



Ministry of Labour, Employment and Social Security
Prime Minister Employment Program (PMEP), YETI Project

Invitation for Quotations

Invitation for Quotations for the Supply, Delivery of IT Equipment (Hardware)

Date of publication: 23 February 2023

1. The Ministry of Labour, Employment and Social Security invites sealed quotations for the **the Supply, Delivery of IT Equipment (Hardware)**.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of Ministry of Labour, Employment and Social Security, PMEP, Singhadurwar, Kathmandu, email: pmep.gov.np@gmail.com, Phone No: +9771 4211654, 4200020 or may visit PPMO website www.bopatра.gov.np.
3. A complete set of Bidding Documents may be purchased from the office **Ministry of Labour, Employment and Social Security, PMEP** by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of Rs. 1000.00 till **9 March 2023 by 12:00 pm**. *“Bidder who chooses to submit their bid electronically may download the bidding documents for e-submission from PPMO’s e-GP i.e www.bopatра.gov.np/egp, Bidders, submitting their bid electronically, should deposit the cost of bidding document in the following account:*
Name of the Bank: Rastriya Banijya Bank, Name of Office: Ministry of Labour, Employment and Social Security, Office Code no. 371003501, Office Account no.: 1000100200010000
Rajaswa (revenue) Shirshak no. : 14229
4. Sealed bids must be submitted to the office of Ministry of Labour, Employment and Social Security, PMEP by *hand or from www.bopatра.gov.np/egp* on or before 12:00 on 9 March 2023. Bids received after this deadline will be rejected.
5. The bids will be opened in the presence of Bidders' representatives who choose to attend **at 9 March 2023 by 13:00 P.M.** at the office of Ministry of Labour, Employment and Social Security, Prime Minister Employment Program, Singh Durbar, Kathmandu Telephone number: +9771 4211654, 4200020, e-mail Address: pmep.gov.np@gmail.com. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of NPR 40,000(Forty Thousand), which shall be valid for 30 days beyond the validity period of the bid (i.e. Refer Clause ITB 20.1). If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No.1960100102030000 at Rastriya Banijya Bank Ltd. , Rastriya Banijya Bank Ltd., Singhadurwar Branch, Kathmandu, Nepal and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
6. For Further detail please visit website: www.pmep.gov.np or e-GP or contact Ministry of Labour, Employment and Social Security, PMEP, Singhadurwar, Kathmandu, Nepal.

SEALED QUOTATION DOCUMENT

Procurement of Goods Sealed Quotation

The Supply, Delivery of IT Equipment(Hardware)

Issued by:

**Ministry of Labour, Employment and Social Security
Singhadurbar, Kathmandu Kathmandu Kathmandu**

Sealed Quotation Number

Re-NP-MOLESS-YETI-SQ-02

Issued On

23-02-2023

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Abbreviations

<u>BD</u>	Bidding Document
<u>BDF</u>	Bidding Forms
<u>BDS</u>	Bid Data Sheet
<u>BOQ</u>	Bill of Quantities
<u>COF</u>	Contract Forms
<u>DP</u>	Development Partners
<u>ELI</u>	Eligibility
<u>GCC</u>	General Conditions of Contract
<u>GoN</u>	Government of Nepal
<u>ICC</u>	International Chamber of Commerce
<u>IFQ</u>	Invitation for Quotations
<u>ITB</u>	Instructions to Bidders
<u>NCB</u>	National Competitive Bidding
<u>PAN</u>	Permanent Account Number
<u>PPA</u>	Public Procurement Act
<u>PPMO</u>	Public Procurement Monitoring Office
<u>PPR</u>	Public Procurement Regulations
<u>SBD</u>	Standard Bidding Document
<u>SCC</u>	Special Conditions of Contract
<u>TS</u>	Technical Specifications
<u>VAT</u>	Value Added Tax
<u>WRQ</u>	Works Requirement

Section - I
Invitation for Sealed Quotation

Invitation for Sealed Quotation

Name of the Office: Ministry of Labour, Employment and Social Security

Address of the Office: Singhadurbar, Kathmandu Kathmandu Kathmandu

Invitation for Sealed Quotation for the procurement of The Supply, Delivery of IT Equipment(Hardware)

Sealed Quotation No: Re-NP-MOLESS-YETI-SQ-02

Date of Publication : 23-02-2023

1. The Ministry of Labour, Employment and Social Security invites sealed quotations from registered Suppliers for the The Supply, Delivery of IT Equipment(Hardware).
2. Eligible Suppliers may obtain further information and inspect the Sealed quotation Forms at the office of Singhadurbar, Kathmandu Kathmandu Kathmandu , 4211733, , ebid.approver@moless.gov.np.
OR
[may visit PPMO website www.bolpatra.gov.np.]
3. If hard copy is allowed then a complete set of Bidding Documents may be purchased from the office Ministry of Labour, Employment and Social Security Singhadurbar, Kathmandu Kathmandu Kathmandu and the office Ministry of Labour, Employment and Social Security Singhadurbar, Kathmandu Kathmandu Kathmandu by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of NRs.1000.0 till 09-03-2023 12:00 during office hours.
4. Bidder who chooses to submit their bid electronically may download the bidding documents for e-submission from PPMO's e-GP i.e www.bopatra.gov.np/egp. Bidders, submitting their bid electronically, should deposit the cost of bidding document in the following account
 - i. Name of the Bank :Rastriya Banijya Bank Ltd.
 - ii. Name of Office :Ministry of Labour, Employment and Social Security
 - iii. Office Code no :371003501
 - iv. Office Account No :1000100200010000
 - v. Rajaswa (revenue) Shirshak No :14229
5. Sealed bids must be submitted to the office Ministry of Labour, Employment and Social Security Singhadurbar, Kathmandu Kathmandu Kathmandu by hand or through e-GP system i.e www.bopatra.gov.np/egp on or before 09-03-2023 12:00. Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at 09-03-2023 13:00 at the office of Ministry of Labour, Employment and Social Security, Prime Minister Employment Program, Singh Durbar, Kathmandu
Telephone number: 014200477
e-mail Address: pmep.gov.np@gmail.com
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Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of 40000 , which shall be valid for 30 days beyond the validity period of the bid (i.e. [Refer Clause ITB 20.1]). If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No.[1960100102030000] at [Rastriya Banijya Bank Ltd. , Rastriya Banijya Bank Ltd., Singhadurwar Branch, Kathmandu, Nepal,] and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
7. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission
8. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

Section - II

Instructions to Bidders

Notes on the Instructions to Bidders

This section of the bidding documents should provide the information necessary for Interested Suppliers to prepare responsive bids, in accordance with the requirements of the Purchaser. It should also give information on bid submission, opening and evaluation, and award of Contract. These Instructions to Bidders shall not be part of the Contract and shall cease to have effect once the Contract is signed.

Section II Instructions to Bidder

1. Scope of Works 1.1 The Purchaser stated in the BDS for the procurement of Goods as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS.
2. Eligible Bidder 2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.
- | Sl. No. | Criteria Title |
|---------|--|
| 1 | Up to date Firm/Company Registration Certificate |
| 2 | VAT and PAN Registration Certificates |
| 3 | Tax Clearance Certificate of FY 2078-79 |
| 4 | Other documents as needed |
- 2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.
3. One Quotation per Bidder 3.1 Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.
4. Cost of Bidding 4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotation and the Purchaser shall in no case be liable for those costs.
5. Site Visit 5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Goods.
6. Content of Quotation Form 6.1 The Quotation Form comprise the documents listed below:
1. Section I: Invitation for Sealed Quotation (SQ)
2. Section II: Instructions to Bidders
3. Section III: Bid Data Sheet
4. Section IV Quotation Forms and Price Schedule
5. Section V: Schedule of Requirements
6. Section VI: General Conditions of Contract (GCC)
7. Section VII: Special Conditions of Contract
8. Section VIII: Contract Form
7. Clarification 7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.
8. Language of Quotation 8.1 All documents relating to the Quotation shall be in English or in Nepali.
9. Documents Comprising Quotation 9.1 The Quotation by the Bidder shall comprise the following:
a. Quotation Form and Price Schedules
b. Bid Security
c. Schedule of Requirements
10. Quotation Prices 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all items of the goods to be supplied under the contract.
10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.
10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
11. Quotation Validity 11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

12. Quotation/Bid Security
- 12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security as specified in the BDS. In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. 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-Sealed Quotation should be the same otherwise the Sealed Quotation shall be non-responsive.
- 12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms:
- (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or;
 - (b) a cash deposit voucher in the Purchaser's Account as specified in the BDS
- In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (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 original validity period of the bid
- 12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, 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.
- 12.4 The Bid security shall be forfeited if:
- (a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline.
 - (b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;
 - (c) a Bidder involves in fraud and corruption pursuant to clause 26;
 - (d) the successful Bidder fails to:
 - (i) furnish a performance security in accordance with clause 25;
 - (ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or
 - (iii) accept the correction of arithmetical errors pursuant to clause 19.1
 - (iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's
13. Format and Signing of Quotations
- 13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialled by the same authorized person.
14. Sealing and Marking of Quotations
- 14.1 Bidders may submit their bids by manually or by electronically. When so specified in the BDS. Procedures for submission, sealing and marking are as follows:
Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation.
- 14.2 Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in the BDS
15. Deadline for Submission of Quotations
- 15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS.
16. Late Quotation
- 16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17. Modification And Withdrawal
- 17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
18. Bid Opening
- 18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS
- 18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.
19. Process to be Confidential
- 19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.
20. Examination of Quotations
- 20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation
- (a) meets the eligibility criteria defined in Clause 2;
 - (b) has been properly signed by the authorized person;
 - (c) is accompanied by the required securities; and
 - (d) is substantially responsive to the requirements of the Bidding documents.

21. Evaluation and Comparison of Quotations
- 21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:
- only for unit price Contracts, 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;
 - 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; and
 - If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected.
 - 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) ,(b) and (c) above.
- 21.2 In case of e-submission of bid, upon notification from the Purchaser, the bidder shall also submit the original of documents comprising the Sealed Quotation as per ITB 9 for verification of submitted documents for acceptance of the e-submitted bid. If a Bidder does not provide original of document of its Sealed Quotation by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- 21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.
- 21.4 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.
22. Award of Contract
- 22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.
- 22.2 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.
23. Purchaser's Right to Accept or Reject
- 23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.
24. Notification of Award and Signing of Agreement
- 24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.
- 24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.
- 24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder.
25. Performance Security
- 25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.
- If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below 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 = $[(0.85 \times \text{Cost Estimate} - \text{Bid Price}) \times 0.5] + 5\% \text{ of Bid Price}$.
The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.

26. Corrupt or Fraudulent Practices
- 26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 26.2 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.
27. Conduct of Bidders
- 27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.
- 27.2 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 or being involved in corrupt or fraudulent practice
 - d) interference in participation of other prospective 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..
- 27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract
28. Blacklisting Bidder
- 28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:
- a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,
 - b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,
 - c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.
 - d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,
 - e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser.,
- 28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.
29. Publication of contract award notice
- 29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office, Such notice shall also be posted in its website and PPMO's website.
- a. Name of the procurement,
 - b. IFB number,
 - c. date and name of newspaper published the IFB notice,
 - d. name of the successful Bidder, and the contract price.
- 29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.
30. Provision of PPA and PPR
- 30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

Section III Bid Data Sheet

ITB 1	<p>The scope of Supply is : The number of the Invitation for Sealed Quotation (SQ) is :Re-NP-MOLESS-YETI-SQ-02The Purchaser is: Ministry of Labour, Employment and Social Security The Name of the Project is :The Supply, Delivery of IT Equipment(Hardware)</p>
ITB 10	<p>The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of NRs.40000, which shall be valid for 30 days beyond the validity period of the bid.</p>
ITB 10(a)	<p>Cash Deposit Account for Bid Security: Bank Name:Rastriya Banijya Bank Ltd. Bank Address:Rastriya Banijya Bank Ltd., Singhadurwar Branch, Kathmandu, Nepal, Account holder's Name:Ministry of Labour, Employment and Social Security Account Number:1960100102030000</p>
ITB 14.1	<p>Bidders shall have the option of submitting their bids electronically. Bidders shall follow the electronic bid submission procedures specified below:</p> <ol style="list-style-type: none"> 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 Purchaser's office as specified in the BDS or may download the 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 electronically the cost of the bidding document shall be deposited in the account specified in IFQ. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the bid. v. The bidder can prepare the their bids using data and documents maintained in bidder's profile and forms/format provided in Sealed Quotation Document by Purchaser. 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 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 forms and documents shall be part of technical bids: <ol style="list-style-type: none"> 1. Letter of Quotation (Mandatory) 2.Quotation Security /Bank Guarantee (Mandatory) 3. Company registration (Mandatory) 4. VAT registration (Mandatory) 5. Tax clearances certificate or evidence of tax return submission for the F/Y (Mandatory) 6. Power of Attorney of Bid signatory (Mandatory) 7. Completed Price Schedule (Mandatory) 8. Bank Voucher for cost of bid document (Mandatory) 9. Joint venture agreement (Mandatory in case of JV Bid) 10. Additional documents specified in Bidding Document (any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO) <p>Note: The documents specified as "Mandatory" should be included in e-submission.</p> viii. After providing all the details and documents, bid response documents 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 in the registered email address of the bidder. System will validate the OTP and allow bidder to submit their bid. x. Once Quotation is submitted, bidders won't able to modify/withdrawal their bid. xi. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids: <ol style="list-style-type: none"> a) The e-submitted Quotations must be readable through PDF reader.The facility for submission of Quotation 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 Purchaser shall be held liable for Bidder's inability to use this facility.b) 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.
ITB 15	<p>The deadline for Sealed Quotation submission is:09-03-2023 12:00 Address:Singhadurbar, Kathmandu Kathmandu Kathmandu</p>

ITB 18	<p>The Sealed Quotation opening shall take place at : Address :Ministry of Labour, Employment and Social Security, Prime Minister Employment Program, Singh Durbar, Kathmandu Telephone number: 014200477 e-mail Address: pmep.gov.np@gmail.com</p> <p>Date and Time:09-03-2023 13:00</p> <p>a) e-GP system allows to download the Sealed Quotation response document only after bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening. b)The Purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders' representatives who choose to attend</p>
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Section - IV
Sample Forms

1. Quotation and Price Schedules

Date:

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

Gentlemen and/or Ladies:

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said SQ documents for the sum of *[total SQ amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

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

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to Five (5) percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this SQ for a Period of **45** days from the date fixed for SQ opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign SQ for and on behalf of _____

2. 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. In case of joint venture, each partner shall fill the information in separate form.]

1.	Bidder's Legal Name	
2	Bidder's Address:	
3	Bidder's Country of Registration:	
4	Bidder's Year of Registration: .	
5	Bidder's Legal Address in Country of Registration	
6.	Bidder's Authorized Representative Information:Name: Address: Telephone/Fax numbers: Email Address:	
7	Bidder's Telephone/Fax numbers:	
8	Bidder's Email Address:	
	<p>Attached are copies of the following original documents.</p> <p><input type="checkbox"/> 1. Firm Registration Certificate</p> <p><input type="checkbox"/> 2. Authorization to represent the firm</p>	

3. Price Schedule for Goods

Name of Bidder _____ Contract Identification Number _____

Item	Description	Country of Origin	Quantity	Unit Price ¹ EXW		Total Price (in NRs) (cols. 4x5)
				(in NRs)		
				In Figure	In Words	
1	2	3	4	5		4x5=6
Total						
VAT						
Grand Total						

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

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

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Sealed Quotation for and on behalf of _____

Date: _____

¹ The price shall include all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item or the customs duties and sales and other taxes paid on the previously imported item offered ex warehouse, ex showroom, or off-the-shelf. These factors should not be entered separately.

4. Bid Security

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

(On Letter head of the Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law)

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

Date:.....

Bid Security No.:

We have been informed that [insert name of the Bidder] (hereinafter called "the Bidder") intends to submit its bid (hereinafter called "the Bid") to you for the execution of name of Contract under Invitation for Bids No. ("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..... name of Bank.hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.amount in figures (. amount in words) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.
- (d) is involved in fraud and corruption in accordance with the ITB

This guarantee will remain in force up to and including the datenumber.....days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

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

Note:

The bid security of has been counter guaranteed by the Bank on (Applicable for Bid Security of Foreign Banks).

Schedule of Requirement

1. List of Goods and Related Services

1 Office and computing machinery equipment and supplies			
1.1 Computer equipment and supplies			
1.1.1 Computer hardware			
Procurement Item Details			
SL. No	Item Description	Unit of Measurement	Quantity
1	Heavy duty Photocopy machine (Printer)	Number.	1.0
2	Multi Functional Printer	Number	1.0
3	Digital Camera	Number	1.0
4	Monitor	Numbers	6.0
5	Laptop	Numbers	2.0
6	Projector	Number	1.0
7	Mini Projector	Number	1.0
8	External Hardisk	Number	3.0
9	Antivirus	Numbers	22.0
10	Presentation Pointer	Numbers	2.0

2. Delivery and Completion Schedule

1 Office and computing machinery equipment and supplies					
1.1 Computer equipment and supplies					
1.1.1 Computer hardware					
SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
1	Heavy duty Photocopy machine (Printer)	MoLESS, PMP	15	45	
2	Multi Functional Printer	MoLESS, PMP	15	45	
3	Digital Camera	MoLESS, PMP	15	45	
4	Monitor	MoLESS, PMP	15	45	
5	Laptop	MoLESS, PMP	15	45	
6	Projector	MoLESS, PMP	15	45	
7	Mini Projector	MoLESS, PMP	15	45	
8	External Hardisk	MoLESS, PMP	15	45	
9	Antivirus	MoLESS, PMP	15	45	
10	Presentation Pointer	MoLESS, PMP	15	45	

Technical Specifications

1 Office and computing machinery equipment and supplies				
1.1 Computer equipment and supplies				
1.1.1 Computer hardware				
Sl. No.	Description of Goods	Particulars	Requirements	Bidder's Offer
1	Heavy duty Photocopy machine (Printer)	As per attached specifications	As per attached specifications Annex-1	
2	Multi Functional Printer	As per attached specifications	As per attached specifications Annex-1	
3	Digital Camera	As per attached specifications	As per attached specifications Annex-1	
4	Monitor	As per attached specifications	As per attached specifications Annex-1	
5	Laptop	As per attached specifications	As per attached specifications Annex-1	
6	Projector	As per attached specifications	As per attached specifications Annex-1	
7	Mini Projector	As per attached specifications	As per attached specifications Annex-1	
8	External Hardisk	As per attached specifications	As per attached specifications Annex-1	
9	Antivirus	As per attached specifications	As per attached specifications Annex-1	
10	Presentation Pointer	As per attached specifications	As per attached specifications Annex-1	

Conditions of Contract

Section VI. General Conditions of Contract

1. Definitions	<p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.e. "The Purchaser" means the procuring entity purchasing the goods;f. "The Supplier" means the organization supplying the goods and services under this contract.
2. Technical Specification	<p>2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.</p>
3. Patent Right	<p>3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.</p>

<p>4. Performance Security</p>	<p>4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.</p> <p>4.3 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
<p>5. Inspection and Tests</p>	<p>5.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises</p> <p>5.2 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser.</p>
<p>6. Packing</p>	<p>6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.</p> <p>6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.</p> <p>6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.</p>
<p>7. Delivery of Goods</p>	<p>7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.</p>
<p>8. Insurance</p>	<p>8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.</p>

<p>9. Warranty</p>	<p>9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.</p> <p>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.</p> <p>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.</p>
<p>10. Payment</p>	<p>10.1 Payment shall be made in the Nepalese currency as specified in the SCC</p> <p>10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.</p>
<p>11. Prices</p>	<p>11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.</p>
<p>12. Changed Order</p>	<p>12.1 Where the Purchaser desires to make changes in Schedule of Requirement, it shall not exceed more than 15 percent.</p>
<p>13. Liquidated Damages</p>	<p>13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.</p>
<p>14. Resolution of Disputes</p>	<p>14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of it's intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be</p>

	<p>commenced prior to or after delivery of the Goods under the Contract.</p> <p>14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <p>a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p>b. the Purchaser shall pay the Supplier any monies due the Supplier.</p>
15. Governing Language	15.1 The Governing Language shall be: Nepali or English
16. Applicable Law	16.1 The applicable law shall be Laws of Nepal.
17. Notices	<p>17.1 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</p> <p>17.2 A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.</p>
18. Taxes and Duties	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GON.
19. Operation, Maintenance and Spare-parts Manuals	19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC..
20. Conduct of Suppliers	<p>20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN’s Procurement Act and Regulations.</p> <p>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <p>a. give or propose improper inducement directly or indirectly,</p> <p>b. distortion or misrepresentation of facts</p> <p>c. engaging or being involved in corrupt or fraudulent practice</p> <p>d. interference in participation of other prospective bidders.</p> <p>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</p>

	<ul style="list-style-type: none"> f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price.. g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract
<p>21. Blacklisting Supplier</p>	<p>21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:</p> <ul style="list-style-type: none"> a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2, b. if the supplier fails to sign an agreement pursuant to ITB Clause 24, c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract , d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract. <p>21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal.</p>

Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder shall complete the following information before submitting his Sealed Quotation.]

GCC 1.1.1 (e) The Purchaser shall be: Ministry of Labour, Employment and Social Security

GCC 4.1 The Currency of of the performance Security shall be in Nepalese Rupees. The amount of the performance security shall be as follows:
 (i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below 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:
 (iii) Performance Security Amount = $[(0.85 \times \text{Cost Estimate} - \text{Bid Price}) \times 0.5] + 5\%$ of Bid Price.

 The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.

GCC 9.1 The warranty period shall be : [12]

GCC 10 The terms of payment to be made to the Supplier under the contract shall be as follows: Through accounts division/unit of the Purchaser
 Payments shall be made in Nepalese Rupees in the following manner:
 Sample provisions:
 Advance Payment: (20)] percent of the contract price shall be paid within thirty (30) days of signing of the contract, and upon submission of request for advance and a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law for equivalent amount valid until the goods are delivered and accepted and in the form provided in the Bidding Document.

 On Delivery and acceptance: Hundred (100) percent. of the Contract Price of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s. Advance payment shall be deducted and settled in this payment.

 On Delivery and acceptance: One Hundred (100)] percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. and upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s
 TDS shall be deducted as per the prevailing rules and regulations.

 Payments shall be made in Nepalese Rupees in the following manner:.

SL No	Milestone Name	Payment Percentage
1	Advance payment	0
2	Approval of the supplied goods after, Delivery, installation, Inspection and acceptance	100.0

GCC 17.1 For notices, the Purchaser's address shall be:
 Attention: Ministry of Labour, Employment and Social Security
 Address: Singhadurbar, Kathmandu Kathmandu Kathmandu
 Designation:
 Telephone: 4211733 Facsimile Number:
 Electronic Mail Address:

GCC 17.1 For notices, the Suppliers's address shall be:
 Attention:
 Address:

	Designation: Telephone: Electronic Mail Address:	Facsimile Number:
GCC 19.1	The Supplier shall supply 12 months number of copies manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC.	

Section VIII. Contract Form

1. Letter of Acceptance

[on letterhead paper of the Purchaser]

Date.....

To: (name and address of the Contractor)

Subject: Notification of Award

This is to notify that your Sealed Quotation dated 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 7 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 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:

2. Contract Agreement

THIS AGREEMENT made the ____ day of _____ 20____ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited Sealed Quotation for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a SQ by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

3. Performance Security

Date :

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

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

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

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

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

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

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

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

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

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

Date: **[insert date of signing]**

4. Bank Guarantee for Advance Payment

To: *[name of the Purchaser]*

[name of Contract]

Gentlemen and/or Ladies:

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

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Annex-1

Technical Specifications as per bullet 3 under Technical Specification of Schedule of Requirement

S.No.	ITEM	Description	Office Required Specification	Bidders offered Specifications	Bidders Response-Comply/Not Compliance
1	Heavy duty Photocopy machine(Printer)	Brand			
		Model			
		Type			
		Print & Copy Speed	A4: 28 ppm or better		
			A3: 14ppm or better		
		Memory	512MB or better		
		Max. Original Size	A3		
		Paper input capacity	Standard: 250 sheets Drawer,100 sheets Bypass or better		
		Warm up time	16 seconds or less		
		Multiple Copies	1-999/ ten key input		
		Zoom	25% to 400% (1% increment)		
		Copy/Scan resolution	600 x 600 dpi or better		
		Print Resolution	2400 x 600 dpi or better		
		Original Feed	50 sheets Reverser Automatic Document Feeder or better		
		Interface	10/T00BaseT, USB 2.0/Hi speed or betrer		
		Network Protocol	TCP/IP (IPV4/IP v6) NetBIOS over TCP/IP or better		
		Operating System	Windows, Windows Server ,MAC OS, UNIX ,Linux(CUPS)		
		Scan Mode	B&W, Greyscale , Colour		
		Scan Agent	Scan to USB, Remote TWAI/Scan to File (SMB/FTP), Scan to Email		
		Duplex Print/Copy	Standard		
Warranty	1 year or more				
		Brand			

2	Multi Functional Printer	Model No.			
		Function	Print, Copy, Scan, email or more		
		Technology	Monochrome laser printing		
		Print/Copy speed	40ppm (A4) or higher		
		Processor	1Ghz dual core or more		
		Memory	512MB		
		Control Panel	2.7" touch screen or better		
		Standard Paper Input Capacity	250 sheets x tray 1		
			100 sheets manual feed tray		
		Paper output capacity	150 sheets or more		
		Document Feeder	Single Pass Duplex Scan		
		Auto Duplex	Standard		
		Interface	USB, ethernet network		
		Toner Yield	Minimum 20,000 pages		
Warranty	1 year or more				
3	Digital Camera	Brand			
		Model No.			
		Type	Digital, single-lens reflex, AF/AE camera with built-in flash		
		Effective Pixels	24 megapixels or higher		
		Sensor Type	APS_C CMOS sensor or better		
		Processor	Digic4+ or better		
		LCD	7.5cm (3.0-type) TFT, pprox.. 920,000dots or better		
		ISO sensitivity	During Movie shooting: ISO 100-6400,		

		Shutter Speed Range	30-1/4000, Bulb or better		
		Built-in flash & HDMI mini output	Yes		
		Accessories	32 GB or higher Memory Card & Bag		
		Tripod Stand	3-way Pan head , Quick flip legs lock, Max height 1.5 Mt, Load Capacity 3.5K.G Net weight: 950g, Weight hook at the bottom of the center column		
			Fixed rubber feet, Carrying Case		
		Warranty	1 year on manufacture defects (S/w and H/W)		
4	Montior	Brand			
		Model No.			
		Display size	23 inch or higher		
		Panel technology	In-Plane Switching (IPS), Anti-glare with 3H hardness		
		Resolution	4K (4096 x 2160) UHD		
		Aspect Ratio	16:9 or better		
		Connectors	Minimum (1 x HDMI 1.4 ports)		
		Accessories	Power Cable, HDMI cable		
		Warranty	Minimum 1 Year		
		Brand			
		Product Type			
		Model No			
		Operating System	MS Windows 10 Professional 64-bit or better		
		Chipset	Intel Chipset or Integrated with processor or better		
		Processor	Intel® Core™ i7 11 Gen Processor or better		
		Cache	12 MB cache or better		
		RAM Memory	1x16 GB DDR4 or better		

5

Laptop

Solid State Drive (SSD)	512GB PCIe NVMe Value Solid State Drive or better		
Keyboard	Clickpad Backlit spill-resistant Premium or better		
Pointing Device Type	TouchPad		
Weight	1.46 kg (3.22 lb) or better		
Webcam	720p at 30 fps HD camera, dual-array microphones or better		
Display			
Screen Size	14- 15 inch FHD (1920x1080) or better		
Screen Type	Anti-glare LED Backlight		
Backlight Technology	Yes		
Graphics	Intel UHD Graphics / Intel Iris Xe Graphics or better		
Network & Communication			
COMMUNICATION	Intel® Wi-Fi 6 2x2 (Gig+) and Bluetooth 5.1 or better		
Battery & Power			
Type & Capacity	3-Cell Battery, 42Whr or better		
Interfaces/Ports			
Ports	MicroSD Card Reader USB 3.2 Ethernet Headphone/Microphone Combo Power jack HDMI 1.4 USB 3.2 Gen 2 Type-C™ (DP/PowerDelivery)		
HDMI	Yes		
Audio	Stereo speakers or better		
Carrying Case			
Charging Adaptor, Essential Backpack			
Warranty and Support			
Warranty and support	3 year warranty all parts and 1 Year on Battery		
	Minimum 3 year support in all parts and labor charges		

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Mini Projector

Technology Type	Single LCD		
Physical Resolution	1920*1080 Pixels FULL HD (Support UP to 4K) or better		
Brightness Zoom on dista	7500 Lumen or better		
Zoom	20% Digital zoom feature		
Contrast Ratio	4001:1-5000:1		
Aspect Ratio	16:9&4:3 or better		
Displayable Color	1.67 millions		
Projection Method	Front, Rear, Hanging cast		
Projection Lens	Manual Focus or better		
Keystone Correction	+/-15 Vertical degree		
Projection Size	45-300 inch		
Projection distance:	1.8-5m or better		
Lamp Life	Over 30000 Hours or better		
Power	150W		
Speaker	4Ω 5W*2		
Android version	9 or better		
RAM	1 GB or better		
ROM	16GB or better		
Bluetooth	4		
wifi	Yes		
Warranty	2 years service warranty		
Brand			
Model			

8	External Hardisk	Weight	185 g (6.53 oz) or better		
		USB Type	micro USB to USB Type A		
		Connection Interface	USB 3.1 Gen 1		
		Storage			
		Capacity	1 TB		
		Storage Media	2.5" HDD		
9	Antivirus	Antivirus Security	1 User 3 Year Total Security		
10	Presentation Pointer	Brand			
		Model			
		Type	Wireless Presentation Remote Clicker with Laser Pointer		
		Supporting System	Windows, Linux or Others		
		Technology			
		Range	Upto 50ft or more		
		Warranty	1 year on manufacturing defects		

Specification for Reference- Applicable to this Procurement for clarity only

S.No.	ITEM	Description	Specification	Quantity
1	Heavy duty Photocopy machine(Printer)	Brand		1
		Model		
		Type		
		Print & Copy Speed	A4: 28 ppm or better A3: 14ppm or better	
		Memory	512MB or better	
		Max. Original Size	A3	
		Paper input capacity	Standard: 250 sheets Drawer,100 sheets Bypass or better	
		Warm up time	16 seconds or less	
		Multiple Copies	1-999/ ten key input	
		Zoom	25% to 400% (1% increment)	
		Copy/Scan resolution	600 x 600 dpi or better	
		Print Resolution	2400 x 600 dpi or better	
		Original Feed	50 sheets Reverser Automatic Document Feeder or better	
		Interface	10/T00BaseT, USB 2.0/Hi speed or betrer	
		Network Protocol	TCP/IP (IPV4/IP v6) NetBIOS over TCP/IP or better	
		Operating System	Windows, Windows Server ,MAC OS, UNIX ,Linux(CUPS)	
		Scan Mode	B&W, Greyscale , Colour	
		Scan Agent	Scan to USB, Remote TWAI/Scan to File (SMB/FTP), Scan to Email	
Duplex Print/Copy	Standard			
Warranty	1 year or more			
2	Multi Functional Printer	Brand		1
		Model No.		
		Function	Print, Copy, Scan, email or more	
		Technology	Monochrome laser printing	
		Print/Copy speed	40ppm (A4) or higher	
		Processor	1Ghz dual core or more	
		Memory	512MB	
		Control Panel	2.7" touch screen or better	
		Standard Paper Input Capacity	250 sheets x tray 1 100 sheets manual feed tray	
		Paper output capacity	150 sheets or more	
		Document Feeder	Single Pass Duplex Scan	
		Auto Duplex	Standard	
		Interface	USB, ethernet network	
		Toner Yield	Minimum 20,000 pages	
Warranty	1 year or more			
3	Digital Camera	Brand		1
		Model No.		
		Type	Digital, single-lens reflex,AF/AE camera with built-in flash	
		Effective Pixels	24 megapixels or higher	
		Sensor Type	APS_C CMOS sensor or better	
		Processor	Digic4+ or better	
		LCD	7.5cm (3.0-type) TFT, pprox.. 920,000dots or better	
		ISO sensitivity	During Movie shooting: ISO 100-6400,	
		Shutter Speed Range	30-1/4000, Bulb or better	
		Built-in flash & HDMI mini output	Yes	
		Accessories	32 GB or higher Memory Card & Bag	
		Tripod Stand	3-way Pan head , Quick flip legs lock, Max height 1.5 Mt, Load Capacity 3.5K.G Net weight: 950g, Weight hook at the bottom of the center column Fixed rubber feet, Carrying Case	
Warranty	1 year on manufacture defects (S/w and H/W)			
4	Montior	Brand		6
		Model No.		
		Display size	23 inch or higher	
		Panel technology	In-Plane Switching (IPS), Anti-glare with 3H hardness	
		Resolution	4K (4096 x 2160) UHD	
		Aspect Ratio	16:9 or better	

		Connectors	Minimum (1 x HDMI 1.4 ports)		
		Accessories	Power Cable, HDMI cable		
		Warranty	Minimum 1 Year		
5	Laptop	Brand		2	
		Product Type			
		Model No			
		Operating System	MS Windows 10 Professional 64-bit or better		
		Chipset	Intel Chipset or Integrated with processor or better		
		Processor	Intel® Core™ i7 11 Gen Processor or better		
		Cache	12 MB cache or better		
		RAM Memory	1x16 GB DDR4 or better		
		Solid State Drive (SSD)	512GB PCIe NVMe Value Solid State Drive or better		
		Keyboard	Clickpad Backlit spill-resistant Premium or better		
		Pointing Device Type	TouchPad		
		Weight	1.46 kg (3.22 lb) or better		
		Webcam	720p at 30 fps HD camera, dual-array microphones or better		
		Display			
		Screen Size	14- 15 inch FHD (1920x1080) or better		
		Screen Type	Anti-glare LED Backlight		
		Backlight Technology	Yes		
		Graphics	Intel UHD Graphics / Intel Iris Xe Graphics or better		
		Network & Communication	Intel® Wi-Fi 6 2x2 (Gig+) and Bluetooth 5.1 or better		
		Battery & Power			
		Type & Capacity-Battery & Power	3-Cell Battery, 42Whr or better		
		Interfaces/Ports			
		Ports	MicroSD Card Reader USB 3.2 Ethernet Headphone/Microphone Combo Power jack HDMI 1.4 USB 3.2 Gen 2 Type-C™ (DP/PowerDelivery)		
		HDMI	Yes		
		Audio	Stereo speakers or better		
		Carrying Case			
		Charging Adaptor, Essential Backpack			
		Warranty and Support			
Warranty and support	3 year warranty all parts and 1 Year on Battery Minimum 3 year support in all parts and labor charges				
6	Projector	Brand		1	
		Model			
		Display Type	DLP Technolo+D94:D111gy		
		Brightness	4,000 ANSI Lumens		
		Native Resolution	Display Type+D94:D111		
		Maximum Resolution	WUXGA (1,920 x 1,200)		
		Contrast Ratio	20,000:1		
		Lamp Life/Type	6,000 Hours (Standard), 7,000 Hours (ECO), 10,000 Hours (ExtremeEco)		
		Throw Ratio	1.94 ~ 2.16		
		Zoom Ratio	1.1x or better		
		Aspect Ratio	4:3 (Native), 16:9 (Supported)		
		Keystone Correction	Vertical:±40°		
		3D Compatibility	Yes		
		Speaker	3W		
		Input Interface	Analog RGB/Component Video (D-sub) x 1 HDMI (Video, Audio, HDCP) x 1 PC Audio (Stereo mini jack) x 1 Composite Video (RCA) x 1		
		Output Interface	PC Audio (Stereo mini jack) x 1 DC Out (5V/1A, USB Type A) x 1 Analog RGB (D		
		Weight	2.8 kg or less		
		Power Supply	AC 100-240V, 50/60Hz		
Standard Accessories	AC Power Cord, VGA Cable, Remote Control, Documentation Kit				
Warranty	1 years on projector, six months on Lamp				
		Brand			
		Model			
		Technology Type	Single LCD		
		Physical Resolution	1920*1080 Pixels FULL HD (Support UP to 4K) or better		

7	Mini Projector	Brightness Zoom on dista	7500 Lumen or better	1
		Zoom	20% Digital zoom feature	
		Contrast Ratio	4001:1-5000:1	
		Aspect Ratio	16:9&4:3 or better	
		Displayable Color	1.67 millions	
		Projection Method	Front, Rear, Hanging cast	
		Projection Lens	Manual Focus or better	
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		Projection Size	45-300 inch	
		Projection distance:	1.8-5m or better	
		Lamp Life	Over 30000 Hours or better	
		Power	150W	
		Speaker	4Ω 5W*2	
		Android version	9 or better	
		RAM	1 GB or beter	
		ROM	16GB or better	
		Bluetooth	4	
wifi	Yes			
Warranty	2 years service warranty			
8	External Hardisk	Brand		3
		Model		
		Weight	185 g (6.53 oz) or better	
		USB Type	micro USB to USB Type A	
		Connection Interface	USB 3.1 Gen 1	
		Storage		
		Capacity-Storage	1 TB	
Storage Media	2.5" HDD			
9	Antivirus	Antivirus Security	1 User 3 Year Total Security	22
10	Presentation Pointer	Brand		2
		Model		
		Type	Wireless Presentation Remote Clicker with Laser Pointer	
		Supporting System	Windows, Linux or Others	
		Technology		
		Range	Upto 50ft or more	
		Warranty	1 year on manufacturing defects	