



BIDDING DOCUMENT

For

THE PROCUREMENT OF

Purchase of Stationery & office Materials of Tansen
Municipality Office

Sealed Quotation (SQ)

Tansen Municipality Office, Tansen, Palpa

Issued on: 2083/6/2

Issued to: All Eligible Bidders

Invitation for Quotations No.:

TM/PLP/SQ/good/01/2083/084

SQ No.: good/01/2083/084



Section I. Invitation for Sealed Quotation

Name of the Office: Tansen Municipality Office

Address of the Office: Tansen, Palpa

Invitation for Sealed Quotation for the procurement of Purchase of Stationery & office Materials of
Tansen Municipality Office

Sealed Quotation No: TM/PLP/SQ/good/01/2083/084

Date of first Publication: 2083/6/13

1. The Purchase of Stationery & office Materials invites sealed quotations from registered Suppliers for the supply, delivery and installation of Purchase of Stationery & office Materials.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of office of Tansen Municipality Office, Tansen, Palpa , Contact 075-520893, email infra.tansenmun@gmail.com
3. A complete set of Bidding Documents may be purchased from the office Tansen Municipality Office, Tansen, Palpa and the office **Tansen Municipality office, Tansen Palpa** 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. 1000.00 till **2083/6/16** during office hours.
4. Bidders, submitting their bid Hard copy should deposit the cost of bidding document in the following account

Name of the Bank: Rastriya Banijya Bank, Palpa **Name of Office:** Tansen Municipality Office, Tansen, Palpa

Office Code no. 801055001

Office Account no.: 3030100301010004

Rajaswa (revenue) Shirshak no. : 14229

5. Sealed bids must be submitted to the office Tansen Municipality Office, Tansen, Palpa by hand, on or before **12 hours** on **2083/6/20**. 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 **2083/6/21 13 PM** at the office of Tansen Municipality Office, Tansen, Palpa. 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 Rs. **37400** . which shall be valid for 30 days beyond the validity period of the bid (i.e. **[2083/9/05]**). If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No. 3030100301010004 (14229) at Rastriya Banijya Bank, Palpa 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.

9. [Add other information regarding requirement of the Purchaser.]



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 in BDS. a) Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate or Evidence of Time Extension or Tax return submission evidence for the Fiscal Year as <i>specified in BDS</i> d) Business registration certificate/licence (if required) e) Power of Attorney to sign the Sealed Quotation f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV.Other g) Other Documents as needed as specified in BDS 2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), by a competent authority under the prevailing law for failure to repay loan disbursed by bank or financial institution, 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, the competent authority 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	6.1 The Quotation Form comprise the sections listed below:



Form	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 d. Eligibility Information as per BDS 2.1 e. Power of Attorney of Bid Signatory and The Quotation form and price schedules must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested
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. In the case of electronic submission, if any technical issue arises in the



	handling of the e-GP system, the PPMO may extend the deadline for submission. However, the validity period of the quotation shall still be counted from the original submission deadline. The sealed quotation valid for a shorter period shall be rejected by the Employer 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. The Bid security valid for shorter period shall be rejected. 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 bid 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 ITB 26; (d) the successful Bidder fails to: (i) furnish a performance security in accordance with clause ITB 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



	ITB 19.1 (iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification 12.5 The purchaser shall return the bid securities except those that are to be forfeited as per ITB 12.4 to the respective bidders within three (3) days after the successful bidder has furnished the required performance security and signed the Contract Agreement pursuant, to ITB 25.1 and ITB 24.2.
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, 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 or submitted electronically 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: (a) 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; (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; and (c) 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. (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),(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 bid, and to annul the bidding process and reject all sealed quotations at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all sealed quotations submitted and specifically, Sealed Quotation securities, shall be promptly returned to the Bidders.
	23.2 The purchaser shall give notice of the rejection of sealed quotations or the cancellation of the procurement proceedings pursuant to ITB 23.1, along with the reasons for such rejection or cancellation, to all bidders participating in the sealed quotation.
	23.3 Where any bidder requests, within thirty (30) days of the communication of the notice pursuant to ITB 23.2, the grounds for the rejection of all sealed quotations or the cancellation of the procurement proceedings, the public entity shall provide such information to that bidder.
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 ITB25 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 in an amount in NPR equal to 5% of Bid Price (without VAT but including PS) 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. 25.2 Failure of the successful Bidder to submit the Performance Security pursuant to ITB 25.1, engaged in corrupt or fraudulent practices pursuant to ITB 26.1 or failure to sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the Sealed Quotation security.
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 ITB 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, (f) a Bidder requests for withdrawal or modification of its quotation: (i) after the Bid Submission deadline and during the period of validity specified by the Bidder on the Letter of quotation, in case of electronic submission; (ii) from the period twenty-four hours prior to quotation submission deadline up to the period of quotation validity specified by the Bidder on the Letter of quotation, in case of hard copy submission. (g) if the bidder does not provide clarifications of its sealed quotation by the date and time set in the Employer's request for clarification as per ITB 21.2. (h) a Bidder changes the prices or substance of the sealed quotation while providing information pursuant to ITB 21.2. 28.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), by a competent authority under the prevailing law for failure to repay a loan disbursed by a bank or financial institution, 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, the competent authority and/or the DP.
29. Publication of contract award	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



notice	board as well as shall manage to publish the notice on the notice board of <i>District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office</i>, 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 document 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	The scope of Supply is: Tansen Municipality Office, Tansen, Palpa, The number of the Invitation for Sealed Quotation (SQ) is : TM/PLP/SQ/good/01/2083/084 The Purchaser is: Tansen Municipality Office, Tansen, Palpa, The name of the Project is: Purchase of Stationery & office Materials of Tansen																																				
ITB 2.1	All Bidders shall submit following documents as pre- requisites for eligibility: 1. Tax Clearance Certificate or Evidence of Time Extension or Tax return submission evidence for the F/Y 2081/2082 2. Business registration certificate/Licence																																				
ITB 12.1	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 NPR 37400, which shall be valid for 30 days beyond the validity period of the bid.																																				
ITB 12.2 (b)	Cash Deposit Account for Bid Security: Bank Name:Rastriya Banijja bank Bank Address: Tansen, Palpa, Account holder's Name: Tansen, Palpa Account Number: 3030100301010004 (14229)																																				
ITB 14.1	Bidders shall have the option of submitting their bids <i>option 1: "by mail / by hand / by courier"</i>. The required forms and documents shall be part of technical bids. <table><tr><th>No.</th><th>Document</th><th>Requirement</th><th>Remarks</th></tr><tr><td>1</td><td>Letter of Quotation</td><td>Mandatory</td><td>PDF</td></tr><tr><td>2</td><td>Quotation Security/Bank Guarantee</td><td>Mandatory</td><td>PDF</td></tr><tr><td>3</td><td>Company registration</td><td>Mandatory</td><td>PDF</td></tr><tr><td>4</td><td>Business registration certificate/Licence (if required)</td><td>Mandatory</td><td>PDF</td></tr><tr><td>5</td><td>VAT registration</td><td>Mandatory</td><td>PDF</td></tr><tr><td>6</td><td>Tax clearances certificate or evidence of tax return submission for the F/Y 2081-082</td><td>Mandatory</td><td>PDF</td></tr><tr><td>7</td><td>Power of Attorney of Bid signatory</td><td>Mandatory</td><td>PDF</td></tr><tr><td>8</td><td>Completed Price Schedule</td><td>Mandatory</td><td>PDF</td></tr></table>	No.	Document	Requirement	Remarks	1	Letter of Quotation	Mandatory	PDF	2	Quotation Security/Bank Guarantee	Mandatory	PDF	3	Company registration	Mandatory	PDF	4	Business registration certificate/Licence (if required)	Mandatory	PDF	5	VAT registration	Mandatory	PDF	6	Tax clearances certificate or evidence of tax return submission for the F/Y 2081-082	Mandatory	PDF	7	Power of Attorney of Bid signatory	Mandatory	PDF	8	Completed Price Schedule	Mandatory	PDF
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8	Completed Price Schedule	Mandatory	PDF																																		



	9	Bank Voucher for cost of bid document	Mandatory	PDF
	10	Joint venture agreement/intent of JV	Mandatory in case of JV Bids Only	PDF
	11	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)	If applicable	PDF

Note:

a) 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. 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.

ii. 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.

iii. Once Quotation is submitted, bidders won’t able to modify/withdrawal their bid.

iv. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids;

ITB 15	The deadline for Sealed Quotation submission is: Date: 2083/6/20 Time : 12:00 hours Address: Tansen Municipality Office, Tansen, Palpa
ITB 18	The Sealed Quotation opening shall take place at : Address : Tansen Municipality Office, Tansen, Palpa Date: 2083/6/21 Time :1:00 PM



Section IV. Quotation Form and Price Schedule

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.

The discounts offered and the methodology for their application for subject contract are **[insert discount percentage]** of quoted amount.

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 the amount as stated in the ITB Clause 25 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.

We understand that this SQ, 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.

We declare that we are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business-related offense.

We understand that you are not bound to accept the lowest evaluated SQ or any other SQ that 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:	
	Attached are copies of the following original documents. ☐ 1. Firm Registration Certificate ☐ 2. Authorization to represent the firm	



3. Price Schedule for Goods

Name of Bidder _____ Contract Identification Number _____

Item	Description	Country of Origin	Quantity	Unit Price ¹ EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				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 Bankon (Applicable for Bid Security of Foreign Banks).



Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.²

² The delivery may be specified for a single delivery , or for several partial deliveries, for a specific date, or range of acceptable delivery periods.



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.



Section VI. General Conditions of Contract

1. Definitions	1.1 In this contract, the following terms shall be interpreted as indicated: 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	2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.
3. Patent Right	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.



4. Performance Security	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. 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. 4.3 The Performance Security shall be forfeited for any loss resulting from the Supplier's failure to complete its obligations under the Contract. 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. 4.5 The performance security shall be released within 30 days of completion of warranty period and upon submission of claim by the Supplier.
5. Inspection and Tests	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 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.
6. Packing	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. 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. 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.
7. Delivery of Goods	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.
8. Insurance	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.



9. Warranty	9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract. 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. 9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. 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.
10. Payment	10.1 Payment shall be made in the Nepalese currency as specified in the SCC 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.
11. Prices	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.
12. Change Order	12.1 Where the Purchaser desires to make changes in Schedule of Requirement, it shall not exceed more than 15 percent.
13. Liquidated Damages	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.
14. Resolution of Disputes	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. 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 its 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. 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 commenced prior to or after delivery of the Goods under the Contract. 14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA). 14.3 Notwithstanding any reference to arbitration herein, a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and b. the Purchaser shall pay the Supplier any monies due the Supplier.
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	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 and delivered against receipt through e-GP system or e-mail or fax or courier; 17.2 A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.
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	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. 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: 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 impair or harm, any party or the property of the party involved in the procurement proceedings, f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price. g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract 20.3 The Purchaser shall be prosecuted for offenses under prevailing criminal laws, if the supplier: (i) Misuses the Advance Payment or payments received from the Purchaser; (ii) Receives payment by submitting false information or documents; (iii) Abandons the contract before completion; (iv) Commits a serious violation of the contract; or (v) Causes loss or damage to the Purchaser.
21. Blacklisting Supplier	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: 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. 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.
22. Social Security Fund	22.1 The Supplier shall enroll the laborers, employees, or other workforce engaged in such work in the Social Security Fund in accordance with prevailing laws. 22.2 The Supplier shall be responsible to disburse the remuneration, benefits, and other payments of the laborers, employees, or workforce into the bank account of the concerned individual.



	23.3 The Supplier shall be responsible for ensuring that the required work permit has been obtained in accordance with prevailing laws in respect of foreign personnel.
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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.]

Clause	Item
GCC 1.1.1 (e)	The Purchaser is: Purchase of Stationery & office Materials of Tansen Municipality Office
GCC 4.1	The Currency of of the performance Security shall be in Nepalese Rupees. The amount of the performance security shall be 5% of Bid Price (without VAT and contingencies but including PS).
GCC 9.1	The warranty period shall be NA months/year .
GCC 10	The terms of payment to be made to the Supplier under the contract shall be as follows: 1. The payment shall be made: (a) through accounts division/unit of the Purchaser
GCC 10	2. Payments shall be made in Nepalese Rupees in the following manner: Sample provisions: 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.
GCC 17.1	For notices , the Purchaser's address shall be: <u>insert full name and address of Purchaser including telephone number, facsimile number and electronic mail address (if applicable)</u> Name and Address of the Purchaser: Purchase of Stationery & office Materials of Tansen Municipality Office Telephone number: 075-520893 Facsimile number: e-mail Address: infra.tansenmun@gmail.com , readmefast32@gmail.com For notices , the Suppliers's address shall be: <u>insert full name and address of Suppliers including telephone number, facsimile number and electronic mail</u>



Clause	Item
	<u><i>address (if applicable)</i></u> Name and Address of the Supplier: Telephone number: Facsimile number: e-mail Address:
GCC 19.1	The Supplier shall supply NA 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:

CC:

[Insert name and address of all other Bidders who submitted the SQ]



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]



[Handwritten signature]

2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

Item no.	Name of Goods or Related Services	Technical Description, Specification and Standards		Bidders Purposed		Reference page/No./Catalogue page/No.	The bidder shall state as fully complaint/ Partially complaint/ Non complaint
				Technical Description, Specification and Standard			
		Particular	Requirements	Particular	Requirements		
1	Cloth wrapped Register no.4	Equivalent to rise a grade Super quality	Equivalent to rise a grade Super quality				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

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2	Cloth wrapped Register no.5	Equivalent to rise a grade Super quality	Equivalent to rise a grade Super quality				
3	Cloth wrapped Register no.6	Equivalent to rise a grade Super quality	Equivalent to rise a grade Super quality				
4	Pilot pen	V5 HI - tecpoint extra fine 0.5mm tip rollerball original	V5 HI - tecpoint extra fine 0.5mm tip rollerball original				



[Signature]

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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

5	Dot pen	equivalent to hauser fluidic	equivalent to hauser fluidic				
6	Gel pen	Cello Pointec gel 0.5mm	Cello Pointec gel 0.5mm				
7	CD marker	permanent red, black, green as per requirement	permanent red, black, green as per requirement				
8	Highlighter	Original, High glow fluorescent colour	Original, High glow fluorescent colour				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		with green neon, blue, pink, orange or as per requirement	with green neon, blue, pink, orange or as per requirement				
9	Glue stick	४० ग्राम, acid free, Washable non toxic	४० ग्राम, acid free, Washable non toxic				
10	Stamp pad	Medium size 5.6*9 cm, black ink	Medium size 5.6*9 cm, black ink				
11	Binding tape	1.5 Inch	1.5 Inch				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

12	Binding tape	2 Inch	2 Inch				
13	Measuring tape	equivalent to komlen steel 5 meter	equivalent to komlen steel 5 meter				
14	Measuring tape	equivalent to komlen 50 meter	equivalent to komlen 50 meter				
15	Measuring tape	equivalent to komlen 30 meter	equivalent to komlen 30 meter				
16	Masking Tape	3 Inch paper tape	3 Inch paper tape				
17	Ring file	plastic hard	plastic hard				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

18	Index file	plastic coated, Hard	plastic coated, Hard				
19	Cobra File	Original	Original				
20	Normal record file	नेपाली फाइल डोरी सहित hard,	नेपाली फाइल डोरी सहित hard,				
21	Photo copy paper	equivalent to JK A4 size/75 gms 500 sheet per rim, super smooth, premium quality	equivalent to JK A4 size/75 gms 500 sheet per rim, super smooth, premium quality				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		with unique & sustainable fiber	with unique & sustainable fiber				
22	Nepali paper	A4 size सादा, १०० पिसको रिम, 26 GSM	A4 size सादा, १०० पिसको रिम, 26 GSM				
23	Nepali paper	A4 size, निसान छाप सहित, १०० पिसको रिम, 26 GSM	A4 size, निसान छाप सहित, १०० पिसको रिम, 26 GSM				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

24	Envelope	A3 size सादा	A3 size सादा				
25	Normal envelope	4*9, ६०gms कार्यालयको नमुना बमोजिम	4*9, ६०gms कार्यालयको नमुना बमोजिम				
26	Envelope	A4 size सादा	A4 size सादा				
27	Diary	raxine cover C18	raxine cover C18				
28	Scissors	9.5 inch scissors made by stainless steel sharpnes	9.5 inch scissors made by stainless steel sharpnes				



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[Provide information on Column 1 to Column 4]

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		s of blades with plastic handel	s of blades with plastic handel				
29	lock	40 mm original	40 mm original				
30	Lock	80 mm original	80 mm original				
31	Pin Torch Battery	original	original				
32	Odonil	गुणस्तरीय	गुणस्तरीय				
33	Hand Wash Soap	Small size life boy/ditol	Small size life boy/ditol				
34	Soap	Big size 200gm	Big size 200gm				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

35	marke r	permanen t	permanen t				
36	colin	500 ml Glass Cleaner Colin / Mr. Muscle or Equivalen t 500 MI Net Weight Glass And Multisurfa ce Cleaner with Sprayer, With At	500 ml Glass Cleaner Colin / Mr. Muscle or Equivalen t 500 MI Net Weight Glass And Multisurfa ce Cleaner with Sprayer, With At				



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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Least 15 Month Expiry Date, Good Fragrance, Original	Least 15 Month Expiry Date, Good Fragrance, Original				
37	Brush	Plastic Toilet Brush Toilet Cleaning Brush, Hard plastic handle with nylon bristles,	Plastic Toilet Brush Toilet Cleaning Brush, Hard plastic handle with nylon bristles,				



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[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		durable plastic material, wall mountable holder included, overall length 35-40 cm, easy to clean and hygienic	durable plastic material, wall mountable holder included, overall length 35-40 cm, easy to clean and hygienic				
38	Toner Cartridge	canon 2900 303, standard printer branded	canon 2900 303, standard printer branded				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

39	Toner Cartridge	canon 2900 325, standard printer branded	canon 2900 325, standard printer branded				
40	Toner Cartridge	canon 2900 337, standard printer branded	canon 2900 337, standard printer branded				
41	Toner Cartridge	canon 2900 328, standard printer branded	canon 2900 328, standard printer branded				
42	Toner Cartridge	brother 2540, standard	brother 2540, standard				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		printer branded	printer branded				
43	Toner Cartri dge	canon 2900 303, standard local	canon 2900 303, standard local				
44	Toner Cartri dge	canon 2900 325, standard local	canon 2900 325, standard local				
45	Toner Cartri dge	canon 2900 337, standard local	canon 2900 337, standard local				
46	Toner Cartri dge	canon 2900 328, standard local	canon 2900 328, standard local				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

47	Toner Cartridge	brother 2540, standard local	brother 2540, standard local				
48	Electric Jug	IElectric Jug 1.8 Liter 1500W - CG / Baltra or Equivalent Electric Kettle Jug, Capacity 1.8 Liters, Power 1500 Watt,	IElectric Jug 1.8 Liter 1500W - CG / Baltra or Equivalent Electric Kettle Jug, Capacity 1.8 Liters, Power 1500 Watt,				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Voltage 220V AC, Brand: CG / Baltra or Equivalen t, Stainless Steel body, Auto cut- off, Overheat protection , Indicator light, 1 Year Warranty	Voltage 220V AC, Brand: CG / Baltra or Equivalen t, Stainless Steel body, Auto cut- off, Overheat protection , Indicator light, 1 Year Warranty				
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2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

49	Green Cloth	Green Cloth Cotton Mix 1.5m Width 30 Length Green Cloth, Material: Cotton Mati, Color: Dark Green, Width: 1.5 Meter, Length: 30 (Meter/Ga	Green Cloth Cotton Mix 1.5m Width 30 Length Green Cloth, Material: Cotton Mati, Color: Dark Green, Width: 1.5 Meter, Length: 30 (Meter/Ga				
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2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		j), For Table Cover / Decoration / Office Use, Good Quality, Washable Nepali product	j), For Table Cover / Decoration / Office Use, Good Quality, Washable Nepali product				
50	USB Mouse	USB Mouse 1200 DPI - Ugreen or Equivalent USB Mouse,	USB Mouse 1200 DPI - Ugreen or Equivalent USB Mouse,				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Sensor: 1200 DPI optical tracking, Buttons: 3 standard keys (Left, Right, Scroll Wheel) with silent mute clicks, Click Lifespan: Up to 3 million clicks,	Sensor: 1200 DPI optical tracking, Buttons: 3 standard keys (Left, Right, Scroll Wheel) with silent mute clicks, Click Lifespan: Up to 3 million clicks,				
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2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Connection: Wired USB-A plug-and-play (no drivers required), Cable Length: 1.5 meters, Brand: Ugreen or Equivalent, Good Quality	Connection: Wired USB-A plug-and-play (no drivers required), Cable Length: 1.5 meters, Brand: Ugreen or Equivalent, Good Quality				
51	USB Keyboard	USB Keyboard - Ugreen	USB Keyboard - Ugreen				



2. Technical Specifications

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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		or Equivalent USB Keyboard , Cable Length: 1.5 meters, Dimensions: 445 x 165 x 25 mm, Durability: Rated for 10 million keystroke s, Compatibility:	or Equivalent USB Keyboard , Cable Length: 1.5 meters, Dimensions: 445 x 165 x 25 mm, Durability: Rated for 10 million keystroke s, Compatibility:				
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2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Windows (2000 through 11) and macOS, Connection: Wired USB plug-and-play, Full size keyboard with numeric keypad, Brand: Ugreen or Equivalen	Windows (2000 through 11) and macOS, Connection: Wired USB plug-and-play, Full size keyboard with numeric keypad, Brand: Ugreen or Equivalen				
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2. Technical Specifications

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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		t, Good Quality	t, Good Quality				
52	Printer Cable	Printer Cable USB to Type-B 1.5m Printer Cable / USB Printer Cable, Type: USB-A to USB-B, Length: 1.5 Meter, Compatible with:	Printer Cable USB to Type-B 1.5m Printer Cable / USB Printer Cable, Type: USB-A to USB-B, Length: 1.5 Meter, Compatible with:				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Printer, Scanner, Compatibl e Devices, High Speed Data Transfer, Good Quality, Brand: Ugreen or Equivalen t	Printer, Scanner, Compatibl e Devices, High Speed Data Transfer, Good Quality, Brand: Ugreen or Equivalen t				
53	Mop / Pocha	Floor Mop Pocha - Cotton / Microfiber	Floor Mop Pocha - Cotton / Microfiber				



2. Technical Specifications

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Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		Floor Mop / Pocha, Material: Cotton / Microfiber Thread, Stick: Stainless Steel / Plastic Rod with Handle, Length: Standard 4-5 feet, Good Absorbent, Washable	Floor Mop / Pocha, Material: Cotton / Microfiber Thread, Stick: Stainless Steel / Plastic Rod with Handle, Length: Standard 4-5 feet, Good Absorbent, Washable				
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2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		, Heavy Duty, Good Quality	, Heavy Duty, Good Quality				
54	Plastic Mug 1 Liter	Plastic Mug 1 Liter Plastic Mug / Lota, Capacity: 1 Liter, Material: Good Quality Plastic, Color: As per availabilit	Plastic Mug 1 Liter Plastic Mug / Lota, Capacity: 1 Liter, Material: Good Quality Plastic, Color: As per availabilit				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		y, Durable, Unbreaka ble, Good Quality	y, Durable, Unbreaka ble, Good Quality				
55	broom	अम्रिसो कुचो	अम्रिसो कुचो				
56	broom	नरिवल कुचो	नरिवल कुचो				
57	broom	सिन्के झाडु खुल्लामा	सिन्के झाडु खुल्लामा				
58	clock	meduim round single battery digital clock	meduim round single battery digital clock				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

59	spiral diary	size 210*148 mm 21 line,50 page minimum	size 210*148 mm 21 line,50 page minimum				
60	mouse pad	गुणस्तरीय	गुणस्तरीय				
61	Double Tape	1.5 inch	1.5 inch				
62	Room Spray	220MI गुणस्तरीय, different flavour	220MI गुणस्तरीय, different flavour				
63	Tissue paper	fascial tissue 100 pulls	fascial tissue 100 pulls				



2. Technical Specifications

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

Purchaser Requirement

[Provide information on Column 1 to Column 4]

Bidders shall mention each and every proposed technical details as specified in the technical details.

		two ply each box	two ply each box				
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Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.¹

Number	Description	Unit	Quantity	Required Delivery Schedule (In Days/Weeks/Months from the date of signing the contract)	Bidder's offered delivery date [to be provided by the bidder]
1	Cloth wrapped Register no.4	Piece	20	Within 30 days from the date of signing of the agreement	
2	Cloth wrapped Register no.5	Piece	20	Within 30 days from the date of signing of the agreement	
3	Cloth wrapped Register no.6	Piece	10	Within 30 days from the date of signing of the agreement	
4	Pilot pen	Piece	500	Within 30 days from the date of signing of the agreement	
5	Dot pen	Piece	1500	Within 30 days from the date of signing of the agreement	
6	Gel pen	Piece	1000	Within 30 days from the date of signing of the agreement	
7	CD marker	Piece	50	Within 30 days from the date of signing of the agreement	
8	Highlighter	Piece	150	Within 30 days from the date of signing of the agreement	



Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.¹

9	Glue stick	Piece	100	Within 30 days from the date of signing of the agreement	
10	Stamp pad	Piece	100	Within 30 days from the date of signing of the agreement	
11	Binding tape	Piece	50	Within 30 days from the date of signing of the agreement	
12	Binding tape	Piece	30	Within 30 days from the date of signing of the agreement	
13	Measuring tape	Piece	20	Within 30 days from the date of signing of the agreement	
14	Measuring tape	Piece	10	Within 30 days from the date of signing of the agreement	
15	Measuring tape	Piece	10	Within 30 days from the date of signing of the agreement	
16	Masking Tape	Piece	100	Within 30 days from the date of signing of the agreement	
17	Ring file	Piece	300	Within 30 days from the date of signing of the agreement	
18	Index file	Piece	400	Within 30 days from the date of signing of the agreement	
19	Cobra File	Piece	500	Within 30 days from the date of signing of the agreement	
20	Normal record file	Piece	3000	Within 30 days from the date of signing of the agreement	
21	Photocopy paper	Rim	800	Within 30 days from the date of signing of the agreement	
22	Nepali paper	Rim	50	Within 30 days from the date of signing of the agreement	
23	Nepali paper	Rim	25	Within 30 days from the date of signing of the agreement	



Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.¹

24	Envelope	Piece	100	Within 30 days from the date of signing of the agreement	
25	Normal envelop	Piece	2000	Within 30 days from the date of signing of the agreement	
26	Envelope	Piece	100	Within 30 days from the date of signing of the agreement	
27	Diary	Piece	50	Within 30 days from the date of signing of the agreement	
28	Scissors	Piece	50	Within 30 days from the date of signing of the agreement	
29	lock	Piece	50	Within 30 days from the date of signing of the agreement	
30	Lock	Piece	30	Within 30 days from the date of signing of the agreement	
31	Pin Torch Battery	Piece	200	Within 30 days from the date of signing of the agreement	
32	Odonil	Piece	200	Within 30 days from the date of signing of the agreement	
33	Hand Wash Soap	Piece	200	Within 30 days from the date of signing of the agreement	
34	Soap	Piece	200	Within 30 days from the date of signing of the agreement	
35	marker	Piece	200	Within 30 days from the date of signing of the agreement	
36	colin	Piece	100	Within 30 days from the date of signing of the agreement	
37	Brush	Piece	100	Within 30 days from the date of signing of the agreement	
38	Toner Cartridge	Piece	20	Within 30 days from the date of signing of the agreement	
39	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	



Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.¹

40	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
41	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
42	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
43	Toner Cartridge	Piece	50	Within 30 days from the date of signing of the agreement	
44	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
45	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
46	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
47	Toner Cartridge	Piece	10	Within 30 days from the date of signing of the agreement	
48	Electric Jug	Piece	25	Within 30 days from the date of signing of the agreement	
49	Green Cloth	Meter	100	Within 30 days from the date of signing of the agreement	
50	USB Mouse	Piece	30	Within 30 days from the date of signing of the agreement	
51	USB Keyboard	Piece	25	Within 30 days from the date of signing of the agreement	
52	Printer Cable	Piece	25	Within 30 days from the date of signing of the agreement	
53	Mop / Pocha	Piece	50	Within 30 days from the date of signing of the agreement	



Section V. Schedule of Requirements

1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.¹

54	Plastic Mug 1 Liter	Piece	50	Within 30 days from the date of signing of the agreement	
55	broom	Piece	100	Within 30 days from the date of signing of the agreement	
56	broom	Piece	100	Within 30 days from the date of signing of the agreement	
57	broom	K.G.	300	Within 30 days from the date of signing of the agreement	
58	clock	Piece	20	Within 30 days from the date of signing of the agreement	
59	spiral diary	Piece	200	Within 30 days from the date of signing of the agreement	
60	mouse pad	Piece	50	Within 30 days from the date of signing of the agreement	
61	Double Tape	Piece	50	Within 30 days from the date of signing of the agreement	
62	Room Spray	Piece	50	Within 30 days from the date of signing of the agreement	
63	Tissue paper	Box	50	Within 30 days from the date of signing of the agreement	

Handwritten signature

क्र.सं.	विवरण	प्रमाणिकीकरण	इकाई	परिमाण	दर (शेकमा)	दर (शेकमा)	कुल लागत	कैफियत
२४	लिफ्ट	A3 size सादा	प्रिन्टर	१००				
२५	लिफ्ट	4*9, १०gms कागज/लिफ्टको नमुना बालिम	प्रिन्टर	२०००				
२६	लिफ्ट	A4 size सादा	प्रिन्टर	१००				
२७	खाद्यी	maxine cover C18	प्रिन्टर	५०				
२८	कैंची	9.5 inch scissors made by stainless steel sharpness of blades with plastic handle	प्रिन्टर	५०				
२९	नाला	40 mm original	प्रिन्टर	५०				
३०	नाला	80 mm original	प्रिन्टर	३०				
३१	फिन टुवै खाडी	original	प्रिन्टर	२००				
३२	ओडीमिल	गुणवतीय	प्रिन्टर	२००				
३३	सावजन	Small size lite boy/diol	प्रिन्टर	२००				
३४	लगा घुमे सावजन	Big size 200gm	प्रिन्टर	२००				
३५	माफर	permanent +	प्रिन्टर	२००				
३६	कोलिन	500 ml Glass Cleaner Collin / Mr. Muscle or Multisurface Cleaner with Sprayer, With At Least 15 Month Expiry Date, Good Fragrance, Original	प्रिन्टर	१००				
३७	प्रस	Plastic Toilet Brush Toilet Cleaning Brush, Hard plastic handle with nylon bristles, durable plastic material, wall mountable holder included, overall length 35-40 cm, easy to clean and hygienic	प्रिन्टर	१००				
४१	टीमर काटिज	canon 2900 303, standard printer branded	प्रिन्टर	२०				
४२	टीमर काटिज	canon 2900 325, standard printer branded	प्रिन्टर	१०				
४३	टीमर काटिज	canon 2900 337, standard printer branded	प्रिन्टर	१०				
४४	टीमर काटिज	canon 2900 303, standard local	प्रिन्टर	५०				
४५	टीमर काटिज	canon 2900 325, standard local	प्रिन्टर	१०				
४६	टीमर काटिज	canon 2900 337, standard local	प्रिन्टर	१०				

बारे ३५ शीर्षक नं.

आर्थिक वर्ष २०८३/०८४

संलग्नक ३१ प्रमाणिकीकरण नं. २०८३/०८४

BOQ

कार्यालय काठ नं.

नगरपालिका, धनकुटा

नगरपालिका प्रमुखको कार्यालय

प्रमाणित गर्नु

Chief Administrative Officer
Chet Nath Curi

क्र.सं.	विवरण	प्रतिनिधिकाय	इकाई	प्रमाण	दर (शेका)	दर (अंशमान)	अंशमान	कुल लागत	कमिशन
४९	टीन काटिडा	Canon 2900 328, standard local	प्रति	१०					
५०	टीन काटिडा	brother 2540, standard local	प्रति	१०					
५१	इलेक्ट्रिक जग	Electric Jug 1.8 Liter 1500W - CG / Ballm or Equivalent Electric Kettle Jug, Capacity 1.8 Liters, Power 1500 Watt, Voltage 220V AC, Brand: CG / Ballm or Equivalent, Stainless Steel body, Auto cut- off, Overheat protection, Indicator light, 1 Year Warranty	प्रति	२५					
५२	हलिया कपडा	Green Cloth Cotton Mix 1.5m Width 30 Length Green Cloth, Material: Cotton Mali, Color: Dark Green, Width: 1.5 Meter, Length: 30 (Meter/Caj), For Table Cover / Decoration / Office Use, Good Quality, Washable Nepali product	प्रति	१००					
५३	माउस	USB Mouse 1200 DPI - Ugreen or Equivalent USB Mouse, Sensor: 1200 DPI optical tracking, Buttons: 3 standard keys (Left, Right, Scroll Wheel) with silent clicks, Click Lifespan: Up to 3 million clicks, Connection: Wired USB-A plug-and-play (no drivers required), Cable Length: 1.5 meters, Brand: Ugreen or Equivalent, Good Quality	प्रति	३०					
५४	किबोर्ड	USB Keyboard - Ugreen or Equivalent USB Keyboard, Cable Length: 1.5 meters, Dimensions: 445 x 165 x 25 mm, Durability: Rated for 10 million keystrokes, Compatibility: Windows (2000 through 11) and macOS, Connection: Wired USB plug-and- play, Full size keyboard with numeric keypad, Brand: Ugreen or Equivalent, Good Quality	प्रति	२५					
५५	प्रिन्टर केबल	Printer Cable USB to Type-B 1.5m Printer Cable / USB Printer Cable, Type: USB-A to USB-B, Length: 1.5 Meter, Compatible with: Printer, Scanner, Good Quality, Brand: Ugreen or Equivalent	प्रति	२५					

कार्यालयको लागि मात्र - कार्यालय प्रयोगको लागि

कार्यालयको लागि मात्र - कार्यालय प्रयोगको लागि

BOQ
कार्यालयको लागि मात्र

माननीय उपकार्यालयका लागि कार्यालय



Chief Administrative Officer
Chet Nath Giri
अधिकार वर्ष २०७३/०७४

बोर्ड अफ सीईओ

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क्र.सं.	विवरण	स्वीडिशकरण	इकाई	प्रमाण	रु (अंका1)	रु (अंका2)	समाप्त लागत	कैफियत
१	कपडा बेतुको ४ नं. रोजर	Equivalent to rise a grade Super quality	प्रति	२०				
२	कपडा बेतुको ५ नं. रोजर	Equivalent to rise a grade Super quality	प्रति	२०				
३	कपडा बेतुको ६ नं. रोजर	Equivalent to rise a grade Super quality	प्रति	२०				
४	पार्सेल पेपर	V5 HI -tecpoint extra fine 0.5mm tip rollerball original	प्रति	५००				
५	बेदपत्र	equivalent to hauser fluidic	प्रति	५५००				
६	बेल पेपर	Cello Pointee gel 0.5mm	प्रति	५०००				
७	सिटी माफर	permanent red, black, green as per requirement	प्रति	५०				
८	सुलुङर	Original, High glow fluorescent colour with green neon, blue, pink, orange or as per requirement	प्रति	५५०				
९	न्यू फिक्	२० ग्राम, acid free, Washable non toxic	प्रति	५००				
१०	मध्यम खाद	Medium size 5.6*9 cm, black ink	प्रति	५००				
११	पार्सेल पेपर	1.5 inch	प्रति	५०				
१२	पार्सेल पेपर	2 inch	प्रति	३०				
१३	पार्सेल पेपर	equivalent to konlen steel 5meter	प्रति	२०				
१४	पार्सेल पेपर	equivalent to konlen 50 meter	प्रति	५०				
१५	पार्सेल पेपर	equivalent to konlen 30 meter	प्रति	५०				
१६	पार्सेल पेपर	3 inch paper tape	प्रति	५००				
१७	पि.प. फाइल	plastic hard	प्रति	३००				
१८	पार्सेल फाइल	plastic coated, hard	प्रति	४००				
१९	कोडा फाइल	Original	प्रति	५००				
२०	माथुमा रकड फाइल	पार्सी फाइल हार्ड सॉल हार्ड	प्रति	३०००				
२१	कोडीकोपी पेपर	equivalent to JK A4 size/75 gms 500 sheet per rim, super smooth,premium quality with unique & sustainable fiber	प्रति	८००				
२२	पार्सी कागज	A4 size सादा, ५०० प्रत्येकी प्रि. 26 GSM	प्रति	५०				
२३	पार्सी कागज	A4 size, प्रिमाट टाय सॉल, ५०० प्रत्येकी प्रि. 26 GSM	प्रति	२५				

कायान्वयन हुने स्थान : नगरपालिका कार्यालय

कार्यक्रम वा प्रक्रियाको नाम : कायान्वयन प्रक्रियाको नाम

आवेदनको क्रमांक : २०८३/०८४

BOB

कार्यालय कोड नं.

नगरपालिका, पाल्पा

नगरपालिका प्रशासनिक कार्यालय

स्थानीय तह



Chief Administrator
Handwritten signature

2009

क्र.सं.	विवरण	प्रतिफलकयन	इकाई	प्रतिमाप	दर (शेकमा)	दर (अंशमा)	समा नगना	कमिशन
१.३	माप पाछा	Floor Mop Pooha - Cotton / Microfiber Thread, Stick: Stainless Steel / Plastic Rod with Handle, Length: Standard 4-5 feet, Good Absorbent, Washable, Heavy Duty, Good Quality	प्रति	५०				
५.३	प्रतिफलक मा	Plastic Mug 1 Liter Plastic Mug / Lota, Capacity: 1 Liter, Material: Good Quality Plastic, Color: As per availability, Durable, Unbreakable, Good Quality	प्रति	५०				
५.४	कुर्चा	अभिले कुर्चा	प्रति	१००				
५.५	कुर्चा	गोबले कुर्चा	प्रति	१००				
६.०	कुर्चा	सिके झाडू खुल्लामा	के.प्रि.	३००				
६.१	घिना घडी	medium round single battery digital clock	प्रति	२०				
६.२	सुईलेन घडी	size 210*148mm 21 line,50 page minimum	प्रति	२००				
६.३	माउस प्याड	गुणवती	प्रति	५०				
६.४	डबल डेप	1.5 inch	प्रति	५०				
६.५	सम रंग	220ml गुणवती, different flavour	प्रति	५०				
६.६	टिश्यु प्या	facial tissue 100 pulls two ply each box	प्रति	५०				

14.11.2020 : 14.11.2020

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कायामय कोड नं.

तान्त्रिक, पारमार्थिक

नानसं नगरकादुलिकाक कयलव

உறுதிப்படுத்த

Office of Municipality Executive
Tansen Municipality

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Chet Nath Gin
Chief Administrative Officer



स्थानीय तह
तानसेन नगरकार्यपालिकाको कार्यालय
तानसेन, पाल्पा
कार्यालय कोड नं.
BOQ

Chet Narayan
Chief Administrative Officer

म वा परियोजनाको नाम : कार्यालय सञ्चालन तथा प्रसलन सामग्री खरिद

आर्थिक वर्ष २०८३/०८४

स्थान हुने स्थान : तानसेन नगरपालिका

बजेट उप शीर्षक नं.

क्र.	विवरण	स्पेसिफिकेशन	इकाई	परिमाण	दर (अंकमा)	दर (अक्षरमा)	जम्मा लागत	कैफियत
१	कपडा बेरीएको ४ नं. रजिटर	Equivalent to rise a grade Super quality	पिस	२०				
२	कपडा बेरीएको ५ नं. रजिटर	Equivalent to rise a grade Super quality	पिस	२०				
३	कपडा बेरीएको ६ नं. रजिटर	Equivalent to rise a grade Super quality	पिस	१०				
४	पाईलट पेन	V5 HI -tecpoint extra fine 0.5mm tip rollerball original	पिस	५००				
५	हटपेन	equivalent to hauser fluidic	पिस	१५००				
६	जेल पेन	Cello Pointec gel 0.5mm	पिस	१०००				
७	सिडी मार्कर	parmanent red, black, green as per requirement	पिस	५०				
८	हाइलाइटर	Original, High glow fluorescent colour with green neon, blue, pink, orange or as per requirement	पिस	१५०				
९	ग्लू स्टिक	४० ग्राम, acid free, Washable non toxic	पिस	१००				
१०	स्ट्याप प्याड	Medium size 5.6*9 cm, black ink	पिस	१००				
११	बाइन्डिङ टेप	1.5 Inch	पिस	५०				
१२	बाइन्डिङ टेप	2 Inch	पिस	३०				
१३	मेजरिङ टेप	equivalent to komlen steel 5meter	पिस	२०				
१४	मेजरिङ टेप	equivalent to komlen 50 meter	पिस	१०				
१५	मेजरिङ टेप	equivalent to komlen 30 meter	पिस	१०				
१६	मास्किङ टेप	3 Inch paper tape	पिस	१००				
१७	प्लास्टिक फाइल	plastic hard	पिस	३००				
१८	इन्डेक्स फाइल	plastic coated, Hard	पिस	४००				
१९	कोब्रा फाइल	Original	पिस	५००				
२०	साधारण रेकर्ड फाइल	नेपाली फाइल डोरी सहित hard,	पिस	३०००				
२१	फोटोकपी पेपर	equivalent to JK A4 size/75 gms 500 sheet per rim, super smooth,premium quality with unique & sustainable fiber	रिम	८००				
२२	नेपाली कागज	A4 size सादा, १०० पिसको रिम, 26 GSM	रिम	५०				
२३	नेपाली कागज	A4 size, निसान छाप सहित, १०० पिसको रिम, 26 GSM	रिम	२५				

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