



मेन्छयायेम गाउँपालिका
Menchhayayem Rural Municipality
गाउँ कार्यपालिकाको कार्यालय
Office Of The Rural Municipal Executive
मोराहाङ्ग, तेह्रथुम
Morahang, Tehrathum

कोशी प्रदेश, नेपाल
Koshi Province,

विभिन्न प्रकृतिका विज्ञापन/सूचना आवश्यक भएको मितिमा राष्ट्रिय स्तरका दैनिक पत्रिकाहरुमा
प्रकाशन गर्ने कार्यको लागि शिलबन्दी कोटेशन

(आ.ब. २०८०/२०८१)

01/080-081\MRM/service



Table of Contents

<u>Section I. Invitation for Sealed Quotation</u>	<u>3</u>
<u>Section II. Instructions to Bidders</u>	<u>4</u>
<u>SECTION - III</u>	<u>10</u>
<u>Bid Data Sheet</u>	<u>10</u>
<u>Section IV. Quotation Form and Price Schedule.....</u>	<u>11</u>
1. Quotation and Price Schedules	11
2. Bidder's Information Form.....	12
3. Price Schedule for the service	13

Section I. Invitation for Sealed Quotation



मेन्छयायेम गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय
मोराहाङ्ग, तेह्रथुम

कोशी प्रदेश, नेपाल

सिलबन्दी दरभाउ-पत्र आव्हान सम्बन्धी सूचना
(प्रथम पटक प्रकाशित मिति : २०८०।०४।१९ गते)

यस मेन्छयायेम गाउँ कार्यालयबाट आ.व. २०८०।२०८१ मा निर्माण कार्य , सामान खरिद कार्य आदि लगायतका विभिन्न प्रकृतिका विज्ञापन/सूचना आवश्यक भएको मितिमा राष्ट्रियस्तरका 'क' वर्गका दैनिक पत्रिकाहरूमा प्रकाशित गर्नुपर्ने कार्यका लागि कार्य गर्न नियमानुसार इजाजत प्राप्त इच्छुक विज्ञापन एजेन्सी/फर्म/कम्पनीहरूले निम्न शर्तहरूको अधिनमा रही रीतपूर्वकको सिलबन्दी दरभाउ-पत्र पेश गर्नुहुन आव्हान गरिन्छ।

शर्तहरू :

- तपशिलमा उल्लेखित रकम (फिर्ता नहुने गरी) यस कार्यालयको कुमारी बैंक लिमिटेड, मेन्छयायेम शाखा, Office Code no. : Ga-1-1 Antarik Rajaswa Khata Office Account no.: 2720247118900005 बुझाई सोको रसिद संलग्न राखी अधावधिक नवीकरण भएको इजाजतपत्र , प्यान नम्बर दर्ता प्रमाण पत्र , मु.अ.कर दर्ता प्रमाणपत्र, कर चुक्ता प्रमाणपत्रका प्रमाणित प्रतिलिपी संलग्न गरी लिखित निवेदन दिई यो सूचना प्रथम पटक प्रकाशित भएको मितिले १५ दिन भित्र मेन्छयायेम गाउँपालिका , तेह्रथुमबाट कार्यालय समय भित्र दरभाउपत्र फारम खरिद गर्न सकिनेछ।
- यस कार्यालयबाट खरिद गरेका सिलबन्दी दरभाउपत्र फारम नियमानुसार भरी खाममा सिलबन्दी गरी खामको कामको विवरण , ठे.नं., दरभाउपत्रदाताको नाम र ठेगाना समेत खोली कार्यालयलाई सम्बोधन गरी बिक्री गर्ने अन्तिम दिनको भोलीपल्ट दिनको १२:०० बजे सम्म यस मेन्छयायेम गाउँपालिकाको कार्यालयमा दर्ता गरी सक्नुपर्नेछ। दर्ता भएका सिलबन्दी दरभाउपत्र सोही दिनको २:०० बजे दरभाउपत्रदाताको स्वयम् वा निजको प्रतिनिधि र कार्यालयका प्रतिनिधिहरूको रोहवरमा खोल्नेछ। दरभाउपत्रदाता वा निजको प्रतिनिधि उपस्थित नभएपनि दरभाउपत्र खोल्ने कार्यमा बाधा पर्नेछैन।
- तपशिलमा उल्लेखित जमानत वापतको रकम यस कार्यालयको कुमारी बैंक मेन्छयायेम शाखा तेह्रथुमको ग-३ धरौटी खाता (Ga-3 Dharauti khata), खाता नंवर २७२०२४७११८९०००१८ (Office Account no: 2720247118900018) मा नगद जम्मा गरेको सक्कल बैंक भौचर वा यस कार्यालयको नाममा ने.रा.बैंकबाट मान्यता प्राप्त वाणिज्य बैंकले जारी गरेको ९० दिन म्याद भएको बिडबन्ड दरभाउपत्र साथ संलग्न गर्नुपर्नेछ।
- दरभाउपत्र प्रष्टसँग भरिएको, दरभाउपत्र फारम लगायत यस कार्यालयबाट उपलब्ध गराइएको डकुमेन्टमा कुनै थपघट वा द्रष्टव्य नलेखिएको हुनुपर्नेछ। दरेट सच्याउनु परेमा दस्तखत भएको हुनुपर्नेछ। समयभित्र प्राप्त नभएको , रीत नपुगेको, सूचनाको शर्त विपरित भएको दरभाउपत्र माथि कुनै कारवाही हुनेछैन।
- नेपाल सरकार लगायत सम्बन्धित निकायमा नियमानुसार तिर्न बुझाउनु पर्ने सबै प्रकारका करहरू दरभाउपत्रमा उल्लेख गरिएको दरेटमा भ्याट बाहेक समावेश गरिएको मानिनेछ।
- दरभाउपत्रदाताले कामको सम्बन्धमा राम्ररी बुझी दरभाउपत्र भरेको मानिनेछ।
- दरभाउपत्र खरिद गर्ने र दर्ता गर्ने अन्तिम दिन सार्वजनिक विदा परेमा लगत्तै कार्यालय खुलेको दिन खरिद र सोको भोलीपल्ट दर्ता गर्न सकिनेछ।
- दरभाउपत्र डकुमेन्टमा त्रुटी भएमा वा विषय प्रसंगले अर्का अर्थ लागेमा कार्यालयले कुनै बेला सच्याउन बाधा पर्नेछैन।
- प्राप्त दरभाउपत्र स्वीकृत गर्ने वा नगर्ने वा आंशिक रुपमा मात्र स्वीकार गर्ने सम्पूर्ण अधिकार यस कार्यालयमा निहित रहनेछ।
- दरभाउपत्र फारममा नियमानुसार लाग्ने भ्याट बाहेकको दरेट अंक र अक्षरमा उल्लेख गर्नुपर्नेछ। अंक र अक्षरमा फरक परेमा अक्षरलाई मान्यता दिइनेछ।
- तपशिलमा उल्लेख भएका 'क' वर्गका राष्ट्रिय स्तरका दैनिक पत्रिकाहरू मध्येबाट कुनै एकमा सूचना प्रकाशन गर्नुपर्नेछ : (क) कान्तिपुर राष्ट्रिय दैनिक (ख) नागरिक राष्ट्रिय दैनिक (ग) अन्नपूर्ण पोष्ट राष्ट्रिय दैनिक (घ) नेपाल समाचार पत्र राष्ट्रिय दैनिक (ङ) गोरखापत्र राष्ट्रिय दैनिक (च) राजधानी राष्ट्रिय दैनिक (छ) नयाँ पत्रिका राष्ट्रिय दैनिक (ज) हिमालय टाइम्स राष्ट्रिय दैनिक (झ) गाउँपालिकाले तोकेको अन्य कुनै 'क' वर्गको राष्ट्रिय दैनिक।
- यस सूचनामा उल्लेख नभएका शर्तहरूको हकमा सार्वजनिक खरिद ऐन, २०६३ तथा नियमावली, २०६४ बमोजिम हुनेछ।

तपशिल

सिलबन्दी दरभाउ-पत्र नम्बर	कार्य विवरण	कार्य इकाई	दरभाउ-पत्र जमानत रकम रु.	दरभाउ-पत्र फारम दस्तुर रु.
01/080-081 MRM/service	विभिन्न प्रकृतिका विज्ञापन-सूचना आवश्यक भएको मितिमा राष्ट्रिय स्तरका दैनिक पत्रिकाहरूमा प्रकाशन गर्ने कार्य	per cc (भित्रि पानामा)	३५०००।-	१,०००।००

Section II. Instructions to Bidders

1. Scope of Works	1.1 The Purchaser stated in the BDS for the procurement of service for the publication of notices on national daily newspaper of Nepal.
2. Eligible Bidder	<p>2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.</p> <ul style="list-style-type: none"> a) Up to date Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate for the Fiscal Year 2079/2080 d) Business registration certificate e) Power of Attorney to sign the Sealed Quotation <p>2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.</p>
3. One Quotation per Bidder	3.1 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.
4. Cost of Bidding	4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotatio and the Purchaser shall in no case be liable for those costs.
5. Site Visit	5.1 not required.
6. Content of Quotation Form	<p>6.1 The Quotation Form comprise the documents listed below:</p> <ul style="list-style-type: none"> 1. Section I: Invitation for Sealed Quotation (SQ) 2. Section II: Instructions to Bidders 3. Section III: Bid Data Sheet 4. Section iv: Contract Form
7. Clarification	7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.
8. Language of Quotation	8.1 All documents relating to the Quotation shall be in English or in Nepali or both.



<p>9. Documents Comprising Quotation</p>	<p>9.1 The Quotation by the Bidder shall comprise the following:</p> <ul style="list-style-type: none"> a. Quotation Form and Price Schedules b. Bid Security
<p>10. Quotation Prices</p>	<p>10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all items of the goods to be supplied under the contract.</p> <p>10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.</p> <p>10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.</p>
<p>11. Quotation Validity</p>	<p>11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.</p>
<p>12. Quotation/Bid Security</p>	<p>12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security as specified in the BDS. In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-Sealed Quotation should be the same otherwise the Sealed Quotation shall be non-responsive.</p> <p>12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms:</p> <ul style="list-style-type: none"> (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) a cash deposit voucher in the Purchaser's Account as specified in the BDS <p>In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid</p> <p>12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as nonresponsive. In case of e-Submission, if the scanned copy of an acceptable Bid Security letter is not uploaded with the electronic Bid then Bid shall be rejected.</p> <p>12.4 The Bid security shall be forfeited if:</p> <ul style="list-style-type: none"> (a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline.

	<p>(b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;</p> <p>(c) a Bidder involves in fraud and corruption pursuant to clause 26;</p> <p>(d) the successful Bidder fails to:</p> <p>(i) furnish a performance security in accordance with clause 25;</p> <p>(ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or</p> <p>(iii) accept the correction of arithmetical errors pursuant to clause 19.1</p> <p>(iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification</p>
13. Format and Signing of Quotations	<p>13.1 The Quotation 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 initialled by the same authorized person.</p>
14. Sealing and Marking of Quotations	<p>14.1 Bidders may submit their bids by manually. When so specified in the BDS. Procedures for submission, sealing and marking are as follows:</p> <p>Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation.</p>
15. Deadline for Submission of Quotations	<p>15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS.</p>
16. Late Quotation	<p>16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.</p>
17. Modification And Withdrawal	<p>17.1 Sealed Quotations once submitted shall not be withdrawn or modified.</p>
18. Bid Opening	<p>18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS</p> <p>18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.</p>
19. Process to be Confidential	<p>19.1 Information relating to the examination, evaluation and comparison of Quotations 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 Purchaser in the Quotation evaluation, comparison or contract award decisions may</p>

	result in rejection of Bidder's quotation.
20. Examination of Quotations	<p>20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation</p> <ul style="list-style-type: none"> (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed by the authorized person; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Bidding documents.
21. Evaluation and Comparison of Quotations	<p>21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:</p> <ul style="list-style-type: none"> (a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected. (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) ,(b) and (c) above.
22. Award of Contract	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance</p>
23. Purchaser's Right to Accept or Reject	<p>23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, 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.</p>
24. Notification of Award and	<p>24.1 The Bidder whose bid is accepted and all other participating bidders</p>

Signing of Agreement	<p>shall be notified of the award by the Purchaser.</p> <p>24.2 The notification (hereafter called the “Letter of Acceptance”) to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder’s Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
25. Performance Security	<p>25.1 as per rule and regulations</p>
26. Corrupt or Fraudulent Practices	<p>26.1 The Purchaser 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.</p>
27. Conduct of Bidders	<p>27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN’s Procurement Act and Regulations.</p> <p>27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ul style="list-style-type: none"> a) give or propose improper inducement directly or indirectly, b) distortion or misrepresentation of facts c) engaging or being involved in corrupt or fraudulent practice d) interference in participation of other prospective bidders. e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings, f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price.. <p>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</p>

<p>28. Blacklisting Bidder</p>	<p>28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2, b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract , c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract. d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information, e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser., <p>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.</p>
<p>29. Publication of contract award notice</p>	<p>29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well in daily newspaper and office website.</p>
<p>30. Provision of PPA and PPR</p>	<p>30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.</p>



SECTION - III

Bid Data Sheet

ITB 1	<p>The scope of Supply is: विभिन्न प्रकृतिका विज्ञापन-सूचना आवश्यक भएको मितिमा राष्ट्रिय स्तरका दैनिक पत्रिकाहरूमा प्रकाशन गर्ने कार्य</p> <p>The number of the Invitation for Sealed Quotation (SQ) is : 01/080-081 IMRM/service</p> <p>The Purchaser is: menchayayem rural municipality Tehrathum</p> <p>The name of the Project is: विभिन्न प्रकृतिका विज्ञापन-सूचना आवश्यक भएको मितिमा राष्ट्रिय स्तरका दैनिक पत्रिकाहरूमा प्रकाशन गर्ने कार्यको लागि सेवा खरिद</p>
ITB 12.1	The Bidder shall furnish a bid security, as published in notice(letter of invitation) and as per rule and regulations.
ITB 12.2 (b)	<p>Cash Deposit Account for Bid Security:</p> <p>कार्यालयको कुमारी बैंक मेन्छयायेम शाखा तेह्रथुमको ग-३ धरौटी खाता (Ga-3 Dharauti khata), खाता नंवर २७२०२४७११८९०००१८ (Office Account no: 2720247118900018)</p>
ITB 14.1	Bidders shall have the option of submitting their bids manually or shall have submit by secure means .
ITB 15	<p>The deadline for Sealed Quotation submission is:</p> <p>as published in notice(letter of invitation)</p>
ITB 18	<p>The Sealed Quotation opening shall take place at :</p> <p>as published in notice(letter of invitation)</p>



Section IV. Quotation Form and Price Schedule

1. Quotation and Price Schedules

Date:

To: *Menchayayem Rural Municipality Tehrathum.*

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to provide notice in national daily newspapers as per your requirements in conformity with the said SQ documents for the sum of[total **SQ amount in words and figures**] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

We declare that we are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business related offense.

We understand that you are not bound to accept the lowest evaluated SQ or any other SQ that you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign SQ for and on behalf of _____



2. Bidder's Information Form

1.	Bidder's Legal Name	
2	Bidder's Address:	
3	Bidder's Country of Registration:	
4.	Bidder's Year of Registration:	
5.	Bidder's Legal Address in Country of Registration	
6.	Bidder's Authorized Representative Information: Name: Address: Telephone/Fax numbers: Email Address:	
7	Bidder's Telephone/Fax numbers:	
8	Bidder's Email Address:	
	Attached are copies of the following original documents. <input type="checkbox"/> 1. Firm Registration Certificate <input type="checkbox"/> 2. Authorization to represent the firm	



3. Price Schedule for the service

कार्य विवरण	कार्य इकाई	कबोल गरिएको रकम मु.अ.क. बाहेक	
		अंकमा	अक्षरमा
विभिन्न प्रकृतिका विज्ञापन/सूचना आवश्यक भएको मितिमा राष्ट्रिय स्तरका दैनिक पत्रिकाहरुमा प्रकाशन गर्ने कार्य	per cc (भिन्नि पानामा)		

निवेदकको नाम थर _____

दस्तखत _____

फर्मको नाम र ठेगाना _____

छाप