



TENDER FOR

FOR

HIRING OF 14 (FOURTEEN) LOCAL CONTRACTUAL EMPLOYEES FOR DIGITIZATION OF PENSION DOCUMENTS IN R/O NEPAL DOMICILED GORKHA EX-SERVICEMEN OF PENSION PAYING OFFICES AT KATHMANDU, POKHARA AND DHARAN (NEPAL)

No: MPB/Estt/96

**Defence Wing
Embassy of India,
Kathmandu Tel – 01-4001787
email – amap.kathmandu@mea.gov.in**

**Tender for “HIRING OF CONTRACTUAL LOCAL EMPLOYEES”
for digitization of pension documents in r/o Nepal Domiciled Gorkha
Ex-Servicemen of Pension Paying Office at Kathmandu, Pokhara and Dharan in Nepal**

LIST OF DOCUMENTS IN THE TENDER FORM

Sr. No	Items	Page No
1.	Cover page	1
2.	List of documents and important dates	2
3.	Bidder' details	3
4.	Notice inviting tender	4
5.	Instructions to Tenderers	5-9
6.	Other relevant Information, terms and conditions of contract	10-11
7.	Prequalification/Evaluation/Exclusion criteria	12
8.	Scope of work/ Qualification requirement	13
9.	Compliance Report	14
10.	Draft Agreement	15-16
11.	Financial Bid Format (Annexure I)	17
12.	Bifurcated details monthly wages of worker (Annexure I A)	18

Important dates relating to the tender are as follows:

S. No.	Particulars	Date
1	Bid Document Download start date	14-09-2024 (1600 hrs)
2	Clarification Start Date	15-09-2024 (1500 hrs)
3	Clarification End Date	17-05-2024 (1700 hrs)
4	Pre-bid meeting	16-09-2024 (1200 hrs)
5	Bid Submission Start Date	17-09-2024 (1200 hrs)
6	Bid Submission End Date	23-09-2024 (1600 hrs)
7	Technical Bids Opening Date	26-09-2024 (1200 hrs)

BIDDER DETAILS

a)	Name of the agency	
b)	Address of the agency	
c)	Registration's details with date	
d)	VAT Registration No.	
e)	Owner's Name	
	Mobile No.	
	Email Id	
f)	Details of authorized contact person	
	Telephone No. Office	
	Mobile No.	
	Email Id	
g)	Annual turnover for last three financial year	
	FY 2078-79	
	FY 2079-80	
	FY 2080-81	
h)	List of major clients for similar services	
j)	Performance Report, If any	
k)	Any other information/ documents which may help in assessing bidder's abilities	

Bidder's signature with stamp

**Embassy of
India
Defence Wing
NOTICE INVITING BIDS**

1. Embassy of India, Defence Wing, Kathmandu invites sealed and separate tenders under two bid system (Technical and Financial Bid) from established/reputed agencies for outsourcing of 14 (Fourteen) local employees for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex- Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal.

Qualification requirements:

- (a) Employee must have minimum qualification SSC/ 10+2 or equivalent.
- (b) Fundamental knowledge of Computer.
- (c) Age of Employee should be between 20 to 30 years as on 01 Sep 2024.

2. The last date for receipt of offer in sealed envelope is on or before, 23 Sep 2024 up to 1600 hrs. Tender documents are available on our website www.indembkathmandu.gov.in under Tender Notice Section and www.eprocure.gov.in. Details can also be collected from MPB through email at amap.kathmandu@mea.gov.in or Tel 01-4001787.

3. The bids shall remain valid for 180 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.indembkathmandu.gov.in>

4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

MPB/ESTT/96 dated 13 Sep 2024

AMA(P)

INSTRUCTIONS TO TENDERER

Tender should be submitted in two parts, Part-I (Technical Bid) & Part-II (Financial Bid). Both the technical and financial bids shall be kept in separate envelopes as 'Technical Bid' and 'Financial Bid' on the respective covers. Thereafter, both these envelopes shall be sealed in a third bigger envelope and it should be named as "Tender for hiring of 14 (Fourteen) contractual local employees for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex- Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal". **Bidders must mention their complete contact details on each envelope.**

1. Eligibility Criteria:

- (a) Interested bidders may please ensure pre-qualification details before submitting their bids.
- (b) The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and / or fail to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.
 - (i) The Embassy reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of contract without assigning any reason whatsoever.
 - (ii) Conditional bids will not be considered.

2. Local Conditions:

It shall be the responsibility on part of each tenderer to fully informed/acquainted/familiarized itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All tenderer(s) intending to bid may visit and make themselves thoroughly acquainted with the local site conditions.

The Embassy shall presume that the tenderer has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by Embassy, on the basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on these tender documents will be entertained by the Embassy.

3. Validity:

- (a) Quoted rates must be valid for a period not less than 180 days from the date of opening of Technical Bids. However, the tenderer shall have no objection to extend it, if required. *Bids with less validity will not be considered.*
- (b) The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity. There should be no alteration later after submission of bids.

4. Earnest Money Deposit

- (a) Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of NRs. 1,10,000/- (Nepali Rupees One Lakh Ten Thousand Only) or in equivalent Indian Rupees in the form of a Bank Guarantee/Demand Draft only, drawn on any Nationalized/Scheduled Bank in favour of Embassy of India, Kathmandu. Rate of exchange may be taken as INR 1 = Nrs. 1.60 for conversion of EMD in Indian Rupees, if required.
- (b) The Bank Guarantee/DD should be valid for a period of 180 days from the date of opening of Technical Bids.
- (c) The BG/DD should be payable at Kathmandu only.

- (d) EMD must be contained in Envelope I along with Technical Bid only, without which the tender shall not be considered for opening of financial bid.
- (e) Earnest money will be forfeited:
 - (i) If the bidder withdraws his bid during the period of bid validity.
 - (ii) In case of the successful bidder, if the bidder fails to sign the contract.
- (f) Refund of Earnest Money Deposit (EMD):
 - (i) Refund of EMD to the unsuccessful bidders (without interest) shall be made after expiry of the bid validity and latest on or before 30th day after signing of the contract.
 - (ii) EMD of successful bidder shall be refunded after award of the contract and deposit of Performance Security.

5. Performance Security:

The successful bidder shall deposit Performance Security @ 5% of the total annual contract value in the form of Bank Guarantee/Demand Draft in the name of 'Embassy of India, Kathmandu' at the time of signing of contract agreement. The Performance Security should be valid till 120 days beyond the contract period. After successful completion of all contractual obligations, the Performance Security (without any interest) shall be refunded.

6. Commencement of work:

After finalization of the tender, a letter will be issued to the successful bidder who shall sign the formal agreement within one week from the date of issue of this letter. After signing of the contract agreement, the agency shall start executing the assigned work with immediate effect.

7. Payment Terms & Conditions:

Payment shall be made on monthly basis after completion of the particular month and receipt of valid tax invoice and attendance records of employees from the contractor. The payment will be released on the basis of actual number of workers who attended the work during that particular month.

8. Contract Period:

- (a) The contract period would initially be for 10 months, extendable for another 12 months at the same terms, conditions and charges and subject to satisfactory services and mutual consent of both the parties.
- (b) The Embassy reserves the right to cancel the agreement with prior notice of one month with or without specifying any reason thereof.
- (c) The agreed price would be applicable throughout the contract period. No hike in price would be admissible during the period of contract.

9. Tender Preparation Expenses:

All costs incurred by the tenderer in the preparation of the tender, presentation and site visits etc. will be borne by the tenderer themselves and in no case will be reimbursable by the Embassy.

10. Financial Bid:

The rates should be quoted in Nepalese Rupees (NPR) inclusive of all taxes, service charges & duties in the prescribed format (**Annexure – I**) **only otherwise it will not be considered.** The total cost shall be exclusive of expenditure to be incurred on procurement.

11. Tender Evaluation:

The Embassy will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender documents and requirement of the Embassy. Embassy may seek clarification which shall be replied by the bidder properly and timely. Just quoting the lowest amount does not entitle the agency to get the contract.

12. Award of Contract:

After due evaluation of the financial bid(s), the Embassy will award the contract to the lowest evaluated responsive tenderer.

13. Service Provider Obligations:

(a) The agency shall deploy total 14 (Fourteen) local employees for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex- Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal.

(b) Only those employees shall be deployed who are physically and mentally sound to carry out the assigned duties and have required exposure of the work.

(c) The contractor shall verify background details of employees before deploying them in the Military Pension Branch and Pension Paying Offices at Pokhara and Dharan, Embassy of India premises. The agency shall also provide recent police clearance certificate of all employees for issuance of entry passes.

(d) The contractor shall pay the monthly salaries to the employees in accordance with the financial quotes before 10th day of each month irrespective of the fact whether payment to the agency by Embassy has been made or not.

(e) The contractor shall pay all his taxes/duties regularly to the local government. Any un-refunded VAT amount due to negligence on the part of the contractor will be recovered from his subsequent bills or performance security.

(f) The contractor shall comply with the local salary rules and other rules, regulations and notifications as prescribed by the GoN, relevant to this tender. All local laws and minimum wages may be considered by the agency before submitting financial bid. No request for enhancement of rates will be entertained after award of the work.

(g) The contractor shall ensure that any information/data which may come to the knowledge and/or possession of the company or any of the personnel of the company including those deployed with the Embassy, for execution of the contract, are not disclosed under any circumstances.

(h) The contractor shall furnish full details, as may be required, of all personnel deployed for the execution of contract to the Embassy of India, Kathmandu, to facilitate background checks. He/She may further undertake to immediately intimate the Embassy of any information that may come to the knowledge of 'The Contractor', which may have a security implication.

14. Safety Regulations:

(a) During the execution of work, the contractor shall ensure that their personnel follow essential security measures to carry out the assigned job. In case of any unfortunate event, Embassy shall not be liable to pay any compensation to the agency or its employees.

(b) During execution of work, it shall also be ensured that no damage, injury or loss is caused or is likely to be caused to any person or property, otherwise the agency shall be liable for compensation.

15. Status of the Contractor and its Staff :

The contractor shall have the legal status of an independent contractor.

(a) The notice inviting authority shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor, of the staff members or of any sub-contractor or agent or of any person performing on their behalf any work under the present contract, nor for any damages which may arise by reason of the neglect or default of any of them.

(b) The contractor shall indemnify and hold harmless the notice inviting authority in respect of any claim arising out by the contractor or its staff members negligent or unlawful performance under the present contract and brought against the notice inviting authority by any person for a liability as referred to in paragraphs 14.2 above, including their heirs and assigns, or by third parties.

16. Termination of Contract : The Embassy reserves the right to termination contract as deemed fit in following circumstances:-

(a) The contractor does not comply to the provisions of the agreement or consistently fails to maintain the quality of services.

(b) The salary as per financial bids are not paid to workers by 10th day of each month.

(c) The workers are replaced frequently without consulting the Embassy.

(d) The penalty shall be recovered from the subsequent bill of the contractor or performance security deposited with the Embassy.

17. Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; epidemic or pandemic; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

18. Arbitration:

In case of any dispute or difference arising out of or in connection with the tender conditions/ order and Contract, the Embassy and the agency will address the dispute / difference on a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by consent of both parties. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at New Delhi only. The resolution of the Arbitrator shall be final and binding on both the parties.

19. Jurisdiction:

The courts at New Delhi alone will have the jurisdiction to try any matter, dispute or difference between parties arising out of this tender / contract.

20. Clarification:

(a) The prospective tenderer(s) requiring any clarification regarding the tender document are requested to contact AMA(P) (Phone: +977-1-4001787 and email : amap.kathmandu@mea.gov.in).

(b) At any time prior to the deadline for submission of bids, the Embassy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by amendment.

(c) The amendment will be published on Embassy website. In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the Embassy may, at its discretion extend the deadline for the submission of Tender.

Other Relevant Information, Terms & Conditions

1. Technical Bids shall include following documents:
 - (a) Authority to sign bid on behalf of firm, if the bidder is a registered firm. In case of proprietor/ owner of the firm, a certificate of the proprietorship/ ownership from the competent authority may be submitted. In case of partnership firm, the partnership deed may be furnished and bid may be signed by all the partners of the firm. If only one partner or any other person signs the bid, the signing person must be duly authorized by all the remaining partners for signing the bid.
 - (b) Earnest money deposit.
 - (c) Proof of similar experience.
 - (d) Copy of registration certificate.
 - (e) Proof of turnover for the last three financial years.
 - (f) Compliance Report
 - (g) VAT clearance certificate and signed and stamped copy of the tender document.
 - (h) Other documents which are relevant to assess the suitability of the agency
- 2 Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. All the pages of the Technical / Financial Bid shall be page numbered and all the relevant supporting documents as required must be enclosed.
- 3 Envelope of technical bid & financial bid should be separately sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and addressed to:

AMA(P)
Embassy of India
P.O. Box No. 292,
336, Kapurdhara
Marg, Kathmandu
Nepal
- 4 Sealed tender should reach the Embassy before the last date of submission. Tender(s) received beyond the last date of submission will be rejected. **No tender will be entertained by e- mail or FAX.**
- 5 Agencies may send their authorized representative at the time of opening of Technical & Financial Bids.
- 6 Sub contracting is not permissible under this contract.
- 7 All pages of the bids should be signed & stamped.

8. The financial bid(s) of only those tenderer(s) will be opened, who qualifies in technical evaluation.
9. The financial bids must be in the prescribed format only (Annexure-I).

Pre-Qualification/Evaluation/Exclusion Criteria

Sl	Particulars	Details
1	Experience	<p>(a) The contractor must have successfully completed one work of same nature of an annual value of Nrs. 33.6 lakh or two works of same nature of annual value of Nrs. 25.2 lakh each or three works of same nature of yearly value not less than Nrs. 16.8 lakh (or equivalent in Indian Rupees) each in any Government organization, Diplomatic Mission (Embassies/High Commissions or their field offices), Reputed hotels or any other recognized private institutions during the last four years.</p> <p>(b) Copy of work order for completed work/ongoing work issued by the concerned authority can be accepted in support of the experience.</p> <p>(c) Copy of performance certificate, if any, should also be attached.</p>
2	PAN No./Registration No.	The contractor should have a valid PAN number and or Registration Number of the agency. Documentary proof is to be attached.
3	Minimum Wages	The contractor will provide Certificate/undertaking that he will pay not less than minimum wages fixed by GoN
4	Turnover	The contractor should have a minimum turnover of NRs. 21 lakh or more per year during last three financial years (Vat clearance certificate may be attached)
5	VAT	Certificate that the agency pays VAT regularly and their VAT dues are cleared (Vat clearance certificate for the last three financial years may be attached)
<p>NOTE : Unprecedented situation : If after opening of financial bids it is found that there are more than one lowest bidders, in that case preference will be given to those contractors which scores more evaluation marks in the technical bids</p> <p>The agencies must meet all aforementioned eligibility criteria for opening of their financial bids.</p>		

Scope of work

The agency shall deploy fourteen local employees at the premises of the Military Pension Branch, Kathmandu & PPOs Pokhara and Dharan, Nepal. They will work from 0900 hrs to 1800 hrs for six days a week. The scope of work are mentioned below :-

- (a) Operate scanning equipment to convert paper documents into digital format and ensuring all pages are legible and in the correct order.
- (b) Review documents for scanning errors such as smudges or lines and re-scanning them if necessary.
- (c) Perform data entry of document in software installed into computer system.
- (d) Ensure quality of scanning and data capturing.
- (e) Save scanned documents in an organized manner for easy retrieval.
- (f) Follow organizational procedures for scanning and data capturing.
- (g) Proper handling of computer system and scanning equipments and report to IT Cell on any issues regarding to equipment.
- (h) Assist in other office duties as needed.
- (j) Keep work area clean and organized.
- (k) Maintain office security, discipline and decorum.
- (l) Distribution of manpower will be intimated post concluding of contract.

Qualification Requirements

- (a) Employee must have minimum qualification SSC/ 10+2 or equivalent.
- (b) Fundamental knowledge of Computer.
- (c) Age of Employee should be between 20 to 30 years as on 01 Sep 2024.

COMPLIANCE REPORT

To,

**The AMA(P)
Military Pension
Branch, Defence
Wing Embassy of
India Kathmandu**

Sub: Regarding tender for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex-Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal

Dear Sir,

We have gone through and understood complete scope of work, terms and condition of the this tender. It is confirmed that we will abide by all instructions as stipulated in the tender document and agreement.

We hereby declare that we, M/s..... not ineligible to participate in the bid; we have no conflict of interest in the proposed tendering proceedings; and have not been punished for a profession or business related offense. We also declare that we, M/s..... have not been blacklisted or debarred by any government or reputed private agency in Nepal or in India.

We also confirm that we will not pay less than the minimum salary as fixed by the Government of Nepal to our workers and the rates have been quoted accordingly.

Place:

Date:

Signature of Bidder

Name:

DRAFT AGREEMENT

1. This agreement is entered into between the Embassy of India, Kathmandu and M/s., hereinafter referred to as Contractor, on this day for outsourcing 14 (Fourteen) contractual local employees for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex- Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal. The terms and conditions of the contract are as under:

2. Under the contract, the agency shall deploy fourteen skilled contractual employees for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex- Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal. The working hours will be 0900 hrs to 1800 hrs on a six days week basis with lunch break from 1300 hrs to 1400 hrs. Saturday will be the weekly off day for employees.

3. The employees engaged by the contractor should have sufficient exposure to carry out the assigned work in professional manner.

4. The contractor shall engage only those employees who are physically, medically and mentally fit and whose antecedents have been verified by him. The employees will be employees of the Contractor and the Embassy will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of employee (s) while performing their work inside the Embassy premises. If any contractual employee is not found fit as per the qualification requirement mentioned at para 8 of draft agreement after the contract has been concluded then contractor shall replace the unfit employee with a suitable employee for the said work without any cost.

5. Apart from the weekly off, other festival leaves will be as agreed to by both parties but it will not exceed eight days till period of contract.

6. The contractor shall pay to the employees their monthly salaries, bonus and other benefits as per his financial quote and it will, in no way, be less than the minimum salaries as fixed by the Government of Nepal. The salaries & allowances will be released by the contractor to its employees by 10th day of each month irrespective of the fact whether Embassy has released the payment to the contractor or not.

7. Scope of work:

- (a) Operate scanning equipment to convert paper documents into digital format and ensuring all pages are legible and in the correct order.
- (b) Review documents for scanning errors such as smudges or lines and re-scanning them if necessary.
- (c) Perform data entry of document in software installed into computer system.
- (d) Ensure quality of scanning and data capturing.
- (e) Save scanned documents in an organized manner for easy retrieval.
- (f) Follow organizational procedures for scanning and data capturing.
- (g) Proper handling of computer system and scanning equipments and report to IT Cell on any issues regarding to equipment.
- (h) Assist in other office duties as needed.
- (j) Keep work area clean and organized.
- (k) Maintain office security, discipline and decorum

8. Qualification Requirements:

- (a) Employee must have minimum qualification SSC/ +2 or equivalent.
- (b) Fundamental knowledge of Computer.
- (c) Age of Employee should be between 20 to 30 years as on 01 Sep 2024.
- (d) If any contractual employee is not found fit as per the qualification requirement mentioned at para 8 of draft agreement after the contract has been concluded then contractor shall replace the unfit employee with a suitable employee for a said work without any cost.

9. Contract period:

The contract is valid for a period of 10 months fromto....., extendable for another two years, on yearly basis and on same terms, conditions, charges and subject to mutual consent of both parties.

The Embassy reserves the right to terminate the agreement with prior notice of one month or immediately at any time with one month's payment, without assigning any reason.

10. Payment:

- (a) The charges for 10 months are NRs.....including all taxes/duties which will be paid on monthly basis after completion of each month.
- (b) The monthly payment of NRs.....would be released by the Embassy (by second week of succeeding month) after the receipt of valid tax invoice and attendance sheet from the contractor. Payment will be released on the basis of actual number of workers who worked during that particular month.
- (c) The payment of group insurance charges will be released after production of relevant documentary proof.

21. Termination of Contract : The Embassy reserves the right to termination contract as deemed fit in following circumstances:-

- (a) The contractor does not comply to the provisions of the agreement or consistently fails to maintain the quality of services.
- (b) The salary as per financial bids are not paid to workers by 10th day of each month.
- (c) The workers are replaced frequently without consulting the Embassy.
- (d) The penalty shall be recovered from the subsequent bill of the contractor or performance security deposited with the Embassy.

12. Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; epidemic or pandemic; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

13. All other terms & conditions as enumerated in the tender document form part of this agreement.

Authorized representative of contractor
M/s
..... (Nepal)s

Asst Military Attaché(P)
Embassy of India
Kathmandu (Nepal)

FINANCIAL BID

Subject: Hiring of 14 x local contractual employees for digitization of pension documents in r/o Nepal Domiciled Gorkha Ex- Servicemen of Pension Paying Offices at Kathmandu, Pokhara and Dharan in Nepal

Name of the firm	
Details of authorized representative with contact details	

Category	Total no. of employee	Total monthly salary per employee quoted by the bidder in Nrs.	Total monthly salary of total no. of employees in Nrs.
(1)	(2)	(3)	(4)
Skilled employees	14		
Total (A)	14	N.A.	
Agency and other charges (B)			Cost per month in NRs.
Agency's service charges			
Other charges, if any (plz specify)			
Total of (B)			
Total monthly charges (A+B) = C			
Vat @ 13% (D)			
Grand total per month (C+D) = E			
Total cost per annum = Ex12			

Note :

1. Above rates are final and inclusive of all taxes/duties. The Embassy shall not be liable to pay any additional charge for providing of the enlisted services.
2. The monthly wages must not be less than minimum wages as fixed by Government of Nepal.
3. A separate sheet (Annexure IA) must be attached with the Financial Bid bifurcating the details of wages of the workers.

**BIDDERS SIGNATURE WITH OFFICIAL
SEAL/STAMP.**

Annexure – I (A) (to be attached with the Financial Bid)

In this sheet, the bidder has to give the bifurcated details of wages which has been quoted in the Financial Bid.

**BIDDER SIGNATURE WITH OFFICIAL
SEAL/STAMP.**

Page 18 of 18