

**EMBASSY OF INDIA  
KATHMANDU**

**TENDER NOTICE FORM**

The Embassy of India, Kathmandu invites sealed tender for the following printing work:

Ser No	Category of Work	Quantity (Approx)	Earnest Money (NRs)	Date and time of sale of tenders	Last date and time of submission of tenders	Date and time of opening of tender
1.	Printing of Bhu Poo Journal, 2018	Nepali Bhu Poo - 60,000 copies. English Bhu Poo - 1,600 copies	5%	With effect from 26 Nov 2018	Up to 1200 hrs 10 Dec 2018	1400 hrs 11 Dec 2018
2.	Envelope (in Single Colour) Size 12"×9.5"	200 Pcs				
3.	Ivory Card Folder (in Single Colour) Size 12"×9.5"	60 Pcs				
4.	Ceremonial Folder (As per Sample)	5 Pcs				

**Terms and conditions:**

1. The tender document including further details can be downloaded from the website of Embassy of India, Kathmandu at [www.indembkathmandu.gov.in](http://www.indembkathmandu.gov.in) and at [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. The tender document can also be collected from Welfare Branch, Embassy of India, Bharatiya Gorkha Sainik Niwas (Opposite to Saraswoti Multiple Campus), Lekhnath Marg, Kathmandu, Nepal, Ph. [+977-1-4418064](tel:+977-1-4418064) or [+977-1-4412597](tel:+977-1-4412597). The same can also be downloaded from [www.indembkathmandu.gov.in](http://www.indembkathmandu.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). The price of the tender document is NRs 160/- which can be deposited at the time of collection/deposition of sealed tender.
3. Sample of Bhu Poo Journal can be inspected at our office address as mentioned above.

Assistant Military Attaché (Welfare)

# EMBASSY OF INDIA

DEFENCE WING, WELFARE BRANCH  
KATHMANDU, NEPAL

## BIDDING DOCUMENTS

FOR

PUBLICATION OF BHU PUU JOURNAL

NAME OF THE PUBLISHER.....

ADDRESS.....

SIGNATURE.....

FIRM'S SEAL .....

### Instructions to Bidder

#### 1. Eligible Bidder

This invitation for Bids is open to all registered Printers/Publisher with qualifications as described below:-

- (a) Up to date Firm / Company Registration Certificate
- (b) VAT and PAN Registration Certificates
- (c) Tax Clearance Certificate up to FY 2074/75

- (d) Experience of printing jobs worth minimum NRs 15 lakh
- (e) Copies of earlier publication of similar nature (if any)

**2. One Bid per Bidder**

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.

**3. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of his bid and the Welfare Branch, Embassy of India shall in no case be liable for those costs.

**4. Language of Bid**

All documents relating to the Bid shall be in English.

**5. Bid prices**

The contract shall be for the whole work described on the priced Bill of Quantities submitted by the Bidder. The Bidder shall fill in rates and prices for all items of the works in Nepali Rupees. Items for which no rate or price is entered shall be deemed covered by the other rates and prices in the Bill of Quantities and shall not be paid separately by the Embassy of India. All duties taxes and other levies payable by the printer/publisher under the contract shall be included in the rates, prices and total Bid price submitted by the Bidder. Price/rate should be valid for acceptance upto 31 Jan 2019 and not subject to any change.

**6. Bid security (Earnest money)**

The Bidder shall furnish a Bid security in Nepali Rupees in the amount equivalent to 5% of the bid amount. The Bid security shall remain valid for a period of 90 days after opening of the quotation. The Bid Security shall be in the form of Bank Guarantee specified in the notice for "Tender Notice"

**7. Format and signing of Bids**

The bid 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 initialed by the same authorized person.

**8. Sealing and Marking of Bids**

The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Welfare Branch, Embassy of India specified in the Tender Notice and shall bear the name and identification of the Bid.

**9. Deadline for Submission of Bids**

Bids shall be delivered to the Welfare Branch, Embassy of India at the address no later than the time and date specified in the Invitation to Bid.

**10. Late Bids**

Any bid received by the Welfare Branch, Embassy of India after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.

**11. Modification and withdrawal of Bids**

Bids once submitted shall not be withdrawn or modified.

**12. Bid Opening**

The Welfare Branch, Embassy of India shall open the bids in the presence of the Bidder's representatives who choose to attend at the time and in the place as specified in the Invitation for Bid. The Welfare Branch, Embassy of India shall prepare and provide minutes of the bid opening including the information disclosed to those present.

**13. Process to be Confidential**

Information relating to the examination, evaluation and comparison of bids 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 Welfare Branch, Embassy of India in the bid evaluation, bid comparison or contract award decisions may result in rejection of Bidder's bid.

**14. Award of Contract**

The Welfare Branch, Embassy of India shall decide the award of the contract to the Bidder who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be eligible in accordance with the provisions of clause 1.

**15. Owner's Right to Accept any Bid and to Reject any or all Bids**

The Welfare Branch, Embassy of India reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.

**16. Notification of Award and signing of Agreement**

(a) The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Welfare Branch, Embassy of India.

(b) The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Welfare Branch, Embassy of India shall pay the Bidder in consideration of the work as described by the contract. Within 7 days of receipt of the letter of Acceptance, the successful Bidder shall deliver the performance Security pursuant to Clause 17 and sign the Agreement.

(c) Inability of the Bidder to make an Agreement within the above stated period shall result in cancellation of the Contract Award and forfeiture of the Bidder's Bid security, upon which the Contract shall then be awarded to the next successive successful Bidder.

(d) Interested publisher may obtain a specimen copy of the Journal, envelope, Ivory card and can see Ceremonial folder at Welfare Branch on address as mentioned in Tender Notice.

**17. Performance Security/Bond**

The successful Bidder shall deliver to the Welfare Branch, Embassy of India a performance Security in cash or DD or Bank Guarantee acceptable to the Welfare Branch, Embassy of India equivalent to 5% of the accepted bid amount having validity of six months.

**18. Additional Securities**

The Bidder may be required to provide additional performance Security if the Welfare Branch, Embassy of India determines that rate quoted by the Bidder in the Bill Quantities are too low for execution of the contract . In such case, the Welfare Branch, Embassy of India shall instruct the Bidder to Provide additional 8% security for signing of the Contract Agreement. Bidder's failure to do provide additional security shall result in forfeiture of the Bid Security and award of the Contract to the next lowest evaluated Bidder.

**19. Corrupt or Fraudulent Practices**

The Welfare Branch, Embassy of India 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.

**20. Delivery schedule**

The printer/publisher should supply, deliver items at site as prescribed in BoQ as per schedule mentioned below from the date of formal Order:-

<u>S/No</u>	<u>Location</u>	<u>Time line for supply</u>
(a)	Welfare Branch, Embassy of India Bharatiya Gorkha Sainik Niwas (Opposite to Saraswati Multiple Campus) Lekhnath Marg, Kathmandu, Nepal	within 30 days of Award of Contract

**BILL OF QUALITY (BoQ) FOR THE PUBLICATION OF BHU PUU JOURNAL**

<u>Ser No</u>	<u>Nomenclature</u>	<u>Quantity</u>	<u>Description</u>	<u>Rate In figures per pages</u>	<u>Rate in words</u>	<u>Total Amount</u>
(a)	Nepali Bhu Puu (Full colour facial cover front & back side + 32 pages text in single colour + 4 pages text in full colour) Size of Magazine + 7" x9.5"	60,000 Copies (tentatively)	(i) Facial (Imported Art Board 200 gms)			
			(ii) Only 200 copies laminated			
			(iii) Text (Map Litho paper 80 gms)			
			<b>Total</b>			
(b)	English Bhu Puu (Full colour facial cover front & back side + 60 pages text in full colour with approximately 50 photographs) Size of Magazine + 7" x9.5")	1,600 Copies (tentatively)	(i) Facial (Imported Art Board 200 gms)			
			(ii) Laminated			
			(iii) Text (Imported Art Board Paper 115 gms)			
			<b>Total</b>			
(c)	Envelope (in Single Colour) Size of Envelope 12" x 9.5"	200 Pcs	-			
(d)	Ivory Card Folder (in Single Colour) Size of Envelope 12" x 9.5"	60 Pcs	-			
(e)	Ceremonial Folder (Sample to be seen during collection of Tender Forms)	05 Pcs	-			
Sub Total (a+b+c+d+e)						
VAT 13%						
<b>Grand Total</b>						

All the Bhu Puu Journal required to be delivered duly properly packed in plastic sack.

(All Quoted Amount to be in Nepalese Rupees)

Authorized Signature :  
 Name of Proprietor :  
 Name of Firm :  
 Contact No :  
 Date :  
 Seal :