

**EMBASSY OF INDIA
KATHMANDU**

TENDER NOTICE

The Embassy of India, Kathmandu invites separate sealed tenders for the following work:

Sl. No.	Category of Work	Quantity (Nos.)	Earnest Money (IRS)	Date and time of sale of tenders	Last date and time of submission of tenders	Date and time of opening of tender
1	Supply of 4WD Mahindra Bolero	25	2,00,000	08-14 Oct 2018 (between 1000 – 1300 hrs)	Oct 15, 2018 upto 1200hrs	Oct 15, 2018 upto 1500hrs
2	Supply of 4WD Mahindra Scorpio	25	3,30,000	08-14 Oct 2018 (between 1000 – 1300 hrs)	Oct 15, 2018 upto 1200hrs	Oct 15, 2018 upto 1500hrs

Terms and conditions:

1. The tender document including further details can be downloaded from the website of Embassy of India, Kathmandu at www.Indianembassy.org.np and Central Public Procurement Portal at www.eprocure.gov.in
2. The price of the tender document is NRs **4800/- or IRs 3000/-**. **The tender document will be sold by making payment in favour of Embassy of India, Kathmandu through bank draft.** The bidders who download the tender documents are also required to submit the requisite cost in the form of Bank Draft (NRs 4800/- or IRs 3000/-) drawn in favour of Embassy of India, Kathmandu. The rate of exchange applicable will be NRs 1.60 = INR. 1.00. Tender document can be purchased during 10 am – 01 pm from Embassy of India, P.O. Box No. 292, 336, Kapurdhara Marg, Kathmandu. Duly completed tender documents shall be submitted in the Embassy of India, Kathmandu.

**Presiding Officer
Purchasing Committee
Embassy of India, Kathmandu**

**EMBASSY OF INDIA
KATHMANDU, NEPAL**

TENDER DOCUMENT

FOR

**SUPPLY OF 25 UNITS (4WD) OF
MAHINDRA BOLERO & 25 UNITS (4WD)
OF MAHINDRA SCORPIO**

TO

EMBASSY OF INDIA, KATHMANDU

FORM OF AGREEMENT

THIS AGREEMENT is made on the day 2018 between Embassy of India, Kathmandu, Nepal (hereinafter referred to as "**the Buyer**") of the one part and hereinafter called "**the Supplier**") of the other part.

WHEREAS the Buyer is desirous of procurement of 25 units of 4 WD Mahindra Bolero and 25 units of 4 WD Mahindra Scorpio in accordance with all the requirements as set out in the contract.

1. AND WHEREAS the Supplier has submitted tender and the Buyer has accepted the tender submitted by Supplier for the total amount of **INRs.** _____ (Indian Rupees _____ only) towards basic price **of 25 units of 4 WD Mahindra Bolero and 25 units of 4 WD Mahindra Scorpio.** In respect to Clearing and forwarding charges of the vehicles, if any, should be included in the bid itself. No extra amount will be paid for cost of spares, tools, accessories and painting, logos/stickers etc. to be supplied along with the vehicles.

The whole supply comprised in this Agreement shall be completed **within 90 days** from placing of order. The maintenance service provided to maintain the vehicles in good order for the specified Warranty period from the date of supply in conformity in all respects with provisions of the agreement.

- (i) **Performance Security:** The Supplier would submit the 5% of Tendered Cost before the award of work in the form of a **Bank Guarantee** from Nationalized Bank/Registered with Nepal Government **valid for a period of sixty days** beyond the date of the completion of all the contractual obligations of the Supplier under the contract and shall be discharged after completion of work.
- (ii) **Retention money: 5%** of contract amount shall be retained by the buyer till the defect liability period is over.
- (iii) **Liquidated Damages:** In case of delay in delivery of vehicles, by the stipulated date, the supplier shall be liable to pay delayed charges @ 1.0% of the value of supply order for each day of delay.
- (iv) **Defect Liability Period** - Vehicles to be supplied shall be under warranty period for at least 01 year from the date of supply against all manufacturing defects

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the terms and conditions of agreement hereinafter referred to.
2. The agreement shall consist of this Form of Agreement, and the following documents, all of which by this reference are incorporated herein and shall form part thereof;
 - a. Tender Press Notice.
 - b. Instructions to Bidders.
 - c. Terms and Conditions.
 - d. Form of Tender I & II.
 - e. Acceptance of Tender.
 - f. Earnest Money Deposit.
 - g. Explanatory notes, correspondences and/or minutes of meetings (If any).
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the terms and conditions of the tender document shall be final.
4. In consideration of the payment to be made by the Buyer to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Buyer to deliver, complete and maintain the vehicles in conformity in all respects with the provisions of the agreement.
5. The Buyer hereby covenants to pay the Supplier in consideration of the supply, delivery and maintenance, the price at the time and in the manner prescribed by the agreement.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day month and year first above written.

Signed, Sealed and Delivered at Kathmandu by the said _____ :

For and on behalf of
Embassy of India

For and on behalf of

**Presiding Officer
Purchasing Committee
Embassy of India, Kathmandu
(Buyer)**

(Supplier)

Witnesses:

- 1.
- 2.

INSTRUCTIONS TO BIDDERS

- (i) **Scope of the bid:** Supply and delivery of **25 units of 4 WD Mahindra Bolero and 25 units of 4 WD Mahindra Scorpio** to Embassy of India, Kathmandu. The vehicles shall be delivered within 90 days from the date of award of work. The supplier must adhere to the above timelines else the penalty of 1% of the contract amount per day would be levied in case of delay including annulling of the contract.
- (ii) **Sale of Tender:** Tenders can be purchased from Embassy of India, 336 Kapurdhara Marg, P.O. Box No. 292, Kathmandu from **08/10/2018 to 14/10/2018** during 1000 hrs. to 1300 hrs on payment of **NRs. 4800/- or IRs 3000/-**. The bidders who download the tender document are required to submit the requisite fee for tender bid in the form of a bank draft drawn in favour of Embassy of India, Kathmandu. The rate of exchange applicable will be NRs. 1.60 = IRs. 1.00.
- (iii) **Eligibility Criteria:** Only Original Manufacturers/Authorised dealers of Indian manufactured vehicles with **5 years of manufacturing/dealership** and having minimum experience of 3 years for supply of similar vehicles are eligible to participate in the tender process.
- (iv) **Financial Statements:** Annual financial statements for last 03 years duly certified by CA to be submitted with technical bid. Must have average annual financial turnover of Rs. 3.50 Crore during last 03 financial years. Should not have incurred losses in more than two years during the last five years.
- (v) **Solvency:** Must have solvency of at-least Rs 1.40 Crore duly certified by bank. The solvency certificate should not be older than 06 months as on date of application.
- (vi) **Two Bid System** The bids are called in 2 Bid systems of Part I- Technical bid and Part II - Financial Bid. ***Technical Bid & Financial Bid must be submitted in separate sealed envelopes duly endorsed on the envelopes for each category of vehicles.***
- (vii) **Performance Security :** **5%** of the Tendered Cost before the award of work in the form of a Bank Guarantee from Nationalized Bank/Registered with Nepal Government valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the Supplier under the contract and shall be discharged after completion of work.
- (viii) **Time for completion** - Time for supply of vehicles is within 90 days from the date of award of work. The 90 days' time period is not extendable.

- (ix) **Payment Terms:** Payment of basic cost of vehicles shall be made by SBI E/I Kathmandu. Clearing and forwarding charges of the vehicles, if any, should be included in the bid itself.
- (x) **Defect Liability Period** - Vehicles should be warranted for at least 01 year against all manufacturing defects from the date of supply of vehicles.
- (xi) **Certificate:** Bid should be accompanied by a duly attested copy of the certificate of dealership from the manufacturer company.
- (xii) **Clarification:** Prospective bidders can obtain further information and any clarification regarding bidding document from Embassy of India, 336 Kapurdhara Marg, P.O. Box No. 292, Kathmandu (phone# 4413412) from **08/10/2018 to 14/10/2018** during 1000 hrs. to 1300 hrs.
- (xiii) **No. of bids per bidder:** Each bidder shall submit only one bid. A bidder who submits more than one bid shall be disqualified.
- (xiv) **Cost of bidding:** The bidder shall bear all the costs associated with the preparation and submission of bid and this Embassy shall in no case be responsible or liable to these costs.
- (xv) **Amendment of bidding document:** The Embassy may amend the bidding document by issuing Addenda, before the deadline for submission of bids.
- (xvi) **Language:** All documents relating to the bid shall be in English language.
- (xvii) **Earnest Money:** Deposit each bid shall be accompanied by Earnest Money Deposit of **IRs.2,00,000/- (equivalent NRs)** for 4WD Mahindra Bolero and **IRs.3,30,000/- (equivalent NRs)** for 4WD Mahindra Scorpio in the form of a bank draft in favour of Embassy of India, Kathmandu from a scheduled bank registered in Nepal.
- (xviii) **Refund of Earnest Money:** Earnest Money Deposit of successful bidder shall be retained till satisfactory completion of supply of vehicles. Earnest Money Deposit of unsuccessful bidders shall be returned in original after completing the process of evaluation of bids.

- (xix) **Submission of Tender:** Completed tenders in all respects alongwith enclosures shall be submitted in a sealed envelope which shall be superscribed "**TENDER FOR SUPPLY OF 25 UNITS (4WD) OF MAHINDRA BOLERO & 25 UNITS (4WD) OF MAHINDRA SCORPIO**" **(One photocopy of the tender document should also be enclosed).**
- (xx) **Last date for submission of Tender:** Tenders shall be submitted **upto 1200 hrs. of Oct 15, 2018.** Tenders shall be submitted to Embassy of India, 336 Kapurdhara Marg, P.O. Box No. 292, Kathmandu. Bids received after the stipulated time shall not be entertained.
- (xxi) **Contents of bid:** The following documents and addenda, if any, shall form part of the tender for delivery of 25 units (4WD) of Mahindra Bolero & 25 units (4WD) of Mahindra Scorpio to Embassy of India, Kathmandu.
- a) Tender Notice.
 - b) Instructions to bidders.
 - c) Terms and conditions.
 - d) Form of Bid (Form of Tender I & II).
 - e) Earnest Money Deposit.
 - f) Addenda, if any issued by Embassy of India.
- (xxii) **Opening of bids:** Bids shall be opened in the Embassy of India, Kathmandu at **1500hrs on Oct 15, 2018.**
- (xxiii) The bidder shall sign each page of this document and no page of this document shall be removed by the bidder. Any cutting shall also be attested by the bidder.
- (xxiv) The Embassy reserves the right to reject or accept any application without assigning any reason.

TERMS & CONDITIONS

1. **Price:** The price shall be quoted excluding Indian Excise, Nepalese Customs and other duties. Embassy of India, Kathmandu shall issue necessary letter to the concerned tax authorities of India and Nepal regarding exemption from taxes and duties. Clearing and forwarding charges of the vehicles, if any, should be included in the bid itself. The supplier shall also submit original invoice and details of chassis number and engine number of all the vehicles well in advance to obtain necessary tax exemption from the relevant authorities of Government of Nepal.
2. **Currency:** All rates shall be quoted in Indian Rupees (INR 1.00 = NRs.1.60).
3. **Performance Guarantee:** Successful bidder shall have to deposit Performance Guarantee equal to 5% of the tendered cost of vehicles from Nationalized Bank/Scheduled bank registered in Nepal before the time of award of work.
4. **Pre-delivery Inspection:** The successful bidder shall conduct pre-delivery inspection of vehicles and remove all mechanical, electrical, and physical defects, if any, before delivery of the vehicles to the Embassy of India. The bidder shall submit the internal Inspection Report of the company along with the supplies before claiming the payment.
5. **Inspection by Embassy:** Embassy of India, Kathmandu shall also undertake physical inspection of the vehicles through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of the vehicles.
7. **Delivery:** Successful bidder shall be required to deliver the vehicles complete in all respects in ready to use condition within **90 days** from and including the date of the award of work. The supplier must adhere to the above timelines.
8. **Liquidated Damages:** In the case of delay in delivery of vehicles, if any, the successful bidder shall be liable to pay a penalty of **1.0%** of the value of supply order for each day of delay.
9. **Payment:** Payment of basic cost of vehicles shall be made by SBI Cheque in favour of the manufacturer drawn on State Bank of India, payable at par anywhere in India after satisfactory delivery of vehicles to the Embassy of India, Kathmandu. Clearing and forwarding charges of the vehicles, if any, should be included in the bid itself.
10. **Warranty:** The supplier shall provide warranty of vehicles against manufacturing defects and free services for a period of one year or 25,000 km whichever is later or more if provided by the manufacturer.

11. **Refund of Earnest Money and Performance Guarantee:** Earnest Money and Performance Guarantee deposited by the supplier shall be released on receipt of a request from the Supplier after satisfactory delivery of vehicles complete in all respects in ready to use condition. This shall be subject to deduction of liquidated damages stipulated at serial number 8 of these terms and conditions.

FORM OF TENDER-I

1. Technical Specifications of 25 units (4WD) of Mahindra Bolero.

Sl. No.	Technical Specifications	Description	Specifications of the vehicles quoted in the bid
1.	Make	Mahindra	
2.	Model	Bolero LX	
3.	Transmission	4 WD; At least 5 forward and 1 Reverse, Manual.	
4.	Colour	Olive Green, Metallic paint.	
5.	OEM Features	12 V power outlet.	
		Fog lamps.	
		Engine immobilizer.	
		Seat Belt Warning.	
		Low Fuel Warning.	
		Headlamp beam adjuster	
	Audio system with bluetooth/ dvd/ usb/ aux.		
6.	Accessories	Jack standard, Wheel Wrench and Tire Lever, Fire Extinguisher (1 Kgs) - 2 Nos, Tools Kit Standard complete set.	
7.	Tow Hook	Required in front and rear.	
8.	Manufacture Year	2018 Onwards	
9.	Workshop Repair Manual	Soft and hard copy -1/1 set.	
10.	Spare Parts Catalogue	Soft and hard copy -1/1 set.	

2. Price

Sl. No	Description of item	Quantity	Rate per unit (In INRs. both in figures and in words)	Total price (In INRs. both in figures and in words)
1.	4 WD Mahindra Bolero with minimum specifications as given above	25 Nos.		
2.	Clearing & forwarding Charges, as per actuals	25 Nos.		
	Total			

Note:- Only basic price (excluding taxes and duties) should be quoted against serial number 1 and clearing & forwarding charges mentioned at Sl. No.2 shall be included in the bid itself.

The manufacturer's warranty should be quoted below:

**Presiding Officer
Purchasing Committee
Embassy of India, Kathmandu**

FORM OF TENDER-II

1. Technical Specifications of 25 units (4WD) of Mahindra Scorpio.

Sl. No.	Technical Specifications	Description	Specifications of the vehicles quoted in the bid
1.	Make	Mahindra	
2.	Model	Scorpio S11	
3.	Transmission	4 WD; At least 5 forward and 1 Reverse, Manual.	
4.	Colour	Olive Green, Metallic paint.	
5.	OEM Features	12 V power outlet. Fog lamps. Engine immobilizer. Seat Belt Warning. Low Fuel Warning. Headlamp beam adjuster Speakers and Tweeters, 15Cms Touch Screen Infotainment with Bluetooth/CD/DVD/USB/AUX.	
6.	Comfort Features	Steering Wheel, Power Windows Switches on Door Trims, Roof Mounted Sunglass Holder, Rear Demister, Hydraulic Assisted Bonnet, Headlamp Levelling Switch, Foot Step Black, Mobile Pocket in Center Console, Rain and Light Sensors, HVAC.	
7.	Accessories	Jack standard, Wheel Wrench and Tire Lever, Fire Extinguisher (1 Kgs) - 2 Nos, Tools Kit Standard complete set.	
8.	Tow Hook	Required in front and rear.	
9.	Manufacture Year	2018 Onwards	
10.	Workshop Repair Manual	Soft and hard copy -1/1 set.	
11.	Spare Parts Catalogue	Soft and hard copy -1/1 set.	

2. Price

Sl. No	Description of item	Quantity	Rate per unit (In INRs. both in figures and in words)	Total price (In INRs. both in figures and in words)
1.	4 WD Mahindra Scorpio with minimum specifications as given above	25 Nos.		
2.	Clearing & forwarding Charges, as per actuals	25 Nos.		
	Total			

Note:- Only basic price (excluding taxes and duties) should be quoted against serial number 1 and clearing & forwarding charges mentioned at Sl. No.2 shall be included in the bid itself.

The manufacturer's warranty should be quoted below:

**Presiding Officer
Purchasing Committee
Embassy of India, Kathmandu**