

**EMBASSY OF INDIA
KATHMANDU**

**Tender for
Rate Contract of Materials for Electrical Works**

**ESTABLISHMENT SECTION
EMBASSY OF INDIA
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**Embassy of India
Kathmandu**

TENDER NOTICE INVITING BIDS

Embassy of India invites sealed and separate tenders under two bid systems (Technical & Financial Bid) from established/reputed agencies for “**Rate Contract of Materials for Electrical Works**”

2. The last date of receipt of scope of offer in sealed envelope is on or before 14th February, 2019 up to 1500 hrs. The bid opening date is on 18th February, 2019 at 1100 hrs. Entire details of scope of work for tender documents are available on website www.indianembassy.org.np and www.eprocure.gov.in.
3. The bids shall remain valid for 120 days from the date of opening of technical bids. Any future clarification and /or corrigendum(s) shall be communicated through '**Tender Notice**' section on the Embassy website <http://www.indianembassy.org.np>
4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

Kat/Proj/872/2/2019

Sd/-
(Head of Chancery)

Instruction to Bidders

1. This tender is for the supply of items mentioned in the **Schedule of Quantity** at a fixed rate, applicable for a year. However, quantity mentioned is only indicative and actual requirement may vary.
2. The Tender for the work shall be submitted by the Bidder in a sealed envelope marked as **“Rate Contract of Materials for Electrical Works”**. This sealed envelope shall contain the tender bid in two separately sealed & super-scribed covers, namely ‘Technical Bid’ and ‘Financial Bid’, along with the name of the Firm on each envelope.
3. The contents of the bids should be as follows :
 - a) Technical Bid:
 - i.) Bidder Details (Form Attached)
 - ii.) Company Profile
 - iii.) Requisite documents for Pre-Qualification/Evaluation/Exclusion Criteria
 - iv.) Declaration by the Firm/Agency
 - v.) Earnest Money Deposit
 - vi) Copy of the entire tender document duly stamped and signed on each page by authorized signatory.
 - b) Financial Bid:
 - i.) Schedule of Quantities (rates & amounts duly filled-in). The local taxes etc. may be specifically indicated.
4. The bid should be valid and open for acceptance of the Competent Authority of Embassy for a period of 120 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
5. Quotation received late (including postal delay)/in open condition not meeting the tender conditions/ incomplete in any respect are liable to be rejected.
6. The amount should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words will be taken as authentic and no further clarification will be sought from the bidder.

Proforma for “Bidder Details”

1.	Name/Address of Agency including PIN Code	
2.	Name of proprietor / Director of Company/ Firm / Agency	
3.	Registrations Details with date	
4.	Income Tax Pan No. VAT No.	
5.	Service Tax Registration No.	
6.	Telephone No. of Office, Mobile	
7.	E-mail id/ website address of the agency	
8.	Annual turnover of the last three financial years	

Declaration by the Firm/Agency

This is to certify that, I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to abide by them.

Name:

Address:

Date:

(Signature with seal of the Firm)

Earnest Money Deposit(EMD)

Deposit of EMD:

1. Each Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of NRs. 50,000/- (Nepali Rupees Fifty thousand only) or in equivalent Indian Rupees in the form of a Bank Guarantee(BG)/Demand Draft(DD) only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu.
2. The BG/DD should be valid for a period of 120 days from the date of opening of Technical Bids.
3. The BG/DD should be payable at Kathmandu only.
4. EMD must be attached with Technical Bid only, without which the tenders shall not be considered for opening of financial bid.

Earnest money will be forfeited:

1. If the bidder withdraws his bid during the period of bid validity.
2. In case of the successful bidder, if the bidder fails to sign the contract.

Refund of Earnest Money Deposit (EMD):

1. Refund of EMD of the bidders shall be made after expiry of the bid validity and latest on or before 30th day after signing of the contract with the successful bidder.

Pre-Qualification/Evaluation/Exclusion Criteria

S. No.	Particulars	Details
1.	Registration No.	The company/contractor should have a valid Registration Numbers in Nepal. Supporting documents should be enclosed.
2.	Turnover	The contractor should have a minimum turnover of Nrs.20 lakhs per year during the last three financial years.
3.	VAT	Certificate that company/contractor pays VAT/Tax regularly and their VAT/Tax dues are cleared.
4.	Location	The agency must have an office in Kathmandu.

Note:

- a) The bids of Companies will be rejected if its bid does not meet any of the eligibility criteria mentioned in this tender.
- b) Only those bidders who qualify in technical evaluation criteria will be eligible for opening of financial bids.
- c) In case, there is more than one lowest bid, the technical bids will be graded on a scale of 1 to 10, 10 being the highest; the preference will be given to the agency with the highest grades. The final decision will however, be of the Embassy.

Terms and Conditions

The agency has to agree to the following terms and conditions:

- i.) The contract will be valid for a period of 1 year.
- ii.) The Embassy does not guarantee to buy the full quantity as mentioned in Schedule of Quantities
- iii.) The Embassy will place orders throughout the year as per actual requirement.
- iv.) The agency will have to supply any particular within 2 working days upon placement of order.
- v.) The rates quoted of the Particulars shall stand for a period of one year.
- vi.) The Embassy reserves the right to cancel the contract anytime with the agency without disclosing the reason for the same.
- vii.) Upon unavailability of any Particular, the Embassy is to be made aware of it within a day of placement of order. Failing to do so will result in termination of the contract.
- viii.) Only quality materials of genuine brands will have to be supplied.
- ix.) Payment of any item will be processed upon submission of VAT bill and cheque for the respective amount will be released to the agency, in a reasonable time period.
- x.) Transportation cost will have to be borne by the agency.
- xi.) The Embassy reserves the right to procure any Particular item from other agencies without notifying the agency.

Schedule of Quantities:

S. No	Particulars	Approximate Quantity	Rate	Amount	Remarks
1	10 A One Way Modular Switch (Crabtree/Thames)	700 nos.			
2	6/16A 3 Pin Socket Outlet (Crabtree/Thames)	300 nos.			
3	1 Modular Plate (Crabtree/Thames)	50 nos.			
4	2 Modular Plate (Crabtree/Thames)	50 nos.			
5	3 Modular Plate (Crabtree/Thames)	300 nos.			
6	4 Modular Plate (Crabtree/Thames)	100 nos.			
7	6 Modular Plate (Crabtree/Thames)	200 nos.			
8	2 Module, 5 Step fan regulator high speed (Crabtree/Thames)	150 nos.			
9	10 A Two Way Modular Switch (Crabtree/Thames)	70			
10	20 W 4' LED tube (Philips)	500 nos.			
11	9 W LED lamp/bulb (Philips/Havells)	300 nos.			
12	12 W LED	300 nos.			

	lamp/bulb (Philips/Havells)				
13	20 W LED lamp/bulb (Philips/Havells)	50 nos.			
14	18 W LED round recessed ceiling light (Philips/Astra max)	50 nos.			
15	18 W LED round recessed ceiling light (Philips/Astra max)	50 nos.			
16	1.0 sq. mm. copper cable (trishakti)	4 coils			
17	1.5 sq. mm. copper cable (trishakti)	4 coils			
18	4.0 sq. mm. copper cable (trishakti)	4 coils			
19	6.0 sq. mm. copper cable (trishakti)	4 coils			
20	10 sq. mm. copper cable (trishakti)	4 coils			
21	18 W 4 Pin PL Light (Havells, 18 W Fp-L, 2G11)	100			
22	PVC tape	150 nos.			
23	Brass batten holder	500			
24	Brass bracket holder	200 nos.			
25	12 Volt, 180 Ah storage battery (Exide)	2 nos.			

26	12 Volt, 150 Ah storage battery (Exide)	4 nos.			
27	1 KW heating coil for 25 ltr. Geyser (Venus)	20 nos.			
28	2 KW heating coil for 25 ltr. Geyser (Venus)	20 nos.			
29	Auto cut for 25 ltr. Geyser (Venus)	20 liters			
Sub-Total					
VAT @ 13%					
Total					

****Note : The figures in the column "Approximate Quantity" is an estimate. Actual quantity may vary.**

In Words:

Name:

Date:



(Signature with seal of the Firm)