

## REQUEST FOR PROPOSAL

### EMBASSY OF INDIA, PENSION PAYING OFFICE, DHARAN

#### INVITATION OF BIDS FOR PROCUREMENT OF 50 MULTISEATER STEEL CHAIR FOR PENSIONER WAITING SHED OF PPO DHARAN

#### REQUEST FOR PROPOSAL (RFP) NO 03 OF DATED 04 MAR 2024

1. Embassy of India, Pension Paying Office, Dharan (Nepal) invites proposals from qualified firms/ vendors for procurement of 50 Multiseater Steel Chair for Pensioner Waiting Shed of Pension Paying Office, Dharan (Nepal).
2. The address and contact numbers for collecting tender form, sending of Bids or seeking clarification regarding this RFP are given below:-
  - (a) Bids/Queries to be addressed to : Embassy of India  
Pension Paying Office  
Dharan, Nepal
  - (b) Name/designation of the contact personnel : AMA (P) & Officer-in-Charge,  
Embassy of India,  
Pension Paying Office  
Dharan
  - (c) Telephone number of contact personnel : 025-520297
  - (d) Email address : amap.dharan@mea.gov.in
3. Tender Document can be collected from Embassy of India, Pension Paying Office, Dharan from the date of publication of this Tender Notice from 1000 hours to 1700 hours or downloaded from Indian Embassy's website. Please supercribe the above mentioned title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
4. This RFP is divided into five parts as follows:-
  - (a) **Part I-** Contains General Information and instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
  - (b) **Part II-** Contains essential details of the services required.
  - (c) **Part III-** Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
  - (d) **Part IV-** Contains Standard Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
  - (e) **Part V-** Contains Evaluation Criteria and Format for Price Bids.
  - (f) **Part VI-** Checklist of essential documents required for Technical & Financial Bids.
5. This RFP is being issued with no financial commitment and the outworker Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

## **PART I- GENERAL INFORMATION AND INSTRUCTIONS FOR THE BIDDERS**

1. **Last date and time for depositing the Bids:** The sealed Bid (both Technical and Financial) to be submitted in two separate sealed envelopes, duly marked as '**Technical Bid**' and '**Financial Bid**'. The responsibility to ensure this lies with the Bidder. The last date and time of submission of bids is upto 1700 hrs of 11 Mar 2024 by 1700 hrs.
2. **Manner of depositing the Bids:** Sealed Bids should be deposited in a Tender Box at the address given above so as to reach by due date and time. Late tenders will not be considered. No responsibility will be taken for delay or no-delivery no-receipt of Bid documents. **Bids sent by Fax or E-mail will not be considered.**
3. **Time and date for opening of Bids:** **Opening of Technical Bids will be conducted at the office of PPO Dharan at 1100hrs on 12 Mar 2024 and date of opening of Financial Bids will be intimated after finalization of Technical Board.** The firms which qualify technical bids as per norms of RFP will be allowed to participate in financial bid. (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
4. **Location of the Tender Box:** The tender box will be available at main office of Officer-in Charge, Embassy of India, Pension Paying Office, Dharan. Only those Bids that are found in the tender box will be considered. **Bids dropped in the wrong Tender Box left at office/ handed over to any individual will be rendered invalid.**
5. **Place of Opening of the Bids:** The Bids will be opened at above mentioned address (place). The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative. Firstly, technical bids will be opened in presence of vendors and those who qualify the technical bid, their financial bids shall be opened.
6. **Two- Bid System:** Each bidder shall submit one Technical & one Financial Bid in two separate envelopes duly marked on top specifying which financial/technical bid. Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.
7. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office. Copies of **firm registration certificate, VAT/PAN registration certificate of the firm, and other relevant papers and original EMD** must be enclosed in the sealed tender

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 05 (five) days prior to the date of opening of the Bids.

9. **Modification and withdrawal of Bids:** A Bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request of clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. **Conditional tenders will be rejected.**

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to his effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder maybe delisted for the given range of items as mentioned in this RFP.

13. **Validity of Bids:** The Bids should remain valid till **180 days** from the last date of submission of the Bids.

14. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) NRs 28000.00 (Nepalese Rupees twenty eight thousand only) along with technical Bid. The EMD may be submitted in the form of a Bank Guarantee from any of the public sector Banks or a private sector Bank authorized to conduct government business or account payee cheque. EMD is to remain valid for a period of **45 days** beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

15. The format for the acceptance to the terms and conditions for the procurement are attached as **Appendix A**. These will be signed by the authorized company representative and stamped with the company stamp.

16. You are requested to send your best offer in the office of the undersigned before last date & time of submission of bids. Any offer received after this may be rejected at the discretion of the Buyer.

17. Please ensure that this is your best and final offer.

**Note** Vendors will submit their technical and commercial bids on the original tender document (including its appendices and annexure). Photocopies will not be accepted.

**PART II- ESSENTIAL DETAILS FOR PROUCEMENT OF 50 MULTISEATER STEEL CHAIR  
REQUIRED**

1. **Specifications required.** Details of minimum specifications required for 50 Multiseater Steel chairs for Pension Paying Office Dharan are as under:-

<b>S/No</b>	<b>Particulars</b>	<b>Minimum Specifications Required</b>	<b>Compliance to required specification (Yes/No)</b>
(i)	Type of Chair	High quality 03 Seater Steel Chairs	
(ii)	Country of origin	Made in India	
(iii)	Seat	Perforated high quality CRCA Sheet/ Powder Coated/Thickness-1.20MM	
(iv)	Arms	High quality mild steel tube for Arms/ Powder Coated / Thickness-1.20 MM	
(v)	Legs	High quality mild steel plates for Legs/ Powder Coated/ Thickness-1.00 MM	
(vi)	CSP/ Mounting Beam	High Quality hot rolled steel having thickness of 2.00 MM/ Powder Coated	
(vii)	Weight	32 KG	
(viii)	Powder Coating	Good quality	

2. **Completion Period:** The above mentioned procurement works would be completed within **15 days** from the effective date of contract. Please note that contract can be cancelled unilaterally by the Buyer in case there is any delay or unsatisfactory work noticed. Extension of completion period will be at the sole discretion of the Buyer.

3. **Consignee details:** **Officer-in-Charge  
Pension Paying Office  
Embassy of India  
Dharan, Nepal**

### **PART III- STANDARD CONDITIONS OF RFP**

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the contract with the successful Bidder (i.e. Contractor in the Contractor) as selected by the Buyer, Failure to do so may result in rejection of the Bid submitted by the Bidder:

1. **Law:** The contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of India.
2. **Effective Date of the Contract:** The contractor shall come into effect on the date of signature of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to work or performance. Which will cannot be settled amicably, may be resolved through arbitration.
4. **Penalty for use of Undue influence:** The contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present contract of any other contract with Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the contractor or any one employed by him or acting on his behalf (whether with or without the knowledge of the contractor) or the commission of any offers by the seller or any one employed by him or action on his behalf, or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the contractor and recovery from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller toward any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the contractor to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the contractor has engaged an Agent of paid commission or influence any person to obtain the contract as described in clause relating to Agents/Agency commission and penalty for use of undue influence, the contractor, on a specific request of the Buyer, shall provide necessary information/inspection of the relevant financial documents/information.
6. **Non-disclosure of Contract document:** Except with the written consent of the Buyer/contractor, other party shall not disclose the contract or any provision, specification plan, design, pattern, sample or information thereof to any third party.
7. **Liquidated damages:** In the event of the contractor failure to submit the Bonds, Guarantees and Documents, supply the store/goods and conduct trails, installation of equipments, training, etc as specified in this contract, BUYER may also deduct from the CONTRACTOR as agreed, **liquidated damages** to the sum of **0.5 %** of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than **10%** of the value of delayed stores.
8. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:-
- (a) The work is delayed for causes not attributable to Force Majeure for more than (15 days) after the scheduled date.
  - (b) The contractor is declared bankrupt or becomes insolvent.
  - (c) The completion of work is delayed due to causes of Force Majeure by more than (30days) provided Force Majeure clause is included in contract.
  - (d) The Buyer has noticed that the Seller has utilized the service of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
  - (e) As per decision of the Arbitration Tribunal.
9. **Notices:** Any notice required or permitted by the contract shall be written in the English languages and may be delivered personally.
10. **Transfer and Sub letting:** The contractor has no right to give, bargain, sell, asking or sublet of otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party taken benefit or advantage of the present Contract or any part thereof.

11. **Amendments:** No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this contract and signed on behalf of both the parties and which expressly states to amend the present contract.

12. **Taxes and Duties**

(a) **General.**

(i) If Bidder desires to ask for excise duty or Sales Tax/VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/Tax will be entertained after the opening of tenders.

(iii) If a Bidder choose to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax included in the price. Failure to do so may result ignoring of such offers summarily.

(iv) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on. Will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirements, their quote prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(v) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Eller, All such adjustments shall include all relief, exemptions, rebates, concessions etc, if any obtained by the contractor.

**(b) Customs Duty:**

(i) For imported stores offered against forward delivery, the Bidder shall quote prices thereof exclusive of customs duty. The Bidder shall specify separately the C.I.F. prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e (a) Triplicate copy of the bill of entry, (b) copy of bill of lading; (c) a copy of foreign principal's invoice. However, if the Bidder imports the stores in question against his own commercial quota Import Licenses, he will also be required to submit in addition the triplicate copy of bills of entry etc. a certificate from his Internal Auditor on the bill itself, to the effect that the following items/quantity in the bill of entry related to the stores imported against Defence Buyer contract.

(ii) Subsequent to the reimbursement of customs duty, the Bidder will submit to the concerned Payment Authority a certificate to the effect that he has not obtained any refund of customs duty subsequent to the payment of duty to the Customs authority by him. In addition, he shall also submit to the Paying Authority concerned a certificate immediately after a period of three months from the date of payment of the duty to customs authorities to the effect that he has not applied for refund of the customs duty subsequent to the payment of duty to the customs authorities by him.

(iii) In case the Bidder obtains any refund of customs duty, subsequently to the payment of the same by him to the customs authorities and reimbursement of the customs duty to him by the Payment Authority, he should forthwith furnish the details of the refund obtained and afford full credit of the same to the Buyer.

**(c) Excise Duty.**

(i) Where the excise duty is payable on advalorem basis, the Bidder should submit along with the tender, the relevant form and the Manufacturer's price list showing the actual assessable value of the stores as approved by the Excise authorities.

(ii) Bidders should note that in case any refund of excise duty is granted to them by Excise authorities in respect of Stores supplied under the contract, they will pass on the credit to the Buyer immediately along with a certificate that the credit so passed on relates to the Excise Duty, originally paid for the stores supplied under the contract. In case of their failure to do so, within 10 days of the issue of the excise duty refund orders to them by the Excise Authorities the Buyer would be empowered to deduct a sum equivalent to the amount refunded by the Excise Authorities without any further reference to them from any of their outstanding bills against the contract or any other pending Government Contract and that no disputes on this account would be raised by them.



(iii) The Seller is also required to furnish to the Paying Authority the following certificates:-

(aa) Certificate with each bill to the effect that no refund has been obtained in respect of the reimbursement of excise duty made to the Seller during three months immediately preceding the date of the claim covered by the relevant bill.

(ab) Certificate as to whether refunds have been obtained or applied for by them or not in the preceding financial year after the annual Audit of their accounts also indicating details of such refunds/applications, if any.

(ac) A certificate along with the final payment bills of the Seller to the effect whether or not they have any pending appeal/protest for refund or partial refund of excise duties already reimbursed to the Seller by the Government pending with the Excise authorities and if so, the nature, the amount involved, and the position of such appeals.

(ad) An undertaking to the effect that in case it is detected by the Government that any refund from Excise Authority was obtained by the Seller after obtaining reimbursement from the Paying Authority, and if the same is not immediately refunded by the Seller to the Paying Authority giving details and particulars of the transactions, Paying Authority will have full authority to recover such amounts from the Seller's outstanding bills against that particular contract or any other pending Government contracts and that no dispute on this account would be raised by the Seller.

(iv) Unless otherwise specifically agreed to in terms of the contract, the Buyer shall not be liable for any claim on account of fresh imposition and/or increase of Excise Duty on raw materials and/or components used directly in the manufacture of the contracted stores taking place during the pendency of the contract.

**(d) Sales Tax/VAT:**

(i) If it is desired by the Bidder to ask for Sales tax/VAT to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of sales tax will be developed upon the Buyer.

(ii) On the Bids quoting sales tax, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the contractor at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

**(e) Octroi Duty & Local Taxes:**

(i) Normally, materials to be supplied to Government Departments against government Contracts are exempted from levy of town, Octroi Duty, Terminal Tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such Exemption only on production of such exemption certificate from any authorized officer. Contractor should ensure that stores ordered against contracts placed by this office are exempted from levy of Town/Octroi Duty, Terminal Tax other local taxes and duties. Whether required, they should obtain the exemption certificate from the Buyer, to avoid payment of such local taxes or duties.

(ii) In case where the Municipality or other body insist upon payment of these duties or taxes the same should be paid by the contractor to avoid delay in supplies and possible demurrage charges. The receipt obtained for such payment should be forwarded to the Buyer without delay together with a copy of the relevant act or by laws/notifications of the Municipality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said acts or rules.

**PART IV- SPECIAL CONDITIONS OF RFP**

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Buyer, Failure to do so may resulting rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:** The Bidder will be required to furnish a performance Guarantee by way of Bank Guarantee through a public sector bank or a private bank authorized to conduct government business for a sum equal to 10% of the contract value within 30 days of signing of this contract. Bank Guarantee will be valid up to 60 days beyond the date of warranty.

**OR**

(b) **In case of Foreign Contractor:-** -NA-

2. **Option Clause:** -NA-

3. **Tolerance Clause:** -NA-

4. **Payment Terms for Indigenous Sellers:** The 100% payment will be made after completion of work and acceptance by the user.

5. **Advance Payments:** No advance payment (s) will be made.

6. **Warranty:**

(a) The following Warranty will form part of the contract placed on the successful Bidder:-

(i) The Seller warrants that the goods supplied or work carried out under the contract conform to technical specifications prescribed and shall perform according to the said technical specifications.

(ii) The Seller warrants for a period of 12 months from the date of acceptance of stores by Joint Receipt Inspection or date of installation and commissioning, whichever is later, that the goods/stores supplied under the contract and each component used in the manufacture thereof shall be free from all types of defects/failures.

(iii) If within the period of warranty, the goods are reported by the Buyer to have failed to perform as per the specifications, the Seller shall either replace or rectify the same free of charge, within a maximum period of 45 days of notification of such defect received by the Seller.

(iv) In case the complete delivery of Engineering Support Package is delayed beyond the period stipulated in this contract, the Seller undertakes that the warranty period for the goods/stores shall be extended to that extent.

7. **Price Variation (PV) Clause.** The following conditions would be applicable to Price Adjustment:-

- (a) Base dates shall be due dates of opening of price bids.
- (b) Date of adjustment shall be midpoint of manufacture.
- (c) No price increase is allowed beyond original DP unless the delay is attributable to the Buyer.
- (d) No price adjustment shall be payable on the portion of contract price paid to the Seller as an advance payment.

## **PART V- EVALUATION CRITERIA & PRICE BIDS ISSUES**

1. **Evaluation Criteria:** The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.

(b) Overall lowest bidder will be selected in case multiple vendors/firms quote the same rate/price quoted by the Bidder as per the Price Format. The consideration of taxes and duties in evaluation process will be as follows:-

(i) in case where only indigenous Bidders are competing, all taxes and duties (including those which exemption certificates are issued) quoted by the Bidders will be considered. The Ultimate cost to the Buyer would be the deciding factor for ranking of Bids.

(ii) In cases where both foreign and indigenous Bidders are competing, following criteria would be followed:-

(aa) In case of foreign Bidders, the basic cost (CIF) quoted by them would be the basis for the purpose of comparison of various tenders.

(ab) In case of indigenous Bidders, excise duty on fully formed equipment would be offloaded.

(ac) Sales tax and other local levies, i.e. octroi, entry tax etc would be ignored in case of indigenous Bidders.

(c) The Bidders are required to spell out the rates of VAT, service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of VAT or any other applicable taxes is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive or such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of VAT/any other applicable taxes upto any value of supplies from them, they should clearly state that no tax will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of VAT/any other applicable taxes, it should be brought out clearly. Stipulations like VAT was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that any duty/tax duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders

who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable in the item in question for the purpose of comparing their prices with other Bidders. The same logic applies VAT/any other applicable taxes also.

(d) The Lowest Acceptable bid will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the contratee. The Buyer will have the right to award contracts to overall lowest bidder. The Buyer also reserves the right to do Apportionment of work, if it is convinced that Lowest Bidder is not a position to supply full quantity in stipulated time.

**PRICE BID****PROCUREMENT OF 50 MULTISEATER STEEL CHAIR FOR PENSIONERS WAITING SHED OF PENSION PAYING OFFICE, DHARAN**Tender No. WO/ 03 /Accts Dated 04 Mar 2024

<b>Validity of Tender required till</b>	<b>180days from the date of opening</b>
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1. **Details of works offered**

<b>S/No</b>	<b>Particulars</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
(i)	Multiseater Steel Chair ( Heavy)	50 Nos		
<b>Total</b>				

2. **Please Specify the following:-**

(All columns are to be filled otherwise the offer is liable to be rejected)

<b>S/No</b>	<b>Details</b>	<b>To be filled by the Firm</b>
(a)	Is Excise duty/Tax extra? (Answerer in Yes/No)	
	If Excise duty is extra, indicate the extent/current rate of Excise duty livable for item	
(b)	Is Sales Tax extra ? (Answerer in Yes/No)	
	If Sales Tax is extra, indicate the rate against the Concessional Form	
(c)	Is customs duty Exemption Certificate (CDE) required (Answerer in Yes/No) If CDE is required indicate and enclose the notification under which CDE can be issued.	
	If CDE is required indicate Cost Including Freight (CIF) value of stores to be imported	
	If CDE is required indicate the Customs Duty payable.	
(d)	Is your company exempted from payment of sales Tax and Excise Duty ? (Answerer in Yes/No)	
(e)	Is the VAT extra? (Answerer in Yes/No)	
	If yes, Then mentioned the following:- (a) Total Value on which VAT is livable (b) Rate of VAT (c) Total Value of VAT leviable.	
(g)	Any other duty/levy	
(h)	Details of EMD (if applicable)	
(j)	Acceptance of Performance Bank Guarantee on confirmation of order	

3. Total landed cost of project (Price Bid Ser No 1 + Price Bid Ser No 2) = NRs \_\_\_\_\_

Company Seal  
Date :

(Authorized Signatory of Company)

**Appendix A**

(Ref to Para 15 Part- 1 of RFP

No. WO/03/Accts dt 04 Mar 2024)

**ACCEPTANCE TO TERMS AND CONDITIONS**

1. **Validity**: Prices are valid upto \_\_\_\_\_ (fill date). (Minimum 180 days from the date of opening of tenders at Pension Paying Office, Embassy of India, Dharan).

**CERTIFICATE**

It is certified that all the terms and conditions as laid in the tender/ RFP No. WO/03/Accts dt 04 Mar 2024 and its appendices are accepted by the company and we will abide by them. It is further certified that any cost incurred on additional materials/equipments required to complete the integrated project would be borne by us.

Company Seal

(Authorised Signatory of Company)

Place: \_\_\_\_\_

Date: \_\_\_\_\_



**PART VI – Check list of essential documents required for Technical & Financial Bids**

**1. CHECK LIST OF ESSENTIAL DOCUMENTS REQUIRED FOR TECHNICAL BIDS**

<b>Ser No</b>	<b>Technical Documents</b>	<b>Yes/No</b>
(a)	Bank Guarantee/ Demand Draft	
(b)	RFP Form duly signed and stamped (Part 1 to 4) along with its appendix	
(c)	Company Registration Certificate	
(d)	Pan Registration Certificate	
(e)	Tax Clearance Certificate	
(f)	Non conviction Certificate	
(g)	Recent comparative order of the items supplied in an Govt/ reputed institution and complete postal & email of their office.	

**2. CHECK LIST OF ESSENTIAL DOCUMENTS REQUIRED FOR FINANCIAL BIDS**

<b>Ser No</b>	<b>Financial Documents</b>	<b>Yes/No</b>
(a)	RFP Form duly signed and stamped (Part V)	



**EMBASSY OF INDIA**  
**PENSION PAYING OFFICE**  
**DHARAN (NEPAL)**



**INVITING BIDS FOR PROCUREMENT OF 50 MULTISEATER STEEL**  
**CHAIR FOR PENSIONER WAITING SHED OF EOI, PPO DHARAN**

1. Sealed tender documents/quotations are invited directly from reputed bidders for procurement of 50 Multiseater Steel Chair for Pensioner Waiting Shed of Embassy of India, Pension Paying Office, Dharan (Nepal)
2. The last day of receipt of offer in sealed envelope is on or before 07 Mar 2024 at 1700 hrs. The notice is also available on website [www.indembkathmandu.gov.in](http://www.indembkathmandu.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). The bid documents can be collected from Embassy of India, Pension Paying Office, Dharan (Nepal). Tele No [025-520297](tel:025-520297).
3. The bidder may visit the above site before submitting the bid.

AMA (P) & Officer-in-Charge  
Embassy of India  
Pension Paying Office  
Dharan (Nepal)

