline.
 - ii. Interested bidders may either purchase the bidding document from the Employer's office as specified in the Invitation for Bid (IFB) or bidders may download the IFB and bidding document from e-GP system.
 - iii. The registered bidders need to maintain their profile data required during preparation of bids.
 - iv. In order to submit their bids the cost of the bidding document can be deposited as specified in IFB. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the technical bid.
 - v. The bidder can prepare their technical and price bids using data and documents maintained in bidder's profile and forms/format provided in bidding document by Employer. The bidder may submit bids as a single entity or as a joint venture. The bidder submitting bid in joint venture shall have to upload joint venture agreement along with partner(s) Bolpatra ID provided during bidder's registration.
 - vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation and submission of their technical bids.
 - vii. In case of bid submission in JV, the consent of the partners shall be obtained through the confirmation link sent to the registered email address and the partners shall have to acknowledge their confirmation.

The required documents and forms shall be prepared in PDF form and/or shall be filled in the web forms in the e-GP system as specified below.

No.	Document	Requirement	Remarks
1.	Letter of Bid	Mandatory	PDF

	2.	Bid Security/Bank Guarantee	Mandatory	PDF
	3.	Company/Firm Registration Certificate	Mandatory	PDF
	4.	VAT Registration Certificate	Mandatory (for domestic bidders only)	PDF
	5.	Tax Clearance Certificate of FY 2080/81 BS	Mandatory (for domestic bidders only)	PDF
	6.	Power of Attorney of Bid signatory	Mandatory	PDF
	7.	Bank Voucher for cost of bid document	Mandatory	PDF
	8.	Joint Venture Agreement	Mandatory in case of JV Only	PDF
	9.	Qualification Document (Specific Experience of Firm/Company)	Mandatory	PDF
	10.	Signed CV of Technical Human Resources	Mandatory	PDF
	11.	Completed Price Schedule	Mandatory	Online Forms
	12.	Schedule of Requirement	Mandatory	PDF or Online Forms
	13.	Task Completion Schedule	Mandatory	PDF or Online Forms
	14.	Additional documents] specified in ITB 12.1 (h)	Mandatory (If any)	PDF
	<i>Note:</i> a) <i>The documents specified as “Mandatory” should be included in e-submission and non-submission of the documents shall be considered as non-responsive bid.</i> b) <i>Bidders (all partners in case of JV) should verify/update their profile documents as appropriate for the specific bid before submitting their bid electronically.</i> viii. After providing all the details and documents, two separate bid response documents i.e technical bids and price bids will			

	be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission. ix. For verifying the authentic user, the system will send one time password (OTP) in the registered e-mail address of the bidder. System will validate the OTP and allow bidder to submit their bid. x. Electronically submitted bids can be modified and/or withdrawn through system. The bidder may modify their bids multiple times online within bid submission date and time specified in e-GP system. Once a Bid is withdrawn, bidder won't be able to submit another bid response for the same bid. xi. The Bidder / Bid shall meet the following requirements and conditions for e-submission of bids; - aa) The e-submitted bids must be readable through PDF reader. - bb) The facility for submission of bid electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the bidding process. The Bidders are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Employer shall be held liable for Bidder's inability to use this facility. - cc) When a bidder submits electronic bid through the PPMO e-GP portal, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the Bidding documents including specifications, drawings and conditions of contract. 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; (c) bear a warning "NOT TO OPEN BEFORE THE TIME AND DATE FOR BID OPENING" and (d) bear the specific identification of this bidding process indicated in BDS 1.1. 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.
24. Deadline for Submission of Bids	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>. In case of e-submission, the standard time for e-submission is Nepal Standard Time as set out in the server. The e-procurement system will accept the e-submission of bid

	from the date of publishing of notice and will automatically not allow the e-submission of bid after the deadline for submission of bid. 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.
25. Late Bids	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.
26. Withdrawal, or Modification of Bids	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: GoN Funded: (i) Bids submitted in hard Copy 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: (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 (bb) received by the Purchaser 24 hours prior to the deadline prescribed for submission of bids, in accordance with ITB 24. DP Funded: Bidders may withdraw or modify its Bid – Technical or Price – after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 22.2. The corresponding modification of the Bid must accompany the respective written notice. All notices must be (aa) prepared and submitted in accordance with ITB 22 and ITB 23, and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” and “MODIFICATION;” and (bb) received by the Employer prior to the deadline prescribed for submission of Bids, in accordance with ITB 24. ii) E-submitted bids. a) Bidder may submit modification or withdrawal prior to the deadline prescribed for submission of bids through e-GP system by using the forms and instructions provided by the system. Once a Bid is withdrawn, bidder shall not able to submit another bid for the same bid.

	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. 26.3 The following provisions apply for withdrawal or modification of the Bids: GoN Funded (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. (ii) In case of e-submitted bids no bids shall be withdrawn or modified in the interval between deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid submission form or any extension thereof. DP Funded No Bid may be withdrawn or modified in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified by the Bidder on the Letters of Technical Bid and Price Bid or any extension thereof. 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. 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. 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.
27.Bid Opening	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 specified in the BDS. 27.2 The opening committee shall download the e-submitted Bid files. The e-procurement system allows the Purchaser to download the e-submitted Technical Bid files (report) only after bid opening date and time after login simultaneously by two members of the Bid Opening Committee. 27.3 Electronically submitted Bid shall be opened at first in the same time and date as <i>specified above</i>. Electronic Bids shall be opened one by one and read out. The e-submitted Bids must be readable through open standards interfaces. Unreadable and or partially submitted bid files shall be considered incomplete. 27.4 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. 27.5 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. 27.6 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, and posted online when electronic bidding is permitted. The Bidders’ representatives who are present shall also be requested to sign an attendance sheet.
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E. Evaluation and Comparison of Bids

27. Confidentiality	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. 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. 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.
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28. Clarification of Bids	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. 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.
29. Deviations, Reservations, and Omissions	30.1 During the evaluation of bids, the following definitions apply: (a) "Deviation" is a departure from the requirements specified in the Bidding Document; (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and (c) "Omission" is the failure to submit part, or all of the information or documentation required in the Bidding Document.
31. Examination of Bid	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. 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.
32. Determination of Responsiveness	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. 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, (a) if accepted, would: (i) affect in any substantial way the scope, quality, or performance of the Services specified in Section V, Schedule of Requirements; or (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

	(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids. 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. 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. 32.5 In case of e-submission bids, the purchaser evaluates the bid on the basis of the information in the electronically submitted bid files. If the Bidder cannot substantiate or provide evidence to establish the information provided in e-submitted bid through documents/ clarifications as per ITB Clause 29.1, the bid shall not be considered for further evaluation. 32.6 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.
33. Non-material Non-conformities	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. 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. 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. 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. 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.

34. Correction of Arithmetical Errors	34.1 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis: 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; 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; 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 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. 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.
35. Goods manufactured in Nepal to be procured	Not Applicable
36. Evaluation and Comparison of Bids	36.1 The Purchaser shall evaluate and compare all substantially responsive Bids to determine the lowest evaluated bid. 36.2 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. 36.3 To evaluate a Bid, the Purchaser shall consider the following: (a) the bid price as quoted in accordance with ITB 15 as specified in BDS; (b) adjustment for correction of arithmetic errors in accordance with ITB 34.1; (c) adjustment due to discounts offered in accordance with ITB 15.7; (d) adjustment for nonmaterial nonconformities in accordance with ITB 33.3 ; (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 Services which shall be expressed to the extent practicable in monetary terms to facilitate comparison of bids unless otherwise specified in Section III and (f) adjustment due to the application of a margin of preference in accordance with ITB clause 35. 36.4 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. 36.5 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). 36.6 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.
37. Post-qualification of the Bidder	37.1 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. 37.2 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. 37.3 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.
38. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids	38.1 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.

F. Award of Contract

39. Award Criteria	39.1 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.
40. Purchaser's Right to Vary	40.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of 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

Quantities at Time of Award	prices or other terms and conditions of the Bid and the Bidding Document.
41. Notification of Intention to Award	41.1 The Purchaser shall notify the concerned Bidder whose bid has been selected in accordance with ITB 39.1 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. 41.2 If no bidder submits an application pursuant to ITB 44.1 within a period of seven days of providing the notice under ITB 41.1 the Purchaser shall accept the bid selected in accordance with ITB 39.1 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. 41.3 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.
42. Performance Security	42.1 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. 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. 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: Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price. The Bid Price and Cost Estimate shall be exclusive of Value Added Tax.
	42.2 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.
43. Signing of Contract	43.1 The successful Bidder shall sign the contract in the form included in section VIII after the submission of performance security in accordance with ITB 42.

	43.2 At the same time, the Employer shall affix a public notice on the result of the award on its notice board and make arrangement for causing such notice to be affixed on the notice board also of the <i>District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office</i>. The Employer may make arrangements to post the notice into its website, if it has; and if it does not have, into the website of the Public Procurement Monitoring Office, 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. 43.3 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 41.1, requests in writing the grounds on which its bid was not selected. 43.4 If the bidder whose bid has been accepted fails to sign the contract as stated ITB 43.1, the Public Procurement Monitoring Office shall blacklist the bidder on recommendation of the Public Entity.
44. Complaint and Review	44.1 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. 44.2 An application filed after the deadline pursuant ITB 44.1 shall not be processed. 44.3 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 44.1: (a) whether to suspend the procurement proceeding and the procedure for further proceedings to be adopted; or (b) whether or not to reject a application. 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>. 44.4 If the Bidder is not satisfied with the decision of the Public Entity in accordance with ITB 44.3, or the decision by the Public Entity is not given within five (5) days of receipt of application pursuant to ITB 44.1, it can, within seven (7) days of receipt of such decision, file an application to the Review Committee of the GoN, stating the reason of its disagreement on the decision of the chief of Public Entity and furnishing the relevant documents, provided that its Bid amount is above the amount as stated in ITB 44.3. The application may be sent by hand, or by post, or by courier, or by electronic media at the risk of the Bidder itself. 44.5 Late application filed after the deadline pursuant to ITB 44.4 shall not be processed.

	44.6 Within three (3) days of the receipt of application from the Bidder, pursuant to ITB 44.4, the Review Committee shall notify the concerning Public Entity of the Purchaser to furnish its procurement proceedings and comments on the issue, pursuant to ITB 44.3. 44.7 Within three (3) days of receipt of the notification pursuant to ITB 44.6, the Public Entity shall furnish the copy of the related documents along with its comment or reaction of complaint to the Review Committee. 44.8 The Review Committee, after inquiring from the Bidder and the Public Entity, if needed, shall give its decision within one (1) month after receiving the application filed by the Bidder, pursuant to ITB 44.4. 44.9 The Bidder, filing application pursuant to ITB 44.4, shall have to furnish a cash amount or Bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law as stated in BDS with the validity period of at least ninety (90) days from the date of the filing of application pursuant to ITB 44.4. Application filed without furnishing the security deposit shall not be processed. 44.10 If the claim made by the Bidder pursuant to ITB 44.4 is justified, the Review Committee shall have to return the security deposit to the applicant, pursuant to ITB 44.9, within seven (7) days of such decision made. 44.11 If the claim made by the Bidder pursuant to ITB 44.4 is rejected by the Review Committee, the security deposit submitted by the Bidder pursuant to ITB 44.9 shall be forfeited.
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Section II. Bid Data Sheet

A. Introduction	
ITB 1.1	The number of the Invitation for Bids (IFB) is: AEPC/CCS/S/NCB/2081/82-02.
ITB 1.1	Name of the Purchaser: Alternative Energy Promotion Center (AEPC
ITB 1.1	Name and Identification number of the Contract/s (Packages/Lots): NA
ITB 2.1	Name of contract: “Familiarize and support local levels on database management by entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on designed MIS”
ITB 4.1	Bidders from the following countries are not eligible: NA
ITB 4.2	Maximum number of partner in a joint venture shall be: 3 (three)
ITB 4.4	A list of debarred firms is available at http:\\www.ppmo.gov.np
ITB 4.9	The foreign Bidder at the time of bid submission: ▪ shall submit Legal Documents including firm and Tax Registration ▪ shall declare to submit at the time of contract agreement: Registration of Joint Venture (JV) Agreement to the concerned government authority of Nepal.
ITB 5.1	Services to be supplied from following countries are not eligible: NA
B. Bidding Document	
ITB 8.1	For clarification purposes only, the Purchaser’s address is: Attention: Dr. Rana Bahadur Thapa Address: Alternative Energy Promotion Center, Tahachal, Kathmandu. Telephone: No.: +977-1-5498013/5498014 Electronic mail address: info@aepec.gov.np
ITB 8.1	The purchaser will respond in writing to any request for clarification provided that such request is received no later than 10 days prior to the deadline date for submission of bid.
ITB 8.2	Pre-Bid meeting shall Not be organized. A site visit shall not be organized by the Employer. Bidder Shall Visit by their own.
C. Preparation of Bids	
ITB 11.1	The language of the Bid is: Nepali or English
ITB 12.1 (h)	The Bidder shall submit the following additional documents with its Bid: Signed CV of Technical Human Resources as follows: 1. Team Leader 2. MIS Officer
ITB 14.1	Alternative Bids shall not be permitted
ITB 15.3	The prices quoted by the Bidder shall not be Adjustable

	(a) Deviation in Delivery schedule: No (b) Deviation in payment schedule: No (c) the cost of major replacement components, mandatory spare parts, and service: No (d) the availability of spare parts in Nepal and after-sales services for the equipment offered in the bid: No (e) the projected operating and maintenance costs during the life of the equipment: No (f) the performance and productivity of the equipment offered: No
F. Award of Contract	
ITB 40.1	The maximum percentage by which quantities may be increased is: 15% The maximum percentage by which quantities may be decreased is: 15%
ITB 44.3	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 less than the value of Twenty Million (NRs. 20,000,000)
ITB 44.9	The bidder, filling application pursuant to ITB 44.4, shall have to furnish a cash amount of Bank guarantee equal to 1 % of its bid price

Section III. Evaluation, Eligibility and Qualification Criteria

1. Evaluation Criteria

1.1 Technical Criteria

These criteria should specify the minimum technical level that the Services shall have in order to comply with the Section V. Schedule of Requirements. Whenever possible, these criteria should be evaluated on a pass–fail system, with a minimum acceptable level for each criteria enumerated.

However, a minor deficiency in technical compliance may not be cause for rejection of the Bid. The cost of making good any deficiency should likewise be added to the Bid Price concerned. The most frequently used methods assign to the non-conforming items or components, prices based on similar methods described above under Scope, with the price of the nonconforming items or components deducted.

The cost of all quantifiable deviations or deficiencies from the technical requirements as specified in Section V. Schedule of Requirements shall be evaluated. The Procuring Entity will make its own assessment of the cost of these deviations or deficiencies for the purpose of ensuring fair comparison of Bids.

1.2 Economic Criteria

The economic criteria are most important when evaluating a Bid. In most cases, they are the only criteria for evaluating Bids that have passed the technical evaluation. Price, however, may not be the only criterion, as there could be other criteria that may be expressed in monetary terms. For energy consuming equipment and facilities, adjustment for efficiency over and above the minimum functional guarantees specified in the specifications (e.g. generators, pumps), losses (e.g. transformers), and future operating costs of the equipment may be taken into account in the determination of the evaluated Bid Price. The financial cost for these adjustments (added to or deducted from the Bid Price as the case may be) shall be made only when it is specified in the Bidding Document that these functional guarantees and projected operating costs are factors in bid evaluation. The methods of calculation for these evaluation factors shall be clearly specified in the Bidding Document. Deviations from the specified manner of cost calculation shall not be introduced.

1.2.1.2. Minor Omissions or Missing Items

The cost of minor omissions or missing items in the scope of supply, services, etc. should be added to the Bid Price to allow for Bid comparison on an equal basis. The price adjustment should be based on a reasonable estimate of the cost by the executing agency, engineer, consultant or bid evaluation committee, taking into consideration the corresponding quoted prices from other conforming Bids. The price adjustment should be based on the fair price of the omitted item. The most frequently used methods assign to the missing item a price:

- (i) equal to the highest price quoted for the same item by the other Bidders; or
- (ii) equal to the average price quoted for the same item by the other Bidders; or
- (iii) estimated by the Procuring Entity.

Of these three methods the Procuring Entity should preferably use (i) or (ii), as Bidders frequently challenge (iii) because of its lack of transparency.

Pursuant to Sub-Clause 33.3 of the Instructions to Bidders, the cost of all quantifiable nonmaterial nonconformities or omissions from the contractual and commercial conditions shall be evaluated. The Procuring Entity will make its own assessment of the cost of any nonmaterial nonconformities and omissions for the purpose of ensuring fair comparison of Bids.

1.2.2 Adjustment for Deviations from the Terms of Payment

The Procuring Entity must state here whether deviations from the terms of payment as specified in Special Conditions of Contract, Sub-Clause 15.1, are permitted or not. If permitted, the Procuring Entity shall evaluate deviations from the terms of payment in the following manner. The Procuring Entity shall first evaluate the Bids based on the terms of payment specified in the Special Conditions of Contract, Clause 15.1. The Procuring Entity shall then add an adjustment to the Bid Price to take into account the differences in cash flows. The adjustment shall be calculated as the discounted cash flow of the incremental payments of the alternative compared with those of the terms of payment specified by the Procuring Entity.

Deviations from the Terms of Payment as specified in SCC 15.1 are not permitted.”]

1.2.3 Adjustment for Deviations in the Delivery and Completion Schedule

Bidders are required to base their prices on the Delivery and Completion Schedule specified in Section V. Schedule of Requirements. The Procuring Entity must state here whether deviations from the specified Delivery and Completion Schedule are permitted or not. If permitted, the Procuring Entity shall evaluate deliveries by adding the corresponding price adjustment in accordance with the procedure outlined below.

The Goods covered by this bidding process are required to be delivered in accordance with, and completed within, the Delivery and Completion Schedule specified in Section V (Schedule of Requirement). No credit will be given for earlier completion. Bids offering late contract performance schedules (beyond earliest delivery date specified in Schedule of Requirement) will be accepted but the Bids shall be adjusted in the evaluation by adding to the Bid Price at the rate of 0.05 percent of the Bid Price for each day of delay. Bids offering delivery schedules beyond latest delivery date specified in Schedule of Requirement shall be rejected.

1.2.4 Operating and Maintenance Costs

The Operating and Maintenance costs (O&M) need to be taken into account for bid evaluation purposes when such costs over the life cycle of the Goods represent an important cost in relation to the capital or investment cost of the Goods. Different technologies may involve large variations in the capital costs of the Goods and the costs associated with their O&M. Normally, more elaborate technologies and materials used in the manufacturing of the Goods involve higher investment costs and lower O&M costs. O&M costs are evaluated at their present value over the life cycle of the Goods and then added to the price of the Goods.

Typical O&M cost factors for calculation are:

- (a) Number of years for initial period of operation. It is recommended that the initial

period of operation does not exceed the usual period before a major overhaul of the Goods is required, usually between five and ten years. The load or working cycle (hourly, daily, monthly, seasonal) of the Goods shall be as specified by the Procuring Entity).

- (b) Operating costs such as fuel, electricity, spare parts, labour and/or other inputs required for the operation of the Goods.
- (c) Rate (normally prevailing commercial interest rate), in percent, to be used to discount to present value, all of the annual future costs calculated under (b) above for the period specified in (a).

1.2.5 Spare Parts and after Sales Service Facilities

Only those spare parts and tools which are specified on an item-wise basis in the List of Services in Section V. Schedule of Requirements, shall be taken into account in the bid evaluation. Service Provider-recommended spare parts for a specified operating requirement shall not be considered in bid evaluation.

1.2.6 Performance and Productivity of the Goods

The adjustment factor for the performance or productivity of the Goods shall be calculated based on the difference between the reference value or norm (i.e. the efficiency) as specified in Section V. Schedule of Requirements, and the corresponding value guaranteed by the Bidder in its Bid. Choose and insert one of the following:

- (i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the plant will be added to the bid price, for evaluation purposes if specified in the BDS Sub-Clause 36.3 (e). The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the bid below the norm of 100, using the methodology specified in BDS Sub-Clause 36.3(e).

or

- (ii) An adjustment to take into account the productivity of the goods offered in the bid will be added to the bid price, for evaluation purposes only, if specified in BDS Sub-Clause 36.3 (e). The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the bid with respect to minimum required values, using the methodology specified in BDS Sub-Clause 36.3 (e).

1.2.7 Specific additional Criteria

Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS sub clause 36.3(e)

1.3 Multiple Contracts

Not Applicable

2. Eligibility Criteria

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	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each 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 Bid
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2.1.2 Government/DP Eligibility

Not having been declared ineligible by government /DP, as described in ITB Sub-Clause 4.4.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Bid
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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 Bid; Forms ELI – 1 and ELI – 2
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2.1.4 UN Eligibility

Not having been excluded by an act of compliance with a United Nations Security Council resolution in accordance with ITB 4.7.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Technical Bid Submission Sheet
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2.1.5 Nationality

Nationality in accordance with ITB 4.8.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Bid; Forms ELI – 1 and ELI – 2 with attachments
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2.1.6 Other Eligibility

Firm Registration Certificate	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Document attachment
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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 of the F.Y. 2080/81 BS	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Document attachment

2. Qualification Criteria

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
The Bidder should have Minimum Experience as follows: Minimum one task related to the similar to the proposed task with the minimum quantity of 50000 completed within the last Five Years	Must meet requirement	Must meet requirement	Not applicable	Not applicable	Experience Letter issued by Employer showing scope, capacity, duration and date
Minimum average annual turnover of NRs. 5 Million calculated as total payments received by the Bidder best of three years over the last Five Years	Must meet requirement	Must meet requirement	Must meet 25% requirement	Must meet 40% requirement	Tax clearance certificates

Section IV. Bidding Forms

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 ID No.:

To:

AEPC

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 Services: **Operation of Three Mini Hydro Projects in Jumla and Rukum West District.**
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: NRs. (in Words:.....) ***insert the total Bid Price in words and figures***;
- (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 **90 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 Service Providers 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/Service Provider, 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 Service Providers 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;²
- (k) We declare that, we including any subcontractors or Service Providers 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
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(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 GoN/DP 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 GoN/DP.

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

² Select one of the options

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>
Attached are copies of the following documents: 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 2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 22.2 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 4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5		

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.	Bidder's legal name:	<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>
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 2. Authorization to represent the firm named above, in accordance with ITB 22.2 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		

Price Schedule for Services

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 Services specified by the Purchaser in the Schedule of Requirements.

Name of Bidder _____

Invitation for Bid No.:

Item	Description of work	Quantity *	Unit	Unit Price (in NPR.) ##		Total Price (In NPR.) (cols. 3x5)
				In figure	In Words	
1	2	3	4	5		3x5=6
	Familiarize and support local levels on database management by entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on designed MIS					
1	Cluster 1	78,000.00				
	Cluster 2	120,000.00				
2	Cluster 3	48,000.00				
3	Cluster 4	54,000.00				
A	Total Amount (1+2)					
B	Less: Discount.....% of Total Amount					
C	Taxable Amount (A-B)					
D	Add: Value Added Tax (13 % of Taxable Amount C)					
E	Total Amount Inclusive of VAT in Figure (C+D)					
Total Amount Inclusive of VAT in Words:						

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The price shall include the cost of all services, other taxes already paid or payable on the components associated in the item, the travel cost up to the site, insurance cost and any other cost for (incidental) services, if any, related to the task. All risks and responsibilities up to the final destination of services, if applicable, shall be borne by the Service Provider.

*These are the estimated quantity, which may be some changes during actual implementation. Payment will be made based on actual task performed by the service provider.

Name: _____

In the capacity of: _____

Signed: _____

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

Date:

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) during the period of bid validity specified by the Bidder on the Letter of Bid, in case of electronic submission
 - (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; 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. 758³.

...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.]

³ As the case may be, ICC Publication No. 758 (or subsequent ICC Publications) may be used. In such cases, modify the Publication number.

Part-2: Requirements

Section V. Schedule of Requirements

Delivery and Completion Schedule

The Service Provider shall provide the services As per Scope.

Scope of Service

Familiarize and support local levels on database management by entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on designed MIS

Background

Alternative Energy Promotion Center (AEPC) is a nodal agency of Government of Nepal -under the purview of Ministry of Energy, Water resource and Irrigation – for the promotion and development of renewable energy and energy efficiency in the country. AEPC is mandated for promotion of technologies relating to clean energy and climate change activities. It is also an Accredited Entity (AE) and Direct Access Entity (DAE) of green climate Fund (GCF), intending to open opportunities from national and international platforms to finance an overarching need of mitigation of emissions and adaptation to climate change in Nepal. GCF – a critical element of the historic Paris Agreement - is the world’s largest climate fund, mandated to support developing countries raise and realize their Nationally Determined Contributions (NDC) ambitions towards low-emissions, climate-resilient pathways.

To mitigate the impact of climate change and strengthen resilience of the most vulnerable communities to adapt to climate change, AEPC has started implementation of the project entitled “Mitigating GHG emission through modern, efficient and climate friendly clean cooking solutions (CCS)” through financial support from GCF. The project targets to switch 1,000,000 households through efficient and effective means of cooking technologies. The project addresses specific barriers from transitioning traditional inefficient cooking practice to an efficient and climate friendly cooking solutions. Scaling up the government initiative on CCS, the project aims at reducing an estimated 6.51 million tons of CO₂eq by bringing transformative change in cooking pattern with wider usage of modern clean cooking solutions via ECS, Tier 3+ ICS and biogas. This project is set to be implemented in 150 Local Levels (LL) spread across 22 districts of Terai region.

Introduction

AEPC has made significant steps in deploying renewable energy technologies since its inception. However, a critical gap remains in maintaining a comprehensive digital record of the distributed technologies. This lack of documentation, coupled with the

involvement of multiple stakeholders working towards similar objectives, has increased the risk of technology duplication within individual households. To address this challenge, the project is in the process of developing a new Management Information System (MIS) to map the detailed activities of partner local levels.

The project aims to distribute 1 million CCS technologies within the program period. Till date we have received significant number of demands from MoU signed Local Levels. As reaching to 150 local levels demand is anticipated to grow substantially so, this project will support local levels in digitalizing initial demand data to streamline the beneficiary selection process effectively additionally on this demand will be insufficient for the project periods.

The MIS will play a vital role in recording data on CCS demand, beneficiary selection, and technology performance. This information will assist local governments in creating informed policies to promote clean cooking technologies. By reducing duplication and ensuring efficient deployment of technologies, this initiative will enhance AEPC's efforts and contribute to the broader success of clean energy adoption at the local level.

Objective

This study aims to familiarize and support local levels on database management by entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on designed MIS system.

The specific objectives include:

- a) To coordinate with partner local levels to collect data of early-installed CCS technologies and record those data on designed MIS
- b) Data entry related to technologies demand, beneficiary selection and installation, performance evaluation and monitoring on designed MIS

Scope of work

The objective of this task is to establish a comprehensive digital record of the CCS technologies supported by the CCS project. This service will facilitate the creation of a national demand-supply inventory of CCS technologies. It will also maintain a detailed track record of distributed and requested technologies, while identifying target groups within the demand spectrum using socio-economic indicators.

The detailed project scope is outlined below:

Task 1: Visit MoU-Signed Partner Local Levels for data collection.

- Meeting with elected personals, administrative staff and MEP committee member for data collection of current scenarios of cooking within the local levels.
- Conduct meeting with PPMU staff and focal person designated by local levels for coordination on job clarity.

- Ensure data collection includes comprehensive details about beneficiaries such as personal information, socio-economic status, and needs
- Cross-check data for accuracy and completeness during the collection process.

Task 2: Data Entry of CCS Technologies.

- Service provider must collect the local levels data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology of 150 MoU signed local levels on different three technologies and enter on MIS. ** Details of MoU signed local levels will provide later by AEPC**
- Input all collected beneficiary data into the designated Local Level MIS (Management Information System) portal.
- Ensure data is accurately entered, validated, and categorized according to the system's requirements.
- Maintain confidentiality and adhere to data protection policies while managing sensitive beneficiary information
- Familiarize local levels on MIS portal for data entry related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology.

Inputs from AEPC

▪ Project Information	▪ Budget and Timeline Allocation
▪ List of MoU signed Local levels	▪ Facilitation to work with Local level
▪ Review and Feedback on draft report	▪ Assess to MIS

Reporting

The consultant shall submit a monthly progress through presentation to AEPC management and the project team detailing the demand and selection process. All deliverables will be subject to review and approval by AEPC prior to finalization, and assigned tasks must be completed within the stipulated timeframe.

Deliverables

The consultant shall deliver following outputs:

Deliverables (<i>Timeline</i>)	Inclusions
Inception Report (<i>one physical copy within 10 days after signing of contract</i>)	Understanding and Overview of the project objectives, scope: with outlining the detailed working methodology, timelines, and responsibilities.
Mid-Term progress Presentations and Reports	List of municipalities, their demand status of local level on CCS technologies.

(One physical copy of the report shall be submitted every three months following the signing of the contract.)	
Final report and data verification approvals letter from AEPC. (one physical copy and one electronic copy of report within Asar 2082 months after signing of contract)	Comprehensive report summarizing the total demand and their prioritization on basis of selection indicator of each Local Levels.

Qualification of Consulting firm and Human Resources

The consulting firm should have a proven track record in database management and possess appropriate infrastructure, such as providing one laptop for each data entry staff member. Experience in similar projects focusing on entering data related to demand aggregation, selected beneficiaries, detailed of installed technologies and performance evaluation of the CCS technology on MIS will be highly advantageous.

The firm should have a team of experts with diverse technical backgrounds, and should comprise of following members:

a) Team Leader (1)

Qualifications: Master's degree in Renewable energy, Mechanical, Electrical, Environmental or Computer engineering.

Experience: At least 10 years of experience with prior experience as team leader or senior level project executive in database management.

b) MIS Officer (1)

Qualifications: Bachelor degree in Computer science, computer engineering or Information Technology

Experience: Minimum 5 years of experience in MIS and Database Administration.

c) Data Entry (50)

Qualifications: Intermediate/10+2 in any stream.

Experience: Minimum 3 years of experience in data collection, data entry, analysis, and visualization.

Contract period/Time and Budget

There will be a contractual agreement between AEPC and the consulting company/consultant. The contract period will remain valid until the end of Ashar 2082, starting from the date of the contract agreement

Budget and Payment Schedule:

The payment shall be made as per the terms of the agreement in maximum four installments except advance.

The detailed payment schedule is as follows:

1. First Installment:

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- Maximum of 20% (Twenty Percent) of the agreement amount after the acceptance of inception report.
 - Payment will be made upon the submission of an Advance Payment Bank Guarantee in equal two installment; after contract and progress based.
2. Subsequent Installments:
- The remaining four installments will be disbursed based on the actual completion of works as per the agreement.

PART-3: Conditions of Contract and Contract Forms

Section-VI. General Conditions of Contract

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.

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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 Service Provider, 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 Service Provider 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 providing the required services by the Service Provider 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 Service Provider 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, Plants and associated other that the Service Provider is required to provide the required services 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 Service Tasks, as specified in the SCC. (k) “Related Services” means the services incidental to the tasks as defined in the Requirement Section of the bid document and other similar obligations of the Service Provider 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 Services to be provided or execution of any part of the Related Services is subcontracted by the Service Provider. (n) “Service Provider” 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 Service Provider. (o) “GoN” means the Government of Nepal.
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	(p) “The Site,” where applicable, means the place named in the SCC.
2. Contract Documents	2.1 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 Service Provider 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 Service Provider, terminate the Service Provider'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”⁴ 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”⁵ 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”⁶ is 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; (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 GoN/DP 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 (a) (bb) acts intended to materially impede the exercise of the GoN/DP’s 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, GoN may blacklist a Bidder/Service Provider 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 Service Provider committed acts specified in ITB 3.2,

⁴ 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.

⁵ “parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

⁶ a “party” refers to a participant in the procurement process or contract execution.

	(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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Task	10.1 Subject to the SCC, the Services to be provided 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 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 Services and Completion of task 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 Service Provider are specified in the SCC.
12. Service Provider’s Responsibilities	12.1 The Service Provider shall provide the required all the services included in the Scope of Task in accordance with GCC Clause 10, and the Delivery and Completion Schedule, as per GCC Clause 11.
13. Purchaser’s Responsibilities	13.3 Whenever the Providing of Services and providing the services requires that the Service Provider obtain permits, approvals and other licenses from public authorities in Nepal, the Purchaser shall, if so required by the Service Provider, make its best effort to assist the Service Provider in complying with such requirements in a timely and expeditious manner.

	13.4 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 Service Provider for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its bid, with the exception of any price adjustments authorized in the SCC.
15. Terms of Payment	15.1 The Contract Price shall be paid in Nepalese Currency. 15.2 The Service Provider's request for payment shall be made to the 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 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 Service Provider, and the Purchaser has accepted it.
16. Taxes and Duties	16.1 For goods supplied, the Service Provider 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 Service Provider 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 Service Provider'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 Service Provider not later than thirty (30) days following the date of completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.
18. Copyright	18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Service Provider herein shall remain vested in the Service Provider, or, if they are furnished to the Purchaser directly or through the Service Provider by any third party, including Service Providers of materials, the copyright in such materials shall remain vested in such third party.

19. Confidential Information	19.1 The Purchaser and the Service Provider 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 Service Provider 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 Service Provider shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Service Provider under GCC Clause 19. 19.2 The Purchaser shall not use such documents, data, and other information received from the Service Provider for any purposes unrelated to the Contract. Similarly, the Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider shall ensure that the Services comply with the technical specifications and other provisions of the Contract.

	(b) The Service Provider 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) (d) The 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 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 Service Provider 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, in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in the manner specified in the SCC.
24. Transportation	24.1 Unless otherwise specified in the SCC, obligations for transportation of the Goods shall be in accordance with the Incoterms specified in Sections V, Schedule of Requirements.
25. Inspections and Tests	25.1 The Service Provider shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Services as are specified in Sections V, Schedule of Requirements. 25.2 The inspections and tests may be conducted on the premises of the Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider'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 Service Provider'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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider from any warranties or other obligations under the Contract.
26. Liquidated Damages	26.1 Except as provided under GCC Clause 31, if the Service Provider 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 week or part thereof 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 Service Provider 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 Service Provider further warrants that the Goods shall be free from defects arising from any act or omission of the Service Provider 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 Service Provider 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 Service Provider to inspect such defects. 27.5 Upon receipt of such Notice, the Service Provider 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 Service Provider 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 Service Provider's risk and expense and without prejudice to any other rights which the Purchaser may have against the Service Provider under the Contract.
28. Patent Indemnity	28.1 The Service Provider 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 Service Provider 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 Service Provider, 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 Service Provider a notice thereof, and the Service Provider 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 Service Provider 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 Service Provider's request, afford all available assistance to the Service Provider in conducting such proceedings or claim, and shall be reimbursed by the Service Provider for all reasonable expenses incurred in so doing. 28.5 The Purchaser shall indemnify and hold harmless the Service Provider 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 Service Provider 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 Service Provider to pay liquidated damages to the Purchaser; and (b) the aggregate liability of the Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 Service Provider that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Service Provider. 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 Service Provider shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Service Provider 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 Service Provider 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 Service Provider. 32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider’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 Service Provider for adjustment under this Clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Purchaser's change order. 32.3 Prices to be charged by the Service Provider 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 Service Provider for similar services.
33. Extensions of Time	33.1 If at any time during performance of the Contract, the Service Provider or its Subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 11, the Service Provider 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 Service Provider's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Service Provider'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 Service Provider in the performance of its Delivery and Completion obligations shall render the Service Provider 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 Service Provider, may terminate the Contract in whole or in part: (b) (i) if the Service Provider 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; or (c) (ii) if the Service Provider fails to perform any other obligation under the Contract. (d) (iii) The Service Provider uses the advance payment for matters other than the contractual obligations. (e) (iv) The purchaser may terminate the contract at any time in the following condition in case contract is terminated. Service Provider shall be obliged to pay whole amount of remaining work or supply or fulfill the any Service Provider obligation. (f) (a) does not commence the work as per the contract, (g) (b) abandons the contract without completing, (h) (c) fails to achieve progress as per the contract.

	(i) 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 Service Provider shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated. (j) if the Service Provider, 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 Service Provider if the Service Provider becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Service Provider, 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 Service Provider, 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 Service Provider 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 Service Provider'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 Service Provider an agreed amount for partially completed Services and for materials and parts previously procured by the Service Provider.
35. Assignment	35.1 Neither the Purchaser nor the Service Provider 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.

GCC 1.1(i)	The Purchaser's country is: Nepal
GCC 1.1(j)	The Purchaser is: Alternative Energy Promotion Center (AEPC)
GCC 1.1 (p)	The Site are: As mentioned in the Schedule of Requirement/Terms of Reference.
GCC 5.1	The language shall be: Nepali or/and English
GCC 7.1	For <u>notices</u> , the Purchaser's address shall be: Name: Alternative Energy Promotion Center Address: Tahachal, Kathmandu. Telephone: No.: +977-1-5498013/5498014 Electronic mail address: info@aepec.gov.np
	For notices, the Service Providers's address shall be: <i>[insert full name and address of Service Providers including telephone number, facsimile number and electronic mail address (if applicable)]</i> Name and Address of the Service Provider: Telephone number: Facsimile number: e-mail Address:
GCC 9.2	In case of arbitration, the arbitration shall be conducted in accordance with the arbitration procedures in accordance with law of Nepal at Valley
GCC 10.1	The Scope of Task shall be defined in: "Section V, Schedule of Requirements" At the time of awarding the Contract, the Purchaser shall specify any change in the Scope of Task with respect to Section V, Schedule of Requirements included in the Bidding Document. Such changes may be due, for instance, if the quantities and Services are increased or decreased at the time of award.
GCC 11.1	Upon providing the Services, the Service Provider shall notify the Purchaser and send the following documents to the Purchaser: a) Copies of the Service Provider's invoice showing the description of the quantity, unit price, and total amount; b) Monitoring Report as per Scope of works, if any
GCC 14.2	The prices charged for the Services to be performed shall be fixed for the duration of the contract.
GCC 15.1	The terms of payment to be made to the Service Provider under the contract shall be as follows: The payment shall be made: Through accounts division/unit of the Purchaser
GCC 15.1	The terms of payment to be made to the Service Provider under the contract

	shall be as follows: Payments shall be made in Nepalese Rupees in the following manner: • Advance Payment: Maximum 20% (Twenty Percentage) of the weightage of task order against the bank guarantee issued from Commercial Bank of total cost of the amount after the submission and approval of Inception Report. • Installment: After submission and approval of report and completion of data entry in MIS of monitored technologies as per the assigned task for monitoring and verification. (Payment will be made on the basis of quantities of technology monitored. maximum installment will be three.) Payment will be made against tax invoice only.
GCC 15.3	The proportion of payments retained is: Not Applicable
GCC 15.6	The interest rate that shall be applied for payment delay is: 10%
GCC 17.1	The Service Provider shall provide a Performance Security as follows: - 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. - 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: Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price. The Bid Price and Cost Estimate shall be exclusive of Value Added Tax. The amount of the Performance Security shall be in Nepalese Rupees, and shall be valid for the period of 30 days beyond the warranty/guarantee period/defect liability period (i.e. Total Validity Period of the Performance Security = Task Completion Period + Warranty/Guarantee Period + 30 Days). The performance security shall be forfeited, in case the Service Provider fails to complete the contractual obligation and rectify the defects within warranty period.
GCC 17.3	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.

GCC 22.2	A complete list indicating the content of each package/lot shall be enclosed in the safety manner. In addition, each package/lot shall be marked with indelible ink/paint in bold letters, as follows: - Contract number : - Name and address of the Purchaser: - Quantity of completion and provided - Brief description of content
GCC 23.1	The insurance coverage shall be in an amount equal to 110 percent of the contract price of the Services on “All Risks” basis, including War Risks, riots and/or Strikes. The Purchaser undertakes no responsibility in respect of any life, health, accident, travel and other insurance which may be necessary or desirable for the personnel and specialists associated with the Service Provider for the purpose of the Services, nor for any member of family of any such persons. The Service Provider shall make insurance for all these risk and liabilities.
GCC 25.2	Verification, Tests and Inspections specified in Section V, Schedule of Requirements, shall be carried out in according to mutual understanding between the employer and successful bidder at site.
GCC 26.1	The applicable rate of liquidated damages shall be: 0.05 percent of the Contract Price per day.
GCC 26.1	The maximum amount of liquidated damages shall be: ten (10) percent of the Contract Price. The contract shall be terminated, if liquidated damages exceeds 10 percent of the Contract Price and blacklisting process shall be initiated for the Service Provider's failure to complete the contractual obligations.
GCC 27.3	The Warranty period shall be within contract period and before final acceptance. For the purposes of the Warranty, the place of final destination shall be: As mentioned in the Schedule of Requirement.
GCC 27.5 & 27.6	The Service Provider shall correct any defects covered by the Warranty within: 7 days of being notified by the Purchaser of the occurrence of such defects

Section VIII. Contract Forms

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 Service Provider

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 Service Provider*

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 Service Provider*] of [*insert complete address of Service Provider*] (hereinafter “the Service Provider”), of the other part:

WHEREAS the Purchaser invited Bids for certain Services, viz., [*insert brief description of the Services*] and has accepted a Bid by the Service Provider for the supply of those 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 Service Provider of Award of Contract;
 - (b) the Bid Submission Form and the Price Schedules submitted by the Service Provider;
 - (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 Service Provider as indicated in this Agreement, the Service Provider hereby covenants with the Purchaser to provide the 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 Service Provider in consideration of the provision of the 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 Service Provider*] (for the Service Provider)

Performance Security

[insert complete name and number of Contract]

To: *[insert complete name of Purchaser]*

WHEREAS *[insert complete name of Service Provider]* (hereinafter “the Service Provider”) 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 Service Provider 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 Service Provider’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 Service Provider a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, 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 Service Provider 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]*