



# BIDDING DOCUMENT

for

# THE PROCUREMENT OF

## **Courier Service for Diplomatic Mail and Diplomatic Cargo to and from Nepali Missions Abroad**

National Competitive Bidding (NCB)

IFB No.: DoP-01/077-78

Issued on:

Issued to:

Invitation for Bids No.:

NCB No.: **DoP-01/077-78**

Employer:

# Abbreviations

BD .....	Bidding Document
BDF .....	Bidding Forms
BDS .....	Bid Data Sheet
BOQ .....	Bill of Quantities
COF .....	Contract Forms
DP .....	Development Partners
DoLIDAR .....	Department of Local Infrastructure Development and Agricultural Roads
ELI .....	Eligibility
EEC.....	Evaluation and Eligibility Criteria
GCC .....	General Conditions of Contract
GoN .....	Government of Nepal
ICC .....	International Chamber of Commerce
IFB .....	Invitation for Bids
ITB .....	Instructions to Bidders
JV .....	Joint Venture
NCB .....	National Competitive Bidding
NRs. ....	Nepali Rupees
PAN .....	Permanent Account Number
PPA .....	Public Procurement Act
PPMO .....	Public Procurement Monitoring Office
PPR .....	Public Procurement Regulations
SBD .....	Standard Bidding Document
SCC .....	Special Conditions of Contract
TS .....	Technical Specifications
VAT .....	Value Added Tax
WRQ .....	Services Requirements
Dip-Mail .....	Diplomatic Mail

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# Invitation of Bids

Government of Nepal

Ministry of Foreign Affairs

Department of Passports

## Invitation for Bids for the Procurement of Courier Service for Diplomatic Mail and Diplomatic Cargo to and from Nepali Missions Abroad

Contract Identification No.: DoP-01/077-78

First publication date: 16th July 2020

1. The Department of Passports (DoP) invites sealed bids from eligible bidders for the **Courier Service of Diplomatic Mail and Diplomatic Cargo to and from Department of Passport to the Nepali Missions Abroad** under National competitive bidding procedures as specified in Public Procurement Act and Regulations respectively.
2. Eligible bidders may obtain further information and inspect the bidding documents at the Procurement Unit (Room no. 50), Department of Passports, Narayanhiti, Kathmandu (Tel numbers 4416020/4416010).
3. A complete set of Bidding Documents may be purchased from the Department of Passport, Narayanhiti, Kathmandu by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of NRs. 3000.00 till Friday, 14 August 2020 during office hours.

Or

Bidder who choose to submit their bid electronically may purchase the hard copy of the bidding documents as mentioned above or may download the bidding documents for e-submission from PPMO's Web Site [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp). Bidders, submitting their bid electronically, should deposit the cost (as specified above) of bidding document in the Project's Rajaswa (revenue) account as specified below and the scanned copy (pdf format) of the Bank deposit voucher shall be uploaded by the bidder at the time of electronic submission of the bids. Bank detail for depositing the cost of bidding document is as follows:

Name of the Bank: **Rastriya Banijya Bank, Thamel, Kathmandu**

Name of Office: The Department of Passport

Office Code No. : **326013501**

Office Account No.: **1000200010000**

Rajaswa (revenue) Shirshak No. : **14229**

**Revenue Shirshak name: Annya Prasadnik Sewa Shulka**

4. Pre-bid meeting shall be held at the Department of Passports, Narayanhiti, Kathmandu on Friday, 31 July 2020 at 3:00 p.m.
5. Sealed bids must be submitted to the Procurement Unit (Room No. 50), Department of Passports by hand/courier or through PPMO's website [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 12:00 noon on Sunday, 16 August 2020. Bids received after this deadline will not be entertained. Bids shall be sealed in an envelope and addressed to the Department of Passports, indicating name of contract, contract identification number, bidder's name and address.
6. The bids will be opened in presence of Bidders' representatives who choose to attend at 12:30 on Sunday, 16 August 2020 at the Department of Passports, Narayanhiti, Kathmandu. Bids must be valid for a period of 90 days after bid opening and must be accompanied by a bid security or scanned copy of the bid security in .pdf format in case of e-bid, amounting to a minimum of NRS. 88,000.00 (NRs. Eighty eight thousand only) which shall be valid for 30 days beyond the validity period of the bid. If the bidder wishes to submit the Bid Security in the form of cash, the cash shall be deposited in the bank account No. 1100203000000 at Rastriya Banijya Bank, Thamel.
7. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case, the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
8. The Employer reserves the right to amend or correct and accept or reject, wholly or partly, any or all the bids without assigning any reasons, whatsoever.
9. The matters not specified in this notice and the Bidding Document shall be as per the prevailing Rules and Regulations including Public Procurement Act, 2007 & Public Procurement Regulations, 2008 of Nepal.

# 10. Part - I Bidding Procedures

## Section I – Instruction to Bidders

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## SECTION– I: Instructions to Bidders

A. General	
<b>1. Scope of Bid</b>	<p>1.1 In connection with the Invitation for Bids indicated in the <b>Bid Data Sheet (BDS)</b>, the Employer, as indicated <b>in the BDS</b>, issues this Bidding Document for the procurement of Services as specified in Section V (Services Requirements). The name, identification, and number of Contracts of the National Competitive Bidding (NCB) are provided <b>in the BDS</b>.</p> <p>1.2 Throughout this Bidding Document:</p> <ul style="list-style-type: none"> <li>(a) the term “in writing” means communicated in written form and delivered against receipt;</li> <li>(b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and</li> <li>(c) “day” means calendar day.</li> </ul>
<b>2. Source of Funds</b>	<p>2.1 GoN Funded: In accordance with its annual program and budget, approved by the GoN, the implementing agency indicated <b>in the BDS</b> plans to apply a portion of the allocated budget to eligible payments under the contract(s) for which this Bidding Document is issued.</p>
<b>3. Fraud and Corruption</b>	<p>3.1 Procuring Entities as well as bidders, Contractors and contractors and their sub-contractors under GoN/DP-financed contracts, shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this;</p> <ul style="list-style-type: none"> <li>(a) the Employer adopts, for the purposes of this provision, the terms as defined below: <ul style="list-style-type: none"> <li>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;</li> <li>(ii) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>(iii) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</li> <li>(iv) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.</li> <li>v) “obstructive practice” means (a) deliberately destroying, falsifying, altering, or concealing of evidence material to an investigation; (b) making false statements to investigators in order to materially impede an investigation; (c) failing to comply with requests to provide information, documents, or records in connection with an investigation; (d) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to</li> </ul> </li> </ul>

the investigation or from pursuing the investigation; or (e) materially impeding GoN/DP's contractual rights of audit or access to information; and

vi) "integrity violation" is any act which violates Anticorruption Policy, including (i) to (v) above and the following: abuse, conflict of interest, violations of GoN/DP sanctions, retaliation against whistleblowers or witnesses, and other violations of Anticorruption Policy, including failure to adhere to the highest ethical standard.

(b) the Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the contract;

(c) DP will cancel the portion of the financing allocated to a contract if it determines at any time that representative(s) of the GoN or of a beneficiary of DP-financing engaged in corrupt, fraudulent, collusive, or coercive practices or other integrity violations during the procurement or the execution of that contract, without the GoN having taken timely and appropriate action satisfactory to DP to remedy the situation.

(d) DP will impose remedial actions on a firm or an individual, at any time, in accordance with DP's Anticorruption Policy and related Guidelines (as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in DP-financed, -administered, or -supported activities or to benefit from an DP-financed, -administered, or -supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations; and

(e) The Contractor shall permit the GoN/DP to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the GoN/DP, if so required by the GoN/DP.

3.2 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 :

(a) give or propose improper inducement directly or indirectly,

(b) distortion or misrepresentation of facts,

(c) engaging in corrupt or fraudulent practice or involving in such act,

(d) interference in participation of other competing 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 Services among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Employer the benefit of open competitive bid price,

(g) contacting the Employer with an intention to influence the Employer with regards to the bids or interference of any kind in examination and evaluation of the bids during the period from the time of opening of the bids until the

	<p>notification of award of contract.</p> <p>3.3 PPMO, on the recommendation of the Procuring Entity may blacklist a Bidder for a period of one (1) to three (3) years for its conduct including on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> <li>(a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,</li> <li>(b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder’s qualification information,</li> <li>(c) if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a GoN/DP-financed contract.</li> <li>(d) if the successful bidder fails to sign the contract.</li> </ul> <p>3.4 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> <p>3.5 In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible bidder.</p> <p>3.6 Furthermore, Bidders shall be aware of the provisions of GCC (GCC 28.3 and 72.3(j)).</p>
<p><b>4. Eligible Bidders</b></p>	<p>4.1 A Bidder may be a natural person, private entity, or government - owned entity— subject to ITB 4.5—or any combination of them in the form of a Joint Venture (JV) under an existing agreement, or with the intent to constitute a legally-enforceable joint venture. In the case of a JV:</p> <ul style="list-style-type: none"> <li>(a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. Maximum number of JV shall be as specified <b>in the BDS</b>. The eligibility criteria requirement of the parties to the JV shall be as specified in Section III Evaluation and Eligibility Criteria, and</li> <li>(b) the JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during Contract execution.</li> </ul> <p>4.2 A Bidder, and all parties constituting the Bidder, shall have the nationality of any country or eligible countries mentioned <b>in the BDS</b>. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed sub Contractors or Contractors for any part of the Contract including related services.</p> <p>4.3 A Bidder shall not have a conflict of interest. A Bidder found to have a conflict of interest shall be disqualified. if any of, including but not limited to, the following apply:</p> <ul style="list-style-type: none"> <li>(a) they have controlling partners in common; or</li> </ul>



	<p>(b) they receive or have received any direct or indirect subsidy from any of them; or</p> <p>(c) they have the same legal representative for purposes of this bid; or</p> <p>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or improperly influence on the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or</p> <p>(e) a Bidder participates in more than one bid in this bidding process either individually or as a partner in a joint venture. This will result in the disqualification of all Bids in which it is involved. However, subject to any finding of a conflict of interest in terms of ITB 4.3 (a)-(d) above, this does not limit the participation of the same subcontractor in more than one bid; or</p> <p>(f) a Bidder or any of its affiliated entity, participated as a consultant in the preparation of the design or technical specifications of the Services that are the subject of the Bid; or</p> <p>(g) a Bidder was affiliated with a firm or entity that has been hired (or is proposed to be hired) by the Employer as Engineer for the Contract.</p>
	<p>4.4 A firm that is under a declaration of ineligibility by the GoN/DP in accordance with ITB 3, at the date of the deadline for bid submission or thereafter, shall be disqualified. A firm shall not be eligible to participate in any procurement activities under an DP-financed, -administered, or -supported project while under temporary suspension or debarment by DP pursuant to the DP's Anticorruption Policy (see ITB 3), whether such debarment was directly imposed by the DP, or enforced by other DPs pursuant to the Agreement for Mutual Enforcement of Debarment Decisions. A bid from a temporary suspended or debarred firm will be rejected.</p>
	<p>4.5 Enterprises owned by Government shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law, and that they are not a dependent agency of the GoN.</p>
	<p>4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.</p>
	<p>4.7 Firms shall be excluded in any of the cases, if</p> <p>(a) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Nepal prohibits any import of goods or Contracting of Services or services from that country or any payments to persons or entities in that country.</p> <p>(b) DP Funded: as a matter of law or official regulation, Nepal prohibits commercial relations with that country, provided that the DP is satisfied that such exclusion does not preclude effective competition for the supply of goods or related services required;</p> <p>(c) DP Funded: a firm has been determined to be ineligible by the DP in relation to their guidelines or appropriate provisions on preventing and combating fraud and corruption in projects financed by them.</p> <p>(d) If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution/company or any partner of JV, such Natural Person or Board of Director of the firm/institution/company</p>

	<p>or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.</p>
<p><b>5. Eligible Materials, Equipment and Services</b></p>	<p>5.1 The materials, equipment and services to be supplied under the Contract shall have their origin in any source countries as defined in ITB 4.2 above and all expenditures under the Contract will be limited to such materials, equipment, and services. At the Employer’s request, Bidders may be required to provide evidence of the origin of materials, equipment and services.</p> <p>5.2 For purposes of ITB 5.1 above, “origin” means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing, or substantial or major assembling of components, a commercially recognized product results that differs substantially in its basic characteristics or in purpose or utility from its components.</p>
<p><b>B. Contents of Bidding Documents</b></p>	
<p><b>6. Sections of Bidding Document</b></p>	<p>6.1 The Bidding Document consist of Parts I, II, and III, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 8.</p> <p>PART I Bidding Procedures</p> <p style="padding-left: 40px;">Section I Instructions to Bidders (ITB)</p> <p style="padding-left: 40px;">Section II Bid Data Sheet (BDS)</p> <p style="padding-left: 40px;">Section III Evaluation and Eligibility Criteria (EEC)</p> <p style="padding-left: 40px;">Section IV Bidding Forms (BDF)</p> <p>PART II Requirements</p> <p style="padding-left: 40px;">Section V Services Requirements (WRQ)</p> <p style="padding-left: 40px;">Section VI Bill of Quantities (BOQ)</p> <p>PART III Conditions of Contract and Contract Forms</p> <p style="padding-left: 40px;">Section VII General Conditions of Contract (GCC)</p> <p style="padding-left: 40px;">Section VIII Special Conditions of Contract (SCC)</p> <p style="padding-left: 40px;">Section IX Contract Forms (COF)</p> <p>6.2 The Invitation for Bids issued by the Employer is not part of the Bidding Document.</p> <p>6.3 The Employer is not responsible for the completeness of the Bidding Document and their Addenda, if they were not obtained directly from the source stated by the Employer in the Invitation for Bids.</p>

	<p>6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document and to furnish with its bid all information and documentation as is required by the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.</p>
<p><b>7. Clarification of Bidding Document, Site Visit, Pre-Bid Meeting</b></p>	<p>7.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Employer in writing at the Employer’s address indicated <b>in the BDS</b> or raise any question or curiosity during the pre-bid meeting if provided for in accordance with ITB 7.4. The Employer will respond in writing to any request for clarification, provided that such request is received within the period as mentioned in ITB 7.5. The Employer shall forward copies of its response to all Bidders who have acquired the Bidding Document in accordance with ITB 6.3, including description of the inquiry but without identifying its source. Should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 8 and ITB 17.2</p> <p>7.2 The Bidder is advised to visit and examine the Site of Services and its surroundings and obtain for itself, on its own risk and responsibility, all information that may be necessary for preparing the bid and entering into a Contract for construction of the Services. The costs of visiting the Site shall be at the Bidder’s own expense.</p> <p>7.3 The Bidder and any of its personnel or agents will be granted permission by the Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify the Employer and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.</p> <p>7.4 The Bidder’s designated representative is invited to attend a pre-bid meeting, if provided for <b>in the BDS</b>. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. 7.5 The Bidder is requested, as far as possible, to submit any questions in writing, to reach the Employer as mentioned <b>in BDS</b>.</p> <p>7.5 The Bidder is requested, to submit any questions in writing, to reach the Employer as mentioned <b>in BDS</b>.</p> <p>7.6 Minutes of the pre-bid meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document in accordance with ITB 6.3. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting.</p> <p>7.7 Nonattendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.</p>
<p><b>8. Amendment of Bidding Document</b></p>	<p>8.1 At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing agenda.</p> <p>8.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document from the Employer in accordance with ITB 6.3.</p>

	8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB 19.2
<b>C. Preparation of Bids</b>	
<b>9. Cost of Bidding</b>	9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
<b>10. Language of Bid</b>	10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer, shall be written in the language specified <b>in the BDS</b> . Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified <b>in the BDS</b> , in which case, for purposes of interpretation of the Bid, such translation shall govern.
<b>11. Documents Comprising the Bid</b>	11.1 The Bid shall comprise the following: <ul style="list-style-type: none"> <li>(a) Letter of Bid;</li> <li>(b) completed Bill of Quantities (BoQ), in accordance with ITB 12 and ITB 13, or as stipulated <b>in the BDS</b>;</li> <li>(c) Bid Security, in accordance with ITB 16;</li> <li>(d) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 17.2;</li> <li>(e) documentary evidence of establishing the Bidder's eligibility;</li> <li>(f) Bids submitted by a Joint Venture shall include a copy of the Joint Venture Agreement entered into by all partners. Alternatively, a Letter of Intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all partners and submitted with the Bid, together with a copy of the proposed agreement. The Joint Venture agreement, or letter of intent to enter into a Joint Venture including a draft agreement shall indicate at least the parts of the Services to be executed by the respective partners; and</li> <li>(h) Any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO as specified in the BDS.</li> </ul>
	11.2 The Bidder is solely responsible for the authenticity of the submitted documents.
<b>12. Letter of Bid and Schedules</b>	12.1 The Letter of Bid, Schedules, and all documents listed under ITB 11, shall be prepared using the relevant forms in Section IV (Bidding Forms) and in Section VI (Bill of Quantities). The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
<b>13. Bid Prices and Discounts</b>	13.1 The prices and discounts quoted by the Bidder in the Letter of Bid and in the Schedules shall conform to the requirements specified below.
	13.2 The Bidder shall submit a bid for the whole of the Services described in ITB 1.1 by filling in prices for all items of the Services, as identified in Section VI (Bill of Quantities). In case of Unit Rate Contracts, the Bidder shall fill in rates and prices for all items of the Services described in the Bill of Quantities. Items against which no rate or price is entered by the Bidder will not be paid for by the Employer when executed

	<p>and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.</p> <p>13.3 The price to be quoted in the Letter of Bid shall be the total price of the Bid, excluding any discounts offered. Absence of the total price in the Letter of Bid or the Bid Price in the Bill of Quantities shall result in rejection of the Bid.</p> <p>13.4 The Bidder shall quote any discounts and the methodology for their application in the Letter of Bid, in accordance with ITB 12.1.</p> <p>13.5 If so indicated in ITB 1.1, bids are invited for individual Contracts or for any combination of Contracts (packages). Bidders wishing to offer any price reduction for the award of more than one Contract shall specify in their bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Price reductions or discounts shall be submitted in accordance with ITB 13.4, provided the bids for all Contracts are submitted and opened at the same time.</p> <p>13.6 Unless otherwise provided <b>in the BDS</b> and the Conditions of Contract, the prices quoted by the Bidder shall be fixed. If the prices quoted by the Bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, the Bidder shall furnish the indices and weightings for the price adjustment formulae in the Table of Adjustment Data in Section IV (Bidding Forms) and the Employer may require the Bidder to justify its proposed indices and weightings.</p> <p>13.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the Bidder.</p>
<b>14. Currency of Bid and Payment</b>	14.1 The currency of the bid and payment shall be in Nepalese Rupees.
<b>15. Period of Validity of Bids</b>	<p>15.1 Bids shall remain valid for the period specified <b>in the BDS</b> after the bid submission deadline date prescribed by the Employer. A bid valid for a shorter period shall be rejected by the Employer as nonresponsive.</p> <p>15.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Employer may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a bid security is requested in accordance with ITB 16, it shall also be extended 30 days beyond the deadline of the extended validity period. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request shall not be required or permitted to modify its Bid and to include any additional conditions against the provisions specified in Bid Documents.</p>
<b>16. Bid Security</b>	16.1 The Bidder shall furnish as part of its bid, in original form, a bid security as specified <b>in the BDS</b> . In case of e-submission of bid, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the bid. 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-bid should be the same otherwise the bid shall be non-responsive.

	<p>16.2 The bid security shall be, at the Bidder’s option, in any of the following forms:</p> <ul style="list-style-type: none"> <li>(a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or;</li> <li>(b) a cash deposit voucher in the Employer's Account as specified <b>in BDS</b>.</li> </ul> <p>In the case of a bank guarantee, the bid security shall be submitted either using the Bid Security Form included in Section IV (Bidding Forms) or in another Form acceptable to the employer. 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, or beyond any period of extension if requested under ITB 15.2.</p> <p>16.3 Any bid not accompanied by an enforceable and substantially compliant bid security shall be rejected by the Employer 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>16.4 The bid security of unsuccessful Bidders shall be returned within three days, once the successful bidder has furnished the required performance security and signed the Contract Agreement pursuant to ITB 34.1 and 35.1.</p> <p>16.5 The bid security shall be forfeited if:</p> <ul style="list-style-type: none"> <li>(a) a Bidder requests for withdrawal or modification of its bid, except as provided in ITB 15.2: <ul style="list-style-type: none"> <li>(i) during the period of bid validity specified by the Bidder on the Bid, in case of electronic submission;</li> <li>(ii) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission.</li> </ul> </li> <li>(b) a Bidder changes the prices or substance of the bid while providing information pursuant to clause ITB 24.1;</li> <li>(c) a Bidder involves in fraud and corruption pursuant to clause 3.1;</li> <li>(d) the successful Bidder fails to: <ul style="list-style-type: none"> <li>(i) furnish a performance security in accordance with ITB 34.1; or</li> <li>(ii) sign the Contract in accordance with ITB 35.1</li> <li>(iii) accept the correction of arithmetical errors pursuant to clause 28.1;</li> </ul> </li> </ul> <p>16.6 The Bid Security of a JV shall be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in ITB 4.1.</p>
<p><b>17. Format and Signing of Bid</b></p>	<p>17.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 11 and clearly mark it ORIGINAL”. In addition, the Bidder shall submit copies of the bid in the number specified <b>in the BDS</b>, and clearly mark each of them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail. In case of e-submission of bid, the Bidder shall submit his bid electronically in PDF or web forms files as specified in ITB Clause 18.1(b),</p> <p>17.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified <b>in the BDS</b> and shall</p>

	<p>be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid, except for an amended printed literature, shall be signed or initialed by the person signing the bid.</p>
	<p>17.3 Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.</p>
<p><b>D. Submission and Opening of Bids</b></p>	
<p><b>18. Sealing and Marking of Bids</b></p>	<p>18.1 Unless otherwise specified <b>in BDS</b>, Bidders shall submit their bids by electronic or by mail/by hand/by courier. Procedures for submission, sealing and marking are as follows:</p> <p>(a) Bidders submitting bids by mail, by hand or by courier</p> <p>i. Bidders shall enclose the original and each copy of the Bid. These envelopes containing the original and the copies shall then be enclosed in one single envelope.</p> <p>ii. The inner and outer envelopes shall:</p> <p>(aa) bear the name and address of the Bidder;</p> <p>(bb) be addressed to the Employer as provided <b>in BDS</b>19.1;</p> <p>(cc) bear the specific identification of this bidding process indicated <b>in BDS</b> 1.1; and</p> <p>(dd) bear a warning not to open before the time and date for bid opening.</p> <p>iii. If all envelopes are not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the bid.</p> <p>(b) Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified <b>in BDS</b>.</p>
<p><b>19. Deadline for Submission of Bids</b></p>	<p>19.1 Bids must be received by the Employer at the address and no later than the date and time indicated <b>in the BDS</b>. In case of e-submission, the standard time for e-submission is Nepalese Standard Time as set out in the server. The e-procurement system will accept the e-submission of bid from the date of publishing of notice and will automatically not allow the e-submission of bid after the deadline for submission of bid.</p> <p>19.2 The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 8, in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
<p><b>20. Late Bids</b></p>	<p>20.1 The Employer shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB 19. Any bid received by the Employer after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.</p>
<p><b>21. Withdrawal, and Modification of Bids</b></p>	<p>21.1 A Bidder may withdraw, or modify its bid after it has been submitted either in hard copy or by e-submission. Procedures for withdrawal or modification of submitted bids are as follows:</p> <p>(i) Bids submitted in hard Copy</p> <p>a) Bidders may withdraw or modify its bids by sending a written notice in a sealed envelope, duly signed by an authorized representative, and shall include</p>



	<p>a copy of the authorization in accordance with ITB 17.2 before 24 hours prior to the last deadline of submission of bid. The corresponding modification of the bid must accompany the respective written notice. All notices must be:</p> <p>(aa) prepared and submitted in accordance with ITB 17 and ITB 18, and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL”, “MODIFICATION;” and</p> <p>(bb) received by the Employer twenty four hours prior to the deadline prescribed for submission of bids, in accordance with ITB 19.</p> <p>ii) E-submitted bids.</p> <p>a) Bidder may submit modification or withdrawal prior to the deadline prescribed for submission of bids through e-GP system by using the forms and instructions provided by the system.</p> <p>21.2. Bids requested to be withdrawn in accordance with ITB 21.1 shall not be opened. In case of hard copy submission, the Bid will be returned unopened to the Bidders.</p> <p>21.3 Except in case of any modification or correction in bid document made by procuring entity, Bidder may submit request for withdrawal or modification only one time.</p> <p>21.4 In case of hard copy bid, no bid may be withdrawn if the bid has already been modified; except in case of any modification or correction in bid document by procuring entity.</p> <p>21.5 Request for withdrawal or modification must be made through the same medium of submission. Request for withdrawal or modifications through different medium shall not be considered.</p> <p>21.6 The following provisions apply for withdrawal or modification of the Bids:</p> <p>(i) In case of bids submitted in hard copy no bid shall be withdrawn or modified in the interval between 24 hours prior to the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.</p> <p>(ii) In case of e-submitted bids no bids shall be withdrawn or modified in the interval between deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.</p> <p>21.7 Once a Bid is withdrawn, bidder will not be able to submit another bid for the same bid.</p>
<p><b>22. Bid Opening</b></p>	<p>22.1 The Employer shall open the bids in public at the address, date and time specified <b>in the BDS</b> in the presence of Bidders` designated representatives who choose to attend.</p> <p>22.2 The Employer shall download the e-submitted bid files. The e-procurement system allows the Employer to download the e-submitted bid files (report) only after bid opening date and time after login simultaneously by two members of the Bid opening committee.</p> <p>22.3 Electronically submitted bid shall be opened at first in the same time and date as specified above. Electronic Bids shall be opened one by one and read out. The e-submitted bids must be readable through open standards interfaces. Unreadable and or</p>



	partially submitted bid files shall be considered incomplete.
	22.4 Thereafter, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be Permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening. Only envelopes that are opened and read out at bid opening shall be considered further.
	22.5 All other envelopes shall be opened one at a time, reading out: the name of the Bidder; the Bid Price(s), including any discounts and alternative bids and indicating whether there is a modification; the presence of a bid security and any other details as the Employer may consider appropriate. Only discounts and alternative offers read out at bid opening shall be considered for evaluation. No bid shall be rejected at bid opening except for late bids, in accordance with ITB 20.1.
	22.6 The Employer shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per Contract if applicable, including any discounts and alternative offers; and the presence or absence of a bid security. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record.
<b>E. Evaluation and Comparison of Bids</b>	
<b>23. Confidentiality</b>	23.1 Information relating to the examination, evaluation, comparison, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
	23.2 Any attempt by a Bidder to influence the Employer in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
	23.3 Notwithstanding ITB 23.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Employer on any matter related to the bidding process, it may do so in writing.
<b>24. Clarification of Bids</b>	24.1 To assist in the examination, evaluation, and comparison of the bids, the Employer may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer’s request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids, in accordance with ITB 28. In case of e-submission of bid, upon notification from the employer, the bidder shall also submit the original of documents comprising the bid as per ITB 11.1 for verification of submitted documents for acceptance of the e-submitted bid.
	24.2 If a Bidder does not provide clarifications of its bid by the date and time set in the Employer’s request for clarification, its bid may be rejected.

<p><b>25. Deviations, Reservations, and Omissions</b></p>	<p>25.1 During the evaluation of bids, the following definitions apply:</p> <p>(a) “Deviation” is a departure from the requirements specified in the Bidding Document;</p> <p>(b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and</p> <p>(c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Document.</p>
<p><b>26. Determination of Responsiveness</b></p>	<p>26.1 The Employer’s determination of a bid’s responsiveness is to be based on the contents of the bid itself, as defined in ITB11.</p> <p>26.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that,</p> <p>(a) if accepted, would:</p> <p>(i) affect in any substantial way the scope, quality, or performance of the Services specified in the Contract;</p> <p>or</p> <p>(ii) limit in any substantial way, inconsistent with the Bidding Document, the Employer’s rights or the Bidder’s obligations under the proposed Contract; or</p> <p>(b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.</p> <p>26.3 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.</p> <p>26.4 In case of e-submission bids, the Employer evaluates the bid on the basis of the information in the electronically submitted bid files. If the Bidder cannot substantiate or provide evidence to establish the information provided in e-submitted bid through documents/ clarifications as per ITB Clause 24.1, the bid shall not be considered for further evaluation.</p> <p>26.5 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder’s bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<p><b>27. Nonconformities, Errors, and Omissions</b></p>	<p>27.1 Provided that a bid is substantially responsive, the Employer may waive any non-conformities in the bid that do not constitute a material deviation, reservation, or omission.</p> <p>27.2 Provided that a bid is substantially responsive, the Employer may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.</p> <p>27.3 Provided that a bid is substantially responsive, the Employer shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall</p>

	<p>be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component. The adjustment shall be made using the methods indicated in Section III (Evaluation and Eligibility Criteria).</p>
	<p>27.4 If the monetary value of such non-conformities is found to be more than fifteen percent of the Bid Price of the bidder on account of minor discrepancies pursuant to ITB 27.3, such bid shall be considered non responsive and shall not be involved in evaluation.</p>
<p><b>28. Correction of Arithmetical Errors</b></p>	<p>28.1 Provided that the bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:</p> <ul style="list-style-type: none"> <li>(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 Employer 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;</li> <li>(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>(c) If there is a discrepancy between the bid price in the Summary of Bill of Quantities and the bid amount in item (c) of the Letter of Bid, the bid price in the Summary of Bill of Quantities will prevail and the bid amount in item (c) of the Letter of Bid will be corrected.</li> <li>(d) 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.</li> </ul> <p>28.2 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its bid security shall be forfeited.</p>
<p><b>29. Evaluation of Bids</b></p>	<p>29.1 The Employer shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.</p> <p>29.2 To evaluate a bid, the Employer shall consider the following:</p> <ul style="list-style-type: none"> <li>(a) the bid price, excluding Value Added Tax , Provisional Sums, and the provision, if any, for contingencies in the Summary Bill of Quantities, for Unit Rate Contracts, or Schedule of Prices for lump sum Contracts, but including Day work items, where priced competitively;</li> <li>(b) price adjustment for correction of arithmetic errors in accordance with ITB 28.1;</li> <li>(c) price adjustment due to discounts offered in accordance with ITB 13.4;</li> <li>(d) adjustment for nonconformities in accordance with ITB 27.3;</li> <li>(e) application of all the evaluation factors indicated in Section III (Evaluation and Eligibility Criteria);</li> </ul> <p>29.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.</p> <p>29.4 If this Bidding Document allows Bidders to quote separate prices for different Contracts, and to award multiple Contracts to a single Bidder, the methodology to determine the lowest evaluated price of the Contract combinations, including any discounts offered in the Letter of Bid, is specified in Section III (Evaluation and Eligibility Criteria).</p>

	<p>29.5 if the bid for an Unit Rate Contract, which results in the lowest Evaluated Bid Price is seriously unbalanced or front loaded or extremely low in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analysis for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analysis, taking into consideration the schedule of estimated Contract payments, the Employer may require that the amount of the performance security be increased at the expense of the Bidder as mentioned in BDS to protect the Employer against financial loss in the event of default of the successful Bidder under the Contractor may consider the bid as non-responsive.</p> <p>29.6 In case of e-submission bids, the Employer evaluates the bid on the basis of the information in the electronically submitted bid files. If the Bidder cannot substantiate or provide evidence to establish the information provided in e-submitted bid through documents/ clarifications as per ITB Clause 24.1, the bid shall not be considered for further evaluation.</p> <p>29.7 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<b>30. Comparison of Bids</b>	30.1 The Employer shall compare all substantially responsive bids in accordance with ITB 29.2 to determine the lowest evaluated bid.
<b>31. Employer's Right to Accept Any Bid, and to Reject Any or All Bids</b>	31.1 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.
<b>F. Award of Contract</b>	
<b>32. Award Criteria</b>	32.1 The Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
<b>33. Letter of Intent to Award the Contract/Notification of Award</b>	<p>33.1 The Employer shall notify the concerned Bidder whose bid has been selected in accordance with ITB 32.1 within seven days of the selection of the bid, in writing that the Employer has intention to accept its bid and the information regarding the name, address and amount of selected bidder shall be given to all other bidders who submitted the bid.</p> <p>33.2 If no bidder submits an application pursuant to ITB 36 within a period of seven days of the notice provided under ITB 33.1, the Employer shall, accept the bid selected in accordance with ITB 32.1 and Letter of Acceptance shall be communicated to the selected bidder prior to the expiration of period of Bid validity, to furnish the performance security and sign the contract within fifteen days.</p> <p>33.3 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation</p>

<p><b>34. Performance Security</b></p>	<p>34.1 Within Fifteen (15) days of the receipt of Letter of Acceptance from the Employer, the successful Bidder shall furnish the performance security as under mentioned from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section IX (Contract Forms), or another form acceptable to the Employer.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p>Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
	<p>34.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or to sign the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event the Employer may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Employer to be qualified to perform the Contract satisfactorily. The process shall be repeated according to ITB 33.</p>
<p><b>35. Signing of Contract</b></p>	<p>35.1 The Employer and the successful Bidder shall sign the Contract Agreement within the period as stated ITB 34.1.</p> <p>35.2 At the same time, the Employer shall affix a public notice on the result of the award on its notice board and make arrangement for causing such notice to be affixed on the notice board also of the District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office. The Employer may make arrangements to post the notice into its website, if it has; and if it does not have, into the website of the Public Procurement Monitoring Office, identifying the bid and lot numbers and the following information: (i) the result of evaluation of bid; (ii) date of publication of notice inviting bids; (iii) name of newspaper; (iv) reference number of notice; (v) item of procurement; (vi) name and address of bidder making contract and (vii) contract price.</p> <p>35.3 Within thirty (30) days from the date of issuance of notification pursuant to ITB 33.1 unsuccessful bidders may request in writing to the Employer for a debriefing seeking explanations on the grounds on which their bids were not selected. The Employer shall promptly respond in writing to any unsuccessful Bidder who, requests for debriefing.</p> <p>35.4 If the bidder whose bid is accepted fails to sign the contract as stated ITB 35.1, the Public Procurement Monitoring Office shall blacklist the bidder on recommendation of the Public Entity.</p>
<p><b>36. Complaint and Review</b></p>	<p>36.1 If a Bidder is dissatisfied with the Procurement proceedings or the decision made by the Employer in the intention to award the Contract, it may file an application to the Chief of the Public Entity within Seven (7) days of providing the notice under ITB 33.1 by the Public Entity, for review of the proceedings stating the factual and legal grounds.</p> <p>36.2 Late application filed after the deadline pursuant to ITB 36.1 shall not be processed.</p>

	<p>36.3 The chief of Public Entity shall, within five (5) days after receiving the application, give its decision with reasons, in writing pursuant to ITB 36.1:</p> <p>(a) whether to suspend the procurement proceeding and indicate the procedure to be adopted for further proceedings; or</p> <p>(b) to reject the application.</p> <p>The decision of the chief of Public Entity shall be final for the Bid amount up to the value as stated in 36.4.</p>
	<p>36.4 If the Bidder is not satisfied with the decision of the Public Entity in accordance with ITB 36.3, is not given within five (5) days of receipt of application pursuant to ITB 36.1, it can, within seven (7) days of receipt of such decision, file an application to the Review Committee of the GoN, stating the reason of its disagreement on the decision of the chief of Public Entity and furnishing the relevant documents, provided that its Bid amount equal and more than Rupees Twenty (NRs. 20,000,000). The application may be sent by hand, by post, by courier, or by electronic media at the risk of the Bidder itself.</p>
	<p>36.5 Late application filed after the deadline pursuant to ITB 36.4 shall not be processed.</p>
	<p>36.6 Within three (3) days of the receipt of application from the Bidder, pursuant to ITB 36.4, the Review Committee shall notify the concerning Public Entity to furnish its procurement proceedings, pursuant to ITB 36.3.</p>
	<p>36.7 Within three (3) days of receipt of the notification pursuant to ITB 36.6, the Public Entity shall furnish the copy of the related documents to the Review Committee.</p>
	<p>36.8 The Review Committee, after inquiring from the Bidder and the Public Entity, if needed, shall give its decision within one (1) month of the receipt of the application filed by the Bidder, pursuant to ITB 36.4.</p>
	<p>36.9 The Bidder, filing application pursuant to ITB 36.4, shall have to furnish a cash amount or Bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law equivalent to one percent (1%) of its quoted Bid amount with the validity period of at least ninety (90) days from the date of the filing of application pursuant to ITB 36.4.</p>
	<p>36.10 If the claim made by the Bidder pursuant to ITB 36.4 is justified, the Review Committee shall have to return the security deposit to the applicant, pursuant to ITB 36.9, within seven (7) days of such decision made.</p>

SECTION - II  
Bid Data Sheet

A. General	
ITB 1.1	The number of the Invitation for Bids is: DoP-01/077-78
ITB 1.1	The Employer is: The Department of Passports, Narayanhiti, Kathmandu.
ITB 1.1	The number and identification of lots comprising this bidding process is: Not applicable
ITB 2.1	The name of the Project is: Courier Service for Diplomatic Mail and Diplomatic Cargo to and from Nepali Missions Abroad. The implementing agency is: The Department of Passports, Narayanhiti, Kathmandu.
ITB 4.1 (a)	Maximum number of partner in a joint venture shall be : Maximum two (two)
ITB 4.2	Eligible countries: Nepal
B. Bidding Document	
ITB 7.1	For clarification purposes only, the Employer's address is: Attention: Mr. Uttam Ghimire Address: Department of Passports, Narayanhiti, Kathmandu Telephone: : 014416023 Facsimile number: 01-4411028 Electronic mail address: admin@dopmofa.gov.np
ITB 7.4	A Pre-Bid meeting shall be held at the following date, time and place:  Date: 31 July 2020 Time: 3:00 p.m. Place: Department of Passports, Narayanhiti, Kathmandu
ITB 7.5	Time for request: Requests for clarification should be received by the Employer no later than 10 days prior to the deadline for submission of bids.
C. Preparation of Bids	
ITB 10.1	The language of the bid shall be : English or Nepali or both
ITB 11.1 (b)	In accordance with ITB 12 and ITB 14, the following schedules shall be submitted with the bid, including the priced Bill of Quantities for Unit Rate Contracts and Schedule of Prices for lump sum contracts: _____
ITB 11.1 (i)	The Bidder shall submit with its bid the following additional documents: <ol style="list-style-type: none"> <li>1. Firm Registration Certificate</li> <li>2. Tax Clearance for F/Y 2075/76</li> <li>3. Reference letter from previous Employer</li> </ol>
ITB 13.6	The prices quoted by the Bidder " <i>shall not be</i> " subject to adjustment during the performance of the Contract.
ITB 15.1	The bid validity period shall be: Ninety (90) days
ITB 16.1	The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to



	issue Bank Guarantee as per prevailing Law with a minimum of <b>88,000.00 (NRs. Eighty eight thousand only)</b> , which shall be valid for 30 days beyond the validity period of the bid.
ITB 16.2 (b)	Account Name: <b>The Department of Passports</b> Bank Name: <b>Rastriya Banijya Bank, Thamel, Kathmandu</b> Bank Address: <b>Thamel, Kathmandu</b> Account Number: <b>1000200010000</b>
ITB 17.1	In addition to the original of the bid, the number of copy/ies is/are: Three copies excluding the original one
ITB 17.2	The written confirmation of authorization to sign on behalf of the Bidder shall indicate:  (a) The name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid such as a Power of Attorney; and  (b) In the case of Bids submitted by an existing or intended JV, an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.
<b>D. Submission and Opening of Bids</b>	
ITB 18.1	Bidders shall have the option of submitting their bids:-  <b>"by electronic or by mail/ by hand / by courier"</b>
ITB 18.1 (b)	<b><u>Electronic bid submission procedure:</u></b> (a) Bidders submitting Bids electronically shall follow the electronic bid submission procedures specified in this clause.  i. Bidders who choose to submit their bids electronically, can view/download the bidding documents from " <b>published bids</b> " section of e-GP system <a href="https://bolpatra.gov.np/egp">https://bolpatra.gov.np/egp</a> . ii. For the purpose of e-Submission, the bidder shall, at first, register in e-GP system and maintain their organization profile data and documents required during bid response preparation. The details of e-GP registration and profile management procedure are specified in Article No 9 and 10 respectively of e-GP Directives issued by PPMO, which can be downloaded from <b>Download section</b> of e-GP system. iii. In order to submit the bid, interested bidders shall deposit the cost of bidding document in the bank and account specified in Invitation for Bid (IFB). The scanned copy (in PDF format) of the bank deposit voucher shall also be submitted along with the bid. iv. The bidders shall prepare their bids using data and documents maintained in bidder's profile, instruction provided by e-GP system and forms/format provided in the bidding document. v. Bidders may submit bids as a single entity or as a joint venture (JV). Bidder submitting bid in JV shall have to upload joint venture agreement along with partner(s) Bolpatra ID provided during bidder's registration.



	<ul style="list-style-type: none"> <li>vi. Bidders (all partners in case of JV) shall update their profile data and documents required during preparation and submission of their bids.</li> <li>vii. In case of bid submission in JV, the consent of the partners shall be obtained through the confirmation link sent to the registered email address and the partners shall have to acknowledge their confirmation.</li> <li>viii. Bidders shall submit the required documents as specified in Section I-Instruction to Bidders, Section II-Bid Data Sheet and Section III-Evaluation and Eligibility Criteria of the bidding document. The format of the documents shall be in PDF and/or web form as provisioned in the e-GP system.</li> <li>ix. After providing all the details and documents, the e-GP system will generate bid response documents for the bidder. Bidders shall download, verify and confirm the bid response documents prior to bid submission.</li> <li>x. For verifying the authentic user, the system will send one time password (OTP) in the registered e-mail address of the bidder. System will validate the OTP and then only allow bidders to submit their bid.</li> <li>xi. Electronically submitted bids can be modified and/or withdrawn through the system within the bid submission deadline.</li> <li>xii. The bidder/bid shall meet the following requirements and conditions for e-submission of bids; <ul style="list-style-type: none"> <li>a. The e-submitted bids must be readable through PDF reader.</li> <li>b. The bidders are fully responsible for using the e-GP system as per specified procedures and in no case the employer shall be held liable for bidder's inability to use the system.</li> <li>c. When a bidder submits electronic bid through the e-GP System, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the bidding document and e-GP instruction including the provision stipulated in e-GP Directives.</li> </ul> </li> </ul>
ITB 19.1	<p><u>For bid submission purposes only, the Employer's address is :</u>  Attention: Mr.Uttam Ghimire Address: The Department of Passports, Narayanhiti, Kathmandu</p> <p><u>The deadline for bid submission is:</u>  Date : 16 Aug 2020, Time on or before 12:00 noon</p>
ITB 22.1	<p>The bid opening shall take place at:  Address : The Department of Passports, Narayanhiti, Kathmandu  Date : 16 Aug 2020  Time : 12:30 p.m.</p>
ITB 29.5	<p>The amount of the performance security shall be as per the prevailing procurement rules and regulations.</p>
<b>E. Evaluation and Comparison of Bids</b>	



## SECTION - III

# Evaluation and Eligibility Criteria

This Section contains all the criteria that the Employer shall use to evaluate bids and eligible Bidders. GoN/DP requires bidders to be qualified by meeting predefined eligibility criteria. In accordance with ITB 29, no other methods, criteria and factors shall be used. The Bidder shall provide all the information requested in the forms included in Section IV (Bidding Forms).

**NOTE (READ CAREFULLY): THE BIDDERS ARE REQUESTED TO READ THE EXAMINATION AND EVALUATION PROCESS AND THE STEPS OF THE BID CAREFULLY; THEN PREPARE AND SUBMIT DOCUMENTS ACCORDINGLY.**

Bids are examined and evaluated in following sequence exclusively:

### **A. Step 1: Legal Eligibility**

The Bidder must be eligible as per the public procurement law of Nepal and should have the following documents to be eligible for this bid:

1. Company Registration Certificate (updated)
2. Business Registration Certificate (updated)
3. VAT&PAN Registration
4. Tax Clearance Certificate Proof of Submission of Income Statement (FY 2075/76)
5. Self Declaration Letter against the blacklist

*The authentication of documents and burden of proof of the documents so submitted shall rest with the Bidder. Failure to meet these criteria by the Bidder shall disqualify for Preliminary examination (Eligibility test).*

### **B. Step 2: Preliminary Examination (Completeness Test)**

The Bidder who passes the *Legal Eligibility Criteria* will be eligible for Preliminary Examination. In this process, completeness of bid shall be examined with the compliance of the following documents:

1. Documents mentioned in the respective ITBs of the bid document that should be submitted by the Bidder at the time of bid submission.
2. Stamp and signature in bidding document duly signed by authorized person of Bidder (in scanned copy of documents)
3. Power of Attorney
4. Joint Venture Agreement
5. Qualification Related documents (The experience, human resource, equipment, finance etc.)
7. Bid Security as type, validity, amount and in the format of bid document
8. Submission of bid document issued by Employer

If the Bidder fails to meet all the above requirement, Bidder shall not *be considered for technical evaluation.*

### **C. Step 3: Technical Evaluation**

Only the Bidder that complies or passes the completeness of bid examination will be eligible for *Technical Evaluation*. The Bidder shall comply the following technical requirements:

1. Scope of work: Supply and delivery of other services as per the schedule of requirements
2. Technical specification, operating procedure, performance features

The cost of all quantifiable deviations or deficiencies from the technical requirements as specified in Section V, Schedule of Requirements shall be evaluated. The Employer will make its own assessment of the cost of these deviations or deficiencies for the purpose of *ensuring fair comparison of Bids*.

If Bidder fails to meet all above requirement, the bid *shall not be considered for commercial evaluation*.

### **D. Step 4: Commercial Evaluation**

The Bidder who passes the technical requirement will be eligible for Commercial evaluation. In this process following documents will be evaluated:

1. Delivery period
2. Payment terms and condition
3. Liquidity damage
4. Matters of deviation of terms and conditions, if any,

After the commercial evaluation, the evaluation of qualification will be carried out.

### **E. Step 5: Evaluation of Qualification**

#### **Size of Operation:**

The Bidder shall have a minimum annual turnover of NRs. 2,000,000 (Two million) from courier service taking into account the turnover of average of best three (3) years among the last five (5) years of income statement.

#### **Contractual Experience:**

The Bidder must have proven experience of at least three years in Courier and Cargo service to at least ten foreign countries.

The Bidder must provide a complete list of on-going and completed references in each of the following areas, indicating project name, volume, approximate turnover, completion date:

- i. Courier service
- ii. Cargo Service

#### **Human Resource:**

The Bidder should have competent and experienced human resource to carry out the courier service as specified in the document.

#### **Financial Position:**

The Bidder's net worth calculated, as the difference between total assets and total liabilities, from the audited balance sheets of the last three years should be positive.

#### **Cash flow Capacity:**

The Bidder shall have a minimum cash flow capacity of NRs. 2,000,000.00 (Two million)

(the availability of or access to liquid assets, lines of credit, and other finances sufficient to meet possible cash flow requirement which arises during the execution of the contract.

**Litigation History:**

The Bidder should have proven track record of completing the project on given schedule of time, complying in the technical requirement and having litigation verdicts in its favor in majority of cases involved.

All pending claims, arbitration, or other litigation shall represent in total not more than 30 percent of the Bidder's net worth.

Bidders that meet the Evaluation of Qualification shall qualify for Financial Evaluation.

**F. Step 6: Financial Evaluation**

**6.1. Adjustment for Deviations from the Terms of Payment:** Deviations from the Terms of Payment as specified in Special Conditions of Contract, Sub-Clause 16.1, are not permitted.”

**6.2. Adjustment for Deviations in the Delivery and Completion Schedule:**

The Contractor is liable to ship, transfer and deliver the goods on time to respective destinations as agreed. In case if there occurs an unprecedented delay or damage to the goods, the Contractor shall pay the fine of Rs. 5,000/- per passport booklet and Rs. 10/- per application form respectively. This amount may also be covered through global insurance arrangement.

**G. Step 7: Determination of Lowest Evaluated Substantial Responsive Bid:**

Contractor is required to pass the criteria of each step. The Contractor shall be rejected in each step of the qualification criteria, if it fails to pass each consecutive step. After the Contractor passes each step, the selected Lowest Evaluated Substantial Responsive Bidder will be issued Letter of Intent.



SECTION - IV

## Bidding Forms

This Section contains the forms which are to be completed by the Bidder and submitted as part of its Bid.

# Letter of Bid

The Bidder must accomplish the Letter of Bid in its letterhead clearly showing the Bidder's complete name and address.

Date: .....

Name of the contract: .....

Invitation for Bid No.: .....

To: .....

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Services:
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: NRs. ....; or when left blank is the Bid Price indicated in the Bill of Quantities;
- (d) The discounts offered and the methodology for their application are:.....
- (e) Our bid shall be valid for a period of .....*[insert validity period as specified in ITB 15.1]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (g) Our firm, including any subcontractors or Contractors for any part of the Contract, have nationalities from eligible countries or any countries [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a consortium or association, and the nationality of each Subcontractor and Contractor];
- (h) We, including any subcontractors or Contractors for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3;
- (j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Contractors for any part of the



contract, has not been declared ineligible, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;

- (k) We are not a government owned entity/We are a government owned entity but meet the requirements of ITB 4.5;<sup>1</sup>
- (l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (m) We declare that, we have not been black listed as per ITB 3.4 and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.
- (n) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (o) If awarded the contract, the person named below shall act as Contractor's Representative:
- (p) We agree to permit the Employer/DP or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Employer.

Name: .....

In the capacity of .....

Signed .....

Duly authorized to sign the Bid for and on behalf of .....

Date .....

## Price Schedule For Other Services

S. No.	Abroad Mission of Nepal	Req. Qty (In Times)	Unit	From 1 KG to 4 KG (Per Unit)	Airlines Sur Charges (Per Unit)	AWB Fee & Other Charges(Per Unit)	Operating Cost in Nepal (Per Unit)	Remarks
1.	Canberra, Australia	15	KG					
2.	Manama, Bahrain	13	KG					
3.	Brussels, Belgium	10	KG					
4.	Dhaka, Bangladesh	8	KG					
5.	Geneva, Switzerland	8	KG					
6.	Beijing, China	10	KG					
7.	Copenhagen, Denmark	9	KG					
8.	Cairo, Egypt	10	KG					
9.	Paris, France	10	KG					
10.	London, United Kingdom	20	KG					
11.	Berlin, Germany	19	KG					
12.	Hong Kong, China	15	KG					
13.	New Delhi, Indi	9	KG					
14.	Tel Aviv, Israel	11	KG					
15.	Jeddah, Saudi Arabia	11	KG					
16.	Tokyo, Japan	22	KG					
17.	Seoul, Korea	13	KG					
18.	Kuwait City, Kuwait	18	KG					

19.	Colombo, Sri Lanka	13	KG					
20.	Yangon, Myanmar	13	KG					
21.	Kuala Lumpur, Malaysia	23	KG					
22.	New York, USA	15	KG					
23.	Madrid, Spain	12	KG					
24.	Muscat, Oman	8	KG					
25.	Islamabad, Pakistan	9	KG					
26.	Doha, Qatar	18	KG					
27.	Moscow, Russia	7	KG					
28.	Riyadh, Saudi Arabia	15	KG					
29.	Bangkok, Thailand	15	KG					
30.	Abu Dhabi, UAE	26	KG					
31.	Washington, USA	19	KG					
32.	Vienna, Austria	8	KG					
33.	Brasilia, Brazil	2	KG					
34.	Ottawa, Canada	6	KG					
35.	Guangzhou, China	5	KG					
36.	Lhasa, China	4	KG					
37.	Pretoria, South Africa	15	KG					
38.	Kolkata, India	1	KG					
	Total Cost							
	13% VAT							

	Grand Total							
--	-------------	--	--	--	--	--	--	--

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

# Bid Security

## Bank Guarantee

Bank's Name, and Address of Issuing Branch or Office

(On Letter head of the Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law)

Beneficiary: ..... name and address of Employer .....

Date: .....

Bid Security No.: .....

We have been informed that ..... [insert name of the Bidder] (hereinafter called "the Bidder") intends to submit its bid (hereinafter called "the Bid") to you for the execution of ..... name of Contract ..... under Invitation for Bids No. .... ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we..... name of Bank. .... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . amount in figures ..... (..... amount in words .....) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn or modifies its Bid:

(i) during the period of bid validity specified by the Bidder on the Letter Bid, in case of electronic submission

(ii) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission; or

(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or

(c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

(d) is involved in fraud and corruption in accordance with the ITB

This guarantee will remain in force up to and including the date .....number.....days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

... Bank's seal and authorized signature(s) ...

Note:

The bid security of ..... has been counter guaranteed by the Bank ..... on ..... (Applicable for Bid Security of Foreign Banks).

# Bidder's Information Format

Site Organization

Method Statement

Mobilization Schedule

Operation Schedule

Others

# Bidder's Information

Form ELI - 1: Bidder's Information Sheet

<b>Bidder's Information</b>	
<b>Bidder's legal name</b>	
<b>In case of JV, legal name of each partner</b>	
<b>Bidder's country of constitution</b>	
<b>Bidder's year of constitution</b>	
<b>Bidder's legal address in country of constitution</b>	
<b>Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)</b>	
<b>Attached are copies of the following original documents.</b>	
<ol style="list-style-type: none"><li>1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2.</li><li>2. Authorization to represent the firm or JV named in above, in accordance with ITB 17.2.</li><li>3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.</li><li>4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5.</li></ol>	

Form ELI - 2: JV Information Sheet

Each member of a JV must fill in this form

<b>JV / Specialist Subcontractor Information</b>	
<b>Bidder's legal name</b>	
<b>JV Partner's or Subcontractor's legal name</b>	
<b>JV Partner's or Subcontractor's country of constitution</b>	
<b>JV Partner's or Subcontractor's year of constitution</b>	
<b>JV Partner's or Subcontractor's legal address in country of constitution</b>	
<b>JV Partner's or Subcontractor's authorized representative information (name, address, telephone numbers, fax numbers, e-mail address)</b>	
<b>Attached are copies of the following original documents.</b>	
<ol style="list-style-type: none"> <li>1. articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2.</li> <li>2. Authorization to represent the firm named above, in accordance with ITB .2.</li> <li>3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.</li> </ol>	



Part - II

# REQUIREMENTS

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## SECTION - V

# Other Services Requirements

This Section contains the Specification, the Drawings, and supplementary information that describe the Services to be procured.

### Scope of Work

1. The Contractor shall collect the courier from the Ministry of Foreign Affairs, Singhdurbar or from the Department of Passports and deliver to the Nepalese Missions abroad and vice versa.
2. The Contractor shall make appropriate security arrangements for the packaging, transportation and shipment of the courier from the receiving point to the aircraft or vessel and from the aircraft or vessel to the delivery point.
3. The Contractor shall make arrangement to notify the Employer the status of courier's location en-route to and from once it is shipped.
4. The Contractor shall notify the Employer well in time in case of delay or mishandling of the courier.

## Requirements

Clause No.	Particulars of requirement	Bidder shall state FC/NC
1.	<p><b>General</b></p> <p>The Government of Nepal, Ministry of Foreign Affairs, Department of Passports has been issuing Machine Readable Travel Documents to the Nepali Citizens since end of year 2010. Nepalese Mission Abroad issue Nepali Passports and Travel Documents to the Nepali citizens living there.</p> <p>People living abroad apply for the Passports to the respective Nepalese Missions and they send the applications to the Department. The Department of Passport personalizes the Passport on the basis of such application and transports the personalized Passports to the respective Missions.</p> <p>The Department is, therefore, looking for the courier service to transport personalized passports and receive applications to and from the Nepalese Missions Abroad for which this bidding document has been prepared.</p>	
2.	<p><b>Objective</b></p> <p>The Government of Nepal, Ministry of Foreign Affairs, Department of Passports intends to contract out courier service for the transportation of Passports, Passport Application Forms and other Official Documents to and from the Nepalese Missions abroad as mentioned in Annex 1.</p> <p>The mode of transportation of the Passports, Passport Application Forms shall be fully in conformity with the ICAO Doc 9303, 7th edition.</p> <p>The Courier Service shall be made in Diplomatic Mail or Diplomatic Cargo that will be governed by the Vienna Convention on Diplomatic Relations 1961.</p>	
3.	<p><b>Diplomatic Courier and Cargo</b></p>	
3.1.	The Contractor shall transport the personalized Passports and other Documents from the Ministry of Foreign Affairs through Diplomatic Mail to the Nepalese Missions Abroad as provided in Section VI, Schedule of Activities.	
3.2.	The Contractor shall transport the Passports, Application Forms from the Nepalese Missions Abroad (as provided in Section VI, Schedule of Activities) to the Ministry of Foreign Affairs through Diplomatic Mail.	
3.3.	The transportation shall be done securely protecting the courier from water, fire, theft or such other risks and damage.	
3.4.	The Contractor shall deliver the courier within 7 (seven) working days of its receipt/collection.	
3.5.	All couriers shall be transported from door to door except for those Missions in Brasilia (Brazil), Ottawa (Canada), Guangzhou (China), Lhasa (China), Pretoria (South Africa) and Kolkata (India). In case of those Missions, the Contractor shall transport the courier to the nearest international airport from the location of the Missions as agreed between the Employer and the Contractor following the award of Contract.	
4.	<p><b>Diplomatic Cargo</b></p>	
4.1.	The Courier shall be transported through Diplomatic Mail or Diplomatic Cargo which will be primarily governed by the Vienna Convention on Diplomatic Relations 1961 and	

	Vienna Convention on Consular Relations, 1963.	
4.2.	The mode of transportation of the Passport, Passport Application Form and such other goods forming part of the cargo shall be fully in conformity with the ICAO Doc 9303, 7th edition.	
4.3.	The packaging shall meet the minimum international standard to allow handling of the cargo with better physical security for its sanctity.	
4.4.	The diplomatic cargo (Parcel) shall be CIP at the Ministry of Foreign Affairs, Kathmandu in case of Nepal.	

Drawings

Not Applicable

## Supplementary Information

Not Applicable

SECTION - VI  
Schedule of Activities

**Schedule For Other Services**

The Courier Service shall be provided till the end of the contract as per the requirement given below:

S. No.	Abroad Mission of Nepal	Required Quantity (In Times)	Unit	Operating Cost in Nepal (Per Unit)	Remarks
1.	Canberra, Australia	15	KG		
2.	Manama, Bahrain	13	KG		
3.	Brussels, Belgium	10	KG		
4.	Dhaka, Bangladesh	8	KG		
5.	Geneva, Switzerland	8	KG		
6.	Beijing, China	10	KG		
7.	Copenhagen, Denmark	9	KG		
8.	Cairo, Egypt	10	KG		
9.	Paris, France	10	KG		
10.	London, United Kingdom	20	KG		
11.	Berlin, Germany	19	KG		
12.	Hong Kong, China	15	KG		
13.	New Delhi, Indi	9	KG		
14.	Tel Aviv, Israel	11	KG		
15.	Jeddah, Saudi Arabia	11	KG		
16.	Tokyo, Japan	22	KG		
17.	Seoul, Korea	13	KG		
18.	Kuwait City, Kuwait	18	KG		
19.	Colombo, Sri Lanka	13	KG		
20.	Yangon, Myanmar	13	KG		



21.	Kuala Lumpur, Malaysia	23	KG		
22.	New York, USA	15	KG		
23.	Madrid, Spain	12	KG		
24.	Muscat, Oman	8	KG		
25.	Islamabad, Pakistan	9	KG		
26.	Doha, Qatar	18	KG		
27.	Moscow, Russia	7	KG		
28.	Riyadh, Saudi Arabia	15	KG		
29.	Bangkok, Thailand	15	KG		
30.	Abu Dhabi, UAE	26	KG		
31.	Washington, USA	19	KG		
32.	Vienna, Austria	8	KG		
33.	Brasilia, Brazil	2	KG		
34.	Ottawa, Canada	6	KG		
35.	Guangzhou, China	5	KG		
36.	Lhasa, China	4	KG		
37.	Pretoria, China	15	KG		
38.	Kolkata, India	1	KG		
	Total Cost				
	13% VAT				
	Grand Total				

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

# CONDITIONS OF CONTRACT AND CONTRACT FORMS

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## **Section VII: General Conditions of Contract**

# General Conditions of Contract

## General

### 1. Definitions

1.1 Boldface type is used to identify defined terms.

(a) The **Accepted Contract Amount** means the amount accepted in the Letter of Acceptance for the execution and completion of the Services and the remedying of any defects.

(b) The **Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Services in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.

(c) The Adjudicator is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.2 hereunder.

(d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid.

(e) **Compensation Events** are those defined in GCC 50 hereunder.

(f) The **Contract** is the Contract between the Employer and the Contractor to execute, complete, and maintain the Services. It consists of the documents listed in GCC 2.3 below.

(g) The **Contractor** is the party whose Bid to carry out the Services has been accepted by the Employer.

(h) The **Contractor's Bid** is the completed bidding document submitted by the Contractor to the Employer.

(i) The **Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.

(j) **Days** are calendar days; months are calendar-months.

(k) A **Defect** is any part of the Services not completed in accordance with the Contract.

(l) The **Employer** is the party who employs the Contractor to carry out the Services, as **specified in the SCC**.

(m) **Force Majeure** means an exceptional event or circumstance: which is beyond a Party's control; which such Party could not reasonably have provided against before entering into the Contract; which, having arisen, such Party could not reasonably have avoided or overcome; and, which is not substantially attributable to the other Party.

(n) The **Initial Contract Price** is the Contract Price listed in the Employer's Letter of Acceptance.

(o) **In writing** or **written** means hand written, type written, printed or electronically made, and resulting in permanent record.

(p) The **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Services. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.

(q) **Letter of Acceptance** means the formal acceptance by the Employer of the Bid and denotes the formation of the contract at the date of acceptance.

(r) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Services.

(s) **Party** means the Employer or the Contractor, as the context requires.

(t) **SCC** means Special Conditions of Contract

(u) **Retention Money** means the aggregate of all monies retained by the Employer

	<p>pursuant to GCC 54.1.</p> <p>(w) <b>Schedules</b> means the document(s) entitled schedules, completed by the Contractor and submitted with the Letter of Bids, as included in the Contract. Such document may include the Bill of Quantities, data, lists, and schedules of rates and/or prices.</p> <p>(x) The <b>Site</b> is the area defined as such in the SCC</p> <p>(y) <b>Site Investigation Reports</b> are those that were included in the bidding documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.</p> <p>(z) <b>Specification</b> means the Specification of the Services included in the Contract and any modification or addition made or approved by the Project Manager.</p> <p>(aa) The <b>Start Date</b> is given in the SCC. It is the latest date when the Contractor shall commence execution of the Services. It does not necessarily coincide with any of the Site Possession Dates.</p> <p>(bb) A <b>Subcontractor</b> is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.</p> <p>(cc) <b>Temporary Services</b> are Services designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Services.</p> <p>(dd) A <b>Variation</b> is an instruction given by the Project Manager which varies the Services</p> <p>(ee) The <b>Services</b> are what the Contract requires the Contractor to construct, install, and turn over to the Employer, as <b>defined in the SCC</b>.</p> <p>(ff) The <b>Passport</b> is Machine Readable Passport or Electronic Passport or Emergency Travel Document or Travel Document.</p>
<p>2. Interpretation</p>	<p>2.1 In interpreting these GCC, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.</p> <p>2.2 If sectional completion is <b>specified in the SCC</b>, references in the GCC to the Services, the Completion Date, and the Intended Completion Date apply to any Section of the Services (other than references to the Completion Date and Intended Completion Date for the whole of the Services).</p> <p>2.3 The documents forming the Contract shall be interpreted in the following order of priority:</p> <ul style="list-style-type: none"> <li>(a) Contract Agreement,</li> <li>(b) Letter of Acceptance,</li> <li>(c) Letters of Bid,</li> <li>(d) Special Conditions of Contract,</li> <li>(e) General Conditions of Contract,</li> <li>(f) Specifications,</li> <li>(g) Drawings,</li> <li>(h) Bill of Quantities (or Schedules of Prices for lump sum contracts), and</li> </ul>



	(i) Any other document <b>listed in the SCC</b> as forming part of the Contract.
3. Language and Law	3.1 The language of the Contract and the law governing the Contract are <b>stated in the SCC</b> .
	<p>a. Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Employer's country when</p> <p>(a) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from, or any payments to, a particular country, person, or entity. Where the borrower's country prohibits payments to a particular firm or for particular goods by such an act of compliance, that firm may be excluded.</p>
4. Contract Agreement	4.1 The Parties shall enter into a Contract Agreement within 15 days after the Contractor receives the Letter of Acceptance, unless the Special Conditions establish otherwise. The Contract Agreement shall be based upon the attached Contract forms in Section IX.
5. Assignment	<p>5.1 Neither Party shall assign the whole or any part of the Contract or any benefit or interest in or under the Contract. However, either Party</p> <p>(a) may assign the whole or any part with the prior agreement of the other Party, at the sole discretion of such other Party; and</p> <p>(b) may, as security in favor of a bank or financial institution, assign its right to any moneys due, or to become due, under the Contract.</p>
6. Care and Supply of Documents	6.1 Each of the Contractor's Documents shall be in the custody and care of the Contractor, unless and until taken over by the Employer. Unless otherwise stated in the Contract, the Contractor shall supply to the Engineer six copies of each of the Contractor's Documents.
	6.2 If a Party becomes aware of an error or defect in a document which was prepared for use in executing the Services, the Party shall promptly give notice to the other Party of such error or defect.
7. Confidential Details	7.1 The Contractor's and the Employer's Personnel shall disclose all such confidential and other information as may be reasonably required in order to verify the Contractor's compliance with the Contract and allow its proper implementation.
	7.2 Each of them shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the Services prepared by the other Party without the previous agreement of the other Party. However, the Contractor shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects.
	7.3 Notwithstanding the above, the Contractor may furnish to its Subcontractor(s) such documents, data and other information it receives from the Employer to the extent required for the Subcontractor(s) to perform its work under the Contract, in which event the Contractor shall obtain from such Subcontractor(s) an undertaking of confidentiality similar to that imposed on the Contractor under this Clause.

8. Compliance with Laws	8.1 The Contractor shall, in performing the Contract, comply with applicable Laws.
9. Joint and Several Liability	9.1 If the Contractor is a joint venture of two or more entities , all such entities shall be jointly and severally liable to the Employer for the fulfillment of the provisions of the Contract, and shall designate one of such persons to act as a leader with authority to bind the joint venture. <b>The contractor shall not handover the responsibility of the contract to any one member or some members of Joint Venture or any other parties, not involved in the contract.</b> The composition or the constitution of the joint venture shall not be altered without the prior consent of the Employer.
10. Project Manager's Decisions	10.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.
11. Delegation	11.1 The Project Manager may delegate any of his duties and responsibilities to other people after notifying the Contractor, and may cancel any delegation after notifying the Contractor.
12. Communications	12.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.
13. Personnel and Equipment	<p>13.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid to carry out the Services, or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.</p> <p>13.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.</p> <p>13.3 If the Employer, Project Manager, or Contractor determines, that any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or other prohibited practices during the execution of the Services, then that employee shall be removed in accordance with Clause 15.2 above.</p>
14. Employer's and Contractor's Risk	14.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.
15. Employer's Risks	<p>15.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Employer's risks:</p> <p>(a) The risk of personal injury, death, or loss of or damage to property (excluding the Services, Plant, Materials, and Equipment), which are due to</p> <p>(i) use or occupation of the Site by the Services or for the purpose of the Services, which is the unavoidable result of the Services or</p> <p>(ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.</p> <p>(b) The risk of damage to the Services, Plant, Materials, and Equipment to the</p>

	<p>extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the country where the Services are to be executed.</p> <p>15.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Services, Plant, and Materials is an Employer's risk except loss or damage due to</p> <ul style="list-style-type: none"> <li>(a) a Defect which existed on the Completion Date,</li> <li>(b) an event occurring before the Completion Date, which was not itself an Employer's risk, or</li> <li>(c) the activities of the Contractor on the Site after the Completion Date.</li> </ul>
16. Contractor's Risks	16.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Services, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.
17. Insurance	<p>17.1 The Contractor shall provide insurance in the joint names of the Employer and the Contractor from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles <b>stated in the SCC</b> for the following events which are due to the Contractor's risks:</p> <ul style="list-style-type: none"> <li>(a) loss of or damage to the document en-route or storage for delivery through courier service</li> </ul> <p>17.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the proportions of Nepalese Rupees required to rectify the loss or damage incurred.</p> <p>17.3 If the Contractor does not provide any of the policies and certificates required, the Employer may affect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.</p> <p>17.4 Alterations to the terms of insurance shall not be made without the approval of the Project Manager.</p> <p>17.5 Both parties shall comply with any conditions of the insurance policies.</p>
18. The Services to Be Completed within intended Completion Date	18.1 The Contractor may commence execution of the Services on the Start Date and shall carry out the Services in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them within the intended Completion Date.
19. Safety, Security and Protection of the Environment	<p>19.1 The Contractor shall, throughout the execution, and completion of the Services and remedying of any defects therein:</p> <ul style="list-style-type: none"> <li>a. Have full regard for the safety of all persons entitled to be upon the site and keep the site (so as the same is under his control) and the Services (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons.</li> <li>b. Provide and maintain at his own cost all lights, guards, fencing, warning signs and</li> </ul>

	<p>watching, when necessary or required by the Project Manager or by any duly constituted authority, for the protection of the Services of for the safety and convenience of the public or others.</p> <p>c. Take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to persons</p> <p>or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.</p> <p>d. Ensure that any cut or fill slopes are planted in grass or other plant cover as soon as possible to protect them from erosion.</p> <p>e. Any spoil or material removed from drains shall be disposed of to designated stable tipping areas as directed by the Project Manager.</p> <p>f. Shall not use fuel wood as a means of heating during the processing or preparation of any materials forming part of the Services.</p> <p>g. The Project Manager shall have the power to disallow any working practice or activity of the Contractor or direct that such practices or activities be modified should the Project Manager consider, on the advice of the relevant Government Departments, that the practices or activities will be harmful to wildlife.</p> <p>h. Provide on the Site such lifesaving apparatus as may be appropriate and an adequate and easily accessible first aid outfit or such outfits as may be required by any government ordinance, factory act, etc., subsequently published and amended from time to time.</p>
20. Discoveries	20.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.
21. Access to the Site	21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.
22. Instructions, Inspections and Audits	<p>22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.</p> <p>22.2 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and sub consultants to keep accurate and systematic accounts and records in respect of the Services in such form and details as will clearly identify relevant time changes and costs.</p> <p>28.3 The Contractor shall permit the GoN/DP and/or persons appointed by the GoN/DP to inspect the Site and/or the accounts and records of the Contractor and its sub-contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the GoN/DP if required by the GoN/DP. The Contractor's attention is drawn to Sub-Clause 73.2 which provides, inter alia, that acts intended to materially impede the exercise of the GoN's/DP's inspection and audit rights provided for under this Sub-Clause constitute a obstructive practice subject to contract termination.</p>
23. Dispute Settlement	23.1 The Employer and the Contractor shall attempt to settle amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.

	23.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred to Arbitration within 30 days after the expiration of amicable settlement period.
24. Procedures for Disputes	24.1 In case of arbitration, the arbitration shall be conducted in accordance with the arbitration procedures published by the Nepal Council of Arbitration (NEPCA) at the place <b>given in the SCC</b> .
<b>B. Staff and Labor</b>	
25. Forced Labor	25.1 The Contractor shall not employ forced labor, which consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty. This covers any kind of involuntary or compulsory labor, such as indentured labor, bonded labor, or similar labor-contracting arrangements.
26. Child Labor	26.1 The Contractor shall not employ children in a manner that is economically exploitative, or is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development. Where national laws have provisions for employment of minors, the Contractor shall follow those laws applicable to the Contractor. Children below the age of 18 years shall not be employed in dangerous work.
27. Non-discrimination and Equal Opportunity	27.1 The Contractor shall not make employment decisions on the basis of personal characteristics unrelated to inherent job requirements. The Contractor shall base the employment relationship on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employment or retirement, and discipline. In countries where national law provides for non-discrimination in employment, the Contractor shall comply with national law. When national laws are silent on nondiscrimination in employment, the Contractor shall meet this Sub clause's requirements. Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination.
<b>Time Control</b>	
28. Program	<p>28.1 Within the time <b>stated in the SCC</b>, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Services. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.</p> <p>28.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.</p> <p>28.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period <b>stated in the SCC</b>. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall Provide an updated</p>

	<p>Activity Schedule within 15 days of being instructed to by the Project Manager.</p> <p>28.4 The Project Manager’s approval of the Program shall not alter the Contractor’s obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.</p>
29. Extension of the Intended Completion Date	<p>29.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.</p> <p>29.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information at least 21 days prior to the intended completion date. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.</p>
30. Acceleration	<p>30.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Employer and the Contractor.</p> <p>30.2 If the Contractor’s priced proposals for acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.</p>
31. Delays Ordered by the Project Manager	<p>31.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Services.</p>
32. Management Meetings	<p>32.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.</p> <p>32.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.</p>
33. Early Warning	<p>33.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Services. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.</p> <p>33.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting</p>

	instruction of the Project Manager.
<b>C. Quality Control</b>	
34. Identifying Defects	34.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.
35. Tests	35.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.
36. Correction of Defects	36.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is <b>defined in the SCC</b> . The Defects Liability Period shall be extended for as long as Defects remain to be corrected.  36.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.
37. Uncorrected Defects	37.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.
<b>D. Cost Control</b>	
38. Contract Price	38.1 In the case of a Unit Rate contract, the Bill of Quantities shall contain priced items for the Services to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.  38.2 In the case of a lump sum contract, the Activity Schedule shall contain the priced activities for the Services to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for Materials on Site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.
39. Changes in the Contract Price	39.1 In the case of an Unit Rate contract:  (a) If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 2 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change.  (b) The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 10 percent, except with the prior approval of the Employer.  (c) If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.  45.2 In the case of a lump sum contract, the Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when

	the Contractor makes such changes to the Activity Schedule.
40. Variations	<p>40.1 All Variations shall be included in updated Programs, and, in the case of a lump sum contract, also in the Activity Schedule, produced by the Contractor.</p> <p>40.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.</p> <p>40.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.</p> <p>40.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.</p> <p>40.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.</p> <p>40.6 In the case of an Unit Rate contract, if the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in <b>GCC 45.1</b> or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.</p>
41. Cash Flow Forecasts	41.1 When the Program, or, in the case of a lump sum contract, the Activity Schedule, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.
42. Payment Certificates	<p>42.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.</p> <p>42.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor within 30 days of submission by contractor.</p> <p>42.3 The value of work executed shall be determined by the Project Manager.</p> <p>42.4 The value of work executed shall comprise:</p> <p style="padding-left: 40px;">(a) In the case of an Unit Rate contract, the value of the quantities of work in the Bill of Quantities that have been completed; or</p> <p style="padding-left: 40px;">(b) In the case of a lump sum contract, the value of work executed shall comprise the value of completed activities in the Activity Schedule.</p> <p>42.5 The value of work executed shall include the valuation of Variations and Compensation Events.</p> <p>42.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.</p>



<p>43. Payments</p>	<p>43.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be paid interest as <b>indicated in the SCC</b> on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made.</p> <p>43.2 If an amount certified is increased in a later certificate or as a result of an award by an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.</p> <p>43.3 Items of the Services for which no rate or price has been entered in BOQ shall not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.</p>
<p>44. Compensation Events</p>	<p>44.1 The following shall be Compensation Events:</p> <ul style="list-style-type: none"> <li>(a) The Employer does not give access to a part of the Site by the Site Possession Date pursuant to GCC 26.1.</li> <li>(b) The Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.</li> <li>(c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Services on time.</li> <li>(d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.</li> <li>(e) The Project Manager unreasonably does not approve a subcontract to be let.</li> <li>(f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.</li> <li>(g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.</li> <li>(h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.</li> <li>(i) The advance payment is delayed.</li> <li>(j) The effects on the Contractor of any of the Employer's Risks.</li> <li>(k) The Project Manager unreasonably delays issuing a Certificate of Completion.</li> </ul> <p>44.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.</p> <p>44.3 As soon as information demonstrating effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the</p>

	<p>Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.</p> <p>44.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.</p>
45. Tax	45.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC 53.
46. Currency	46.1 The currency of Contracts shall be Nepalese Rupees.
47. Retention	<p>47.1 The Employer shall retain from each payment due to the Contractor the proportion stated in the SCC until Completion of the whole of the Services.</p> <p>47.2 Upon the issue of a Defects Liability Certificate by the Project Manager, <b>in accordance with GCC 70.1</b>, half the total amount retained shall be repaid to the Contractor and half when the Contractor has submitted the evidence of submission of tax return to the concerned Internal Revenue Office. On completion of the whole Services, the Contractor may substitute retention money with an "on demand" bank guarantee.</p>
48. Liquidated Damages	<p>48.1 The Contractor shall pay liquidated damages to the Employer at the rate per day <b>stated in the SCC</b> for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount <b>defined in the SCC</b>. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.</p> <p>48.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC.49</p>
49. Securities	<p>49.1 The Performance Security, including any additional security required as per ITB 32.5 and ITB 37.1, shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount <b>specified in the SCC</b>, by a Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law acceptable to the Employer, and denominated in Nepalese Rupees. The Performance Security shall be valid until a date 30 days from the date of issue of the Defect Liability Certificate in the case of a bank guarantee.</p> <p>Any additional performance security required as per ITB 32.5 shall be valid until a date 30 days from the date of issue of the certificate of Completion in the case of a bank guarantee.</p> <p>Any additional performance security required as per ITB 37.1 shall be valid until a date 30 days from the date of issue of the certificate of DLP in the case of a bank guarantee.</p> <p>58.2 The performance security issued by any foreign Bank outside Nepal must be counter guaranteed by an Commercial Bank or Financial Institution eligible to issue</p>

	Bank Guarantee as per prevailing Law in Nepal.
<b>F. Force Majeure</b>	
50. Definition of Force Majeure	50.1 In this Clause, “Force Majeure” means an exceptional event or circumstance, <ul style="list-style-type: none"> <li>(a) which is beyond a Party’s control;</li> <li>(b) which such Party could not reasonably have provided against before entering into the Contract;</li> <li>(c) which, having arisen, such Party could not reasonably have avoided or overcome; and</li> <li>(d) which is not substantially attributable to the other Party.</li> </ul>
	50.2 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied: <ul style="list-style-type: none"> <li>(a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;</li> <li>(b) rebellion, terrorism, sabotage by persons other than the Contractor’s Personnel, revolution, insurrection, military or usurped power, or civil war;</li> <li>(c) riot, commotion, disorder, strike or lockout by persons other than the Contractor’s Personnel;</li> <li>(d) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor’s use of such munitions, explosives, radiation or radio-activity; and</li> <li>(e) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.</li> </ul>
51. Notice of Force Majeure	51.1 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.
	51.2 The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.
	51.3 Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.
52. Duty to Minimize Delay	52.1 Each Party shall at all times use all reasonable endeavors to minimize any delay in the performance of the Contract as a result of Force Majeure.
	52.2 A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.
53. Consequences of Force Majeure	53.1 If the Contractor is prevented from performing its substantial obligations under the Contract by Force Majeure of which notice has been given under GCC 62, and suffers delay and/or incurs Cost by reason of such Force Majeure, the Contractor shall be

	<p>entitled subject to GCC 30 to</p> <p>(a) an extension of time for any such delay, if completion is or will be delayed, under GCC35 ; and</p> <p>(b) if the event or circumstance is of the kind described in sub-paragraphs (a) to (d) of GCC 61.2 and, in the case of subparagraphs (b) to (d), occurs in the Country, payment of any such Cost, including the costs of rectifying or replacing the Services and/or Goods damaged or destroyed by Force Majeure, to the extent they are not indemnified through the insurance policy referred to in GCC 19.</p>
	<p>53.2 After receiving this notice, the Project Manager shall proceed in accordance with GCC 10 to agree or determine these matters.</p>
<p>54. Force Majeure Affecting Subcontractor</p>	<p>54.1 If any Subcontractor is entitled under any contract or agreement relating to the Services to relief from force majeure on terms additional to or broader than those specified in this Clause, such additional or broader force majeure events or circumstances shall not excuse the Contractor’s nonperformance or entitle him to relief under this Clause.</p>
<p>55. Optional Termination, Payment and Release</p>	<p>55.1 If the execution of substantially all the Services in progress is prevented for a continuous period of 90 days by reason of Force Majeure of which notice has been given under GCC 62, or for multiple periods which total more than 150 days due to the same notified Force Majeure, then either Party may give to the other Party a notice of termination of the Contract. In this event, the termination shall take effect 7 days after the notice is given, and the Contractor shall proceed in accordance with GCC 72.5.</p> <p>55.2 Upon such termination, the Project Manager shall determine the value of the work done and issue a Payment Certificate, which shall include</p> <p>(a) the amounts payable for any work carried out for which a price is stated in the Contract;</p> <p>(b) the Cost of Plant and Materials ordered for the Services which have been delivered to the Contractor, or of which the Contractor is liable to accept delivery: this Plant and Materials shall become the property of (and be at the risk of) the Employer when paid for by the Employer, and the Contractor shall place the same at the Employer’s disposal;</p> <p>(c) other Costs or liabilities which in the circumstances were reasonably and necessarily incurred by the Contractor in the expectation of completing the Services;</p> <p>(d) the Cost of removal of Temporary Services and Contractor’s Equipment from the Site and the return of these items to the Contractor’s Services in his country (or to any other destination at no greater cost); and</p> <p>(e) the Cost of repatriation of the Contractor’s staff and labor employed wholly in connection with the Services at the date of termination.</p>
<p>56. Release from Performance</p>	<p>56.1 Notwithstanding any other provision of this Clause, if any event or circumstance outside the control of the Parties (including, but not limited to, Force Majeure) arises, which makes it impossible or unlawful for either or both Parties to fulfill its or their contractual obligations or which, under the law governing the Contract, entitles the Parties to be released from further performance of the Contract, then upon notice by</p>

	<p>either Party to the other Party of such event or circumstance,</p> <p>(a) the Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the Contract; and</p> <p>(b) the sum payable by the Employer to the Contractor shall be the same as would have been payable under GCC 66 if the Contract had been terminated under GCC 66.</p>
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**G. Finishing the Contract**

<p>57. Termination</p>	<p>57.1 The Employer may terminate the Contract at any time if the contractor;</p> <p>a. does not commence the work as per the Contract,</p> <p>b. abandons the work without completing,</p> <p>c. fails to achieve progress as per the Contract.</p> <p>57.2 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.</p> <p>57.3 Fundamental breaches of Contract shall include, but shall not be limited to, the following :</p> <p>(a) The Contractor uses the advance payment for matters other than the contractual obligations,</p> <p>(b) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;</p> <p>(c) the Project Manager instructs the Contractor to delay the progress of the Services, and the instruction is not withdrawn within 30 days;</p> <p>(d) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation.</p> <p>(e) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 90 days of the date of the Project Manager's certificate;</p> <p>(f) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;</p> <p>(g) the Project Manager gives two consecutive Notices to update the Program and accelerate the Services to ensure compliance with GCC Sub clause 22.1 and the Contractor fails to update the Program and demonstrate acceleration of the Services within a reasonable period of time determined by the Project Manager;</p> <p>(h) the Contractor does not maintain a Security, which is required;</p> <p>(i) the Contractor has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid, <b>as defined in the SCC</b>; and</p> <p>(j) If the Contractor, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract, pursuant to GCC 73.1.</p> <p>57.4 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC 72.3 above, the Project Manager shall decide whether the breach is fundamental or not.</p> <p>57.5 Notwithstanding the above, the Employer may terminate the Contract for convenience.</p> <p>57.6 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.</p>
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<p>58. Fraud and Corruption</p>	<p>58.1 If the Employer determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 15 days' notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site.</p> <p>58.2 Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Services, then that employee shall be removed in accordance with GCC Clause 15.</p> <p>For the purposes of this GCC 73;</p> <ul style="list-style-type: none"> <li>(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.</li> <li>(ii) "fraudulent practice"<sup>5</sup> is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>(iii) "collusive practice"<sup>6</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</li> <li>(iv) "coercive practice"<sup>7</sup> is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</li> <li>(v) "obstructive practice" is <ul style="list-style-type: none"> <li>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</li> <li>(bb) acts intended to materially impede the exercise of the GON's/DP's inspection and audit rights provided for under GCC28.3.</li> </ul> </li> </ul>
<p>59. Black Listing</p>	<p>59.1 Without prejudice to any other rights of the Employer under this Contract, GoN, Public Procurement Monitoring Office (PPMO), on the recommendation of procuring entity, may blacklist a Bidder for its conduct for a period of one (1) to three (3) years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> <li>(a) if it is established that the Contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled its obligations under the contract or the completed work is not of the specified quality as per the contract.</li> <li>(b) If convicted from a court of law in a criminal offense liable to be disqualified for taking part in procurement contract,</li> <li>(c) If it is established that the Contractor has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</li> </ul>
<p>60. Payment upon Termination</p>	<p>60.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate. Additional Liquidated Damages shall not apply. If the total amount due to the</p>

	<p>Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.</p> <p>60.2 If the Contract is terminated for the Employer’s convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor’s personnel employed solely on the Services, and the Contractor’s costs of protecting and securing the Services, and less advance payments received up to the date of the certificate.</p> <p>60.3 If the Contract is terminated because of fundamental breach of Contract or for any other fault by the Contractor, the performance security shall be forfeited by the Employer.</p> <p>In such case, amount to complete the remaining Services as per the Contract shall be recovered from the Contractor as Government dues.</p>
61. Release from Performance	<p>61.1 If the Contractor is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.</p>
62. Eligibility	<p>62.1 The Contractor shall have the nationality of an eligible country as specified in Section V of the bidding document. The Contractor shall be deemed to have the nationality of a country if the Contractor is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or Contractors for any part of the Contract including related services.</p> <p>62.2 The materials, equipment, and services to be supplied under the Contract shall have their origin in eligible source countries as specified in Section V of the bidding document and all expenditures under the Contract will be limited to such materials, equipment, and services. At the Employer’s request, the Contractor may be required to provide evidence of the origin of materials, equipment, and services.</p> <p>62.3 For purposes of GCC 79.2, “origin” means the place where the materials and equipment are mined, grown, produced, or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing, or substantial or major assembling of components, a commercially recognized product results that differs substantially in its basic characteristics or in purpose or utility from its components.</p>
63. Value Added Tax	<p>63.1 The Contract is not exempted from value added tax. An amount specified in the schedule of taxes shall be paid by the Contractor in the concerned VAT office within time frame specified in VAT regulation.</p>
64. Member of Government, etc, not Personally Liable	<p>64.1 No member or officer of GoN or the Employer or the Project Manager or any of their respective employees shall be in any way personally bound or liable for the act or obligations of the Employer under the Contract or answerable for any default or omission in the observance or performance of any of act, matter or thing which are herein contained.</p>

## **Section VIII: Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the GCC. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC .



## Special Conditions of Contract

A. General	
GCC 1.1 (q)	<p>The Employer is-</p> <p>Office: Department of Passports, Administration Section            Address: Narayanhiti, Kathmandu, Nepal Tel: 4416020/4416010            Facsimile Number:<b>01-4411028</b>            Email: <a href="mailto:admin@nepalpassport.gov.np">admin@nepalpassport.gov.np</a></p>
GCC 1.1 (v)	<p>The intended completion date for the whole of the services shall be:            Each courier within 7 (seven) working days of the delivery.</p> <p><i>[If different dates are specified for completion of the Services by section("sectional completion" or milestones), these dates should be listed here]</i></p>
GCC 1.1(bb) & 10.1	<p>The Project Manager is: ..... <i>[insert name of Project Manager]</i></p> <p>The Project Manager and Engineer are synonyms.</p>
GCC 1.1 (ee)	The Site is located at: Not Applicable
GCC 1.1 (hh)	The Start Date shall be: After signing the contract
GCC 1.1 (ll)	The Services consist of courier service to transport personalized passports and other documents and receive Passport application forms and other documents to and from the Nepalese Missions Abroad
GCC 3.1	<p>The language of the contract is <b>ENGLISH/NEPALI</b></p> <p>The law that applies to the Contract is the law of NEPAL</p>
GCC 11.1	<p>Upon delivery of the Goods to the transporter, the Contractor shall notify the Employer and send the following documents:</p> <ul style="list-style-type: none"> <li><b>a)</b> Copies of the Contractor's invoice showing the description of the other Goods, quantity and total amount;</li> <li><b>b)</b> Copy of packing list indentifying the lot number;</li> <li><b>c)</b> Airway Bill</li> </ul>
GCC 14.1	Schedule of other contractors: <i>Not Applicable</i>
	The prices charged for the Goods to be delivered and the Related Services to be performed shall be fixed for the duration of the contract.

GCC 19.1	<p>The minimum insurance amounts and deductibles shall be:</p> <ol style="list-style-type: none"> <li>1. The minimum cover for loss of or damage to the Services, Plant and Materials is: <b>110 percent-</b> of the Contract Amount.</li> <li>2. The maximum deductible for insurance of the Services and of Plant and Materials is: <b>110 percent</b></li> <li>3. The minimum cover for loss or damage to Equipment is : <b>10 percent of contract price</b></li> <li>4. The maximum deductible for insurance of Equipment is: <b>110 percent of contract price</b></li> <li>5. The minimum for insurance of other property is: <b>110 percent</b> with unlimited number of occurrences</li> <li>6. The maximum deductible for insurance of other property is: <b>110 percent</b></li> <li>7. The minimum cover for personal injury or death insurance <ol style="list-style-type: none"> <li>i. for the Contractor's employees is that specified in the Labor act of Nepal and</li> <li>ii. for other people is <b>:[insert amount]????</b> with an unlimited number of occurrences</li> </ol> </li> </ol>
GCC 30.1	The place of arbitration shall be: <b>Kathmandu</b>
<b>C. Time Control</b>	
GCC 34.3	Not applicable
<b>D. Quality Control</b>	
GCC 42.1	<p>As mentioned in Specifications of this document.</p> <p>The Defects Liability Period is: till the end of contract period</p>
<b>E. Cost Control</b>	
GCC 49.1	<b>[insert the prevailing interest rate]</b>
GCC 53.1	The Contract is not subject to price adjustment.
GCC 53.6	N/A
GCC 53.7	N/A
GCC 54.1	The proportion of payments retained is: N/A
GCC 55.1	The liquidated damages for the whole of the Services are 0.05 Percent of the final Contract Price per day. The maximum amount of liquidated damages for the whole of the Services is 10 Percent of the final Contract Price.
GCC 57.3	N/A
GCC 58.1	The Performance Security amount is: as per prevailing procurement rules and regulations
<b>G. Finishing the Contract</b>	
GCC 71.1	The date by which operating and maintenance manuals are required is; N/A
GCC 72.3 (i)	The maximum number of days is: <b>320</b>

GCC 80	<p>The Project Manager has to obtain the specific approval of the Employer for taking any of the following actions :</p> <ol style="list-style-type: none"> <li>a. Approving subcontracting of any part of the Services under General Conditions of Contract Clause 13;</li> <li>b. Certifying additional costs determined under General Conditions of Contract Clause 50;</li> <li>c. Determining start date under General Conditions of Contract Clause 1;</li> <li>d. Determining the extension of the intended Completion Date under General Conditions of Contract Clause 35;</li> <li>e. Issuing a Variation under General Conditions of Contract Clause 1 and 46, except in an emergency situation, as reasonably determined by the Project Manager; emergency situation may be defined as the situation when protective measures must be taken for the safety of life or of the Services or of adjoining property.</li> <li>f. Adjustment of rates under General Conditions of Contract Clause 45;</li> </ol>
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<b>GCC 15.1</b>	<p><b>1.</b> Payments shall be made in Nepalese Rupees in the following manner:</p> <ol style="list-style-type: none"> <li>a) On Delivery 100 (Hundred) percent of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and upon submission of a claim supported by the documents specified in GCC 11.1</li> </ol>
<b>GCC 17.1</b>	The Contractor shall provide a Performance Security as per ITB 41. The amount of the Performance Security shall be in Nepalese Rupees, and shall be valid for the period of 13 (Thirteen) months.
<b>GCC 17.3</b>	The types of acceptable Performance Securities are: A bank guarantee issued by "A" class commercial bank located in Nepal, acceptable to the Employer, in the format included in Section VIII, Contract Forms.
<b>GCC 17.4</b>	Discharge of the Performance Security shall take place: (a) in accordance with GCC Sub-Clause <b>17.4</b>
<b>GCC 22.2</b>	<p>A complete packing list indicating the content of each package shall be enclosed in a water proof envelope and shall be secured to the outside of the packing case. In addition, each package shall be marked with indelible ink/paint in bold letters, as follows:</p> <ol style="list-style-type: none"> <li>a. Name and address of the recipient</li> <li>b. Name and address of the sender</li> <li>c. Gross weight</li> <li>d. Net weight</li> <li>e. [Insert any other additional marking]</li> </ol> <p>All materials used for packing shall be environmentally neutral.</p>
<b>GCC 23.1</b>	The insurance coverage shall be in an amount equal to 110 percent of the EXW price of the Goods from "warehouse" to "warehouse" on "All Risks" basis, including War Risks, riots and/or Strikes.
<b>GCC 24.1</b>	<p>Obligations for transportation of the Goods shall be in accordance with:</p> <p><i>The Firm is required under the contract to transport the Dip-mail/Courier/Cargo to airport from MOFA Office, Singhdurbar. Transportation including insurance and storage shall be arranged by the Contractor, and related costs shall be included in the contract price.</i></p>

<b>GCC 26.1</b>	The applicable rate of liquidated damages shall be: 0.05% of contract price
<b>GCC 26.1</b>	The maximum amount of liquidated damages shall be: 10% of contract price
<b>GCC 27.3</b>	The period of validity of the Warranty shall be: As per requirement.  <b>For the purposes of the Warranty, the place of final destination shall be: Department of Passports, Narayanhiti, Kathmandu and all the designated Nepali missions abroad.</b>
<b>GCC 27.5</b>	The Firm shall correct any defects covered by the Warranty within: <b>7 (seven) days</b> of being notified by the Employer of the occurrence of such defects

## **Section IX: Contract Forms**

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

# Letter of Intent

[on letterhead paper of the Employer]

Date: ... ..

To: .....*Name and address of the Contractor*.....

**Subject: ..... Issuance of letter of intent to award the contract.....**

This is to notify you that, it is our intention to award the contract .....*[insert date]*  
.....for execution of the .....*[insert name of the contract and identification number, as given in the Contract Data/SCC]* to you as your bid price  
..... *[insert amount in figures and words in Nepalese Rupees]* as corrected and modified in accordance with the Instructions to Bidders is hereby selected as substantially responsive lowest evaluated bid.

Authorized Signature: .....

Name: ... ..

Title: .....

CC:

**[Insert name and address of all other Bidders, who submitted the bid]**

## [Notes on Letter of Intent

The issuance of Letter of Intent is the information of the selection of the bid of the successful bidder by the Employer and for providing information to other unsuccessful bidders who participated in the bid as regards to the outcome of the procurement process. This standard form of Letter of Intent to Award should be filled in and sent to the successful Bidder only after evaluation and selection of substantially responsible lowest evaluated bid.]

# Letter of Acceptance

[on letterhead paper of the Employer]

Date: .....

To: .....*Name and address of the Contractor*.....

**Subject:** .....*Notification of Award*

This is to notify that your Bid dated .....*date* .....for execution of the.....*name of the contract and identification number, as given in the Contract Data/SCC* ..... for the Contract price of Nepalese Rupees [*insert amount in figures and words in Nepalese Rupees*], as corrected in accordance with the Instructions to Bidders is hereby accepted in accordance with the Instruction to Bidders.

You are hereby instructed to contact this office to sign the formal contract agreement within 15 days with Performance Security of **NRs.** ..... in accordance with the Conditions of Contract, using for that purpose the Performance security Form included in Section X (Contract Forms) of this Bidding Document.

Authorized Signature: .....

Name and Title of Signatory: .....

# Contract Agreement

**THIS AGREEMENT made the .....day of.....between.....** name of the Employer .....(*hereinafter “the Employer”*), of the one part, and .....name of the Contractor .....(*hereinafter “the Contractor”*), of the other part:

WHEREAS the Employer desires that the Services known as ..... name of the Contract .....should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Services and the remedying of any defects in the sum of NRs .....[*insert amount of contract price in words and figures including taxes*](hereinafter “the Contract Price”).

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - (a) the Letter of Acceptance;
  - (b) the Letters of Bid;
  - (c) the Addenda Nos ..... **Insert addenda numbers if any** .....
  - (d) the Special Conditions of Contract;
  - (e) the List of Eligible Countries that was specified in Section V of the bidding document,
  - (f) the General Conditions of Contract;
  - (g) the Specification;
  - (h) the Drawings;
  - (i) Bill of Quantities (or Schedules of Prices for lump sum contracts), and
  - (j) Table of Price Adjustment Data
  - (k) List of Approved Subcontractors
  - (l) .....[**Specify if there are any other document**]
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Nepal on the day, month and year indicated above.

Signed by .....  
for and on behalf the Contractor in the presence of

## Witness, Name Signature, Address, Date List of Approved Subcontractors

In accordance with GCC Sub-Clause 13.1, The following Subcontractors are approved for carrying out the work as specified below.



<b>Name of Subcontractors</b>	<b>Description of Services</b>	<b>Value/Percentage of subcontract</b>

# Performance Security

(On Letterhead Paper of the Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law)

..... *Bank's Name, and Address of Issuing Branch or Office* ..... Beneficiary:  
..... Name and Address of Employer .....  
Date: .....

Performance Guarantee No.:.....

We have been informed that ... .. *[insert name of the Contractor]* (hereinafter called "the Contractor") has been notified by you to sign the Contract No. .... *[insert reference number of the Contract]* for the execution of ..... *[insert name of contract and brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we..... *[insert name of the Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....*[insert name of the currency and amount in figures\*]* (... .. *insert amount in words*) such sum being payable in Nepalese Rupees, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the.....Day of ..... \*\*, and any demand for payment under it must be received by us at this office on or before that date.

.....  
**Seal of Bank and Signature(s)**

Note:

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

\* The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract in Nepalese Rupees.

\*\* Insert the date thirty days after the date specified for the Defect Liability Period. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee".