



## **BIDDING DOCUMENT**

**for**

# **The Procurement of Utility Software to Support Airlines Operations & Airworthiness**

**International Competitive Bidding (ICB)**

***NEPAL AIRLINES CORPORATION***

Re-Issued on: September 22, 2025

Issued to: All Eligible Bidders

Invitation for Bids No.: GSPM/IT/ICB/02/RE/2082/083

ICB No.: GSPM/IT/ICB/02/RE/2082/083

Contract Identification No.: GSPM/IT/ICB/02/RE/2082/083

# Abbreviations

BDS.....	Bid Data Sheet
BD .....	Bidding Document
DCS.....	Delivery and Completion Schedule
DP .....	Development Partner
EQC .....	Evaluation and Qualification Criteria
GCC .....	General Conditions of Contract
GoN <sup>1</sup> .....	Government of Nepal
ICC.....	International Chamber of Commerce
IFB .....	Invitation for Bids
ITB .....	Instructions to Bidders
LGRS .....	List of Goods and Related Services
NAC .....	Nepal Airlines Corporation
NCB .....	National Competitive Bidding
PAN .....	Permanent Account Number
PPMO .....	Public Procurement Monitoring Office
SBD.....	Standard Bidding Document
SBQ.....	Schedule of Bidder Qualifications
SCC.....	Special Conditions of Contract
SR .....	Schedule of Requirements
TS.....	Technical Specifications
VAT .....	Value Added Tax

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<sup>1</sup> “GoN” word indicates all public entities according to Public Procurement Act, 2063

# Table of Contents

## Invitation for Bids

### **PART 1 – Bidding Procedures**

Section I. Instructions to Bidders.....	6
Section II. Bid Data Sheet.....	42
Section III. Evaluation and Qualification Criteria .....	48
Section IV. Bidding Forms .....	62

### **PART 2 – Supply Requirements**

Section V. Schedule of Requirements .....	87
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### **PART 3 – Conditions of Contract and Contract Forms**

Section VI. General Conditions of Contract.....	97
Section VII. Special Conditions of Contract.....	117
Section VIII. Contract Forms.....	125

# Invitation for Bids

*General Services & Property Management Department (GS&PM)*

*Nepal Airlines Corporation*

Date of republication: September 22, 2025

**Invitation for Bids No: GSPM/IT/ICB/02/RE/2082/083**

1. *Nepal Airlines Corporation, GS&PM Department* invites *electronic* bids from eligible bidders for the procurement of Utility Software to support Airlines Operations & Airworthiness under **International Competitive Bidding – Single Stage Two Envelope**.
2. Under the Single Stage, Two Envelope Procedure, Bidders are required to submit simultaneously two separate sealed envelopes, one containing (i) the Technical Bid and the other (ii) the Price Bid, both in turn enclosed in one sealed envelope as per the provision of ITB 23 of the Bidding Document.
3. Eligible Bidders may obtain further information and inspect the bidding documents at  
Office of the Director, GS&PM Department, Nepal Airlines Corporation, Kanthipath, Kathmandu, Nepal  
Telephone: +977 01 5718511  
Electronic Mail Address: [purchase@nac.com.np](mailto:purchase@nac.com.np)  
CC to: [dydir.pni@nac.com.np](mailto:dydir.pni@nac.com.np), [dydir.itc@nac.com.np](mailto:dydir.itc@nac.com.np)  
or may visit PPMO egp system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).
4. A Bidder shall submit their bid electronically only and download the bidding documents for e-submission from PPMO's e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp). Bidders should deposit the cost of bidding a non-refundable fee of NRs 5,000 (Rupees Five Thousand Only) or Equivalent amount of USD.

Bidders, submitting their bid electronically, should deposit the cost of bidding document in the following Rajaswa (revenue) account as specified below.

**Information to deposit the cost of bidding document in Bank:**

Name of the Bank: Nepal Bank Limited

Name of Office: Nepal Airlines Corporation

Office Code no. :

Office Account no.: Current A/C No. 002-001-00509938-000001

OR

Name of the Bank: Himalayan Bank Limited

Name of Office: Nepal Airlines Corporation

Office Code no. : Office Account no.: 00300406330048 (USD Account)

SWIFT: HIMANPKA

5. Pre-bid meeting shall **not** be held .
6. Electronic bids must be submitted through PPMO's e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before **1200 hrs (NST) on October 13, 2025**. Bids received after this deadline will be rejected.
7. The bids will be opened in the presence of Bidders' representatives who choose to attend at ***the Office of Director, GS&PM Department, Nepal Airlines Corporation, Kantipath, Kathmandu, Nepal***. Bids must be valid for a period of **120 days** from the date of 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 NPR 23,80,950.00 (or equivalent in USD), which shall be valid for 30 days beyond the validity period of the bid (i.e. **March 12, 2026**)
8. 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 and bid security shall remain the same as specified for the original last date of bid submission.

# Section I. Instructions to Bidders

**This section specifies the procedures to be followed by Bidders in the preparation and submission of their Bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract.**

## Table of Clauses

<b>A.</b>	<b>General</b>	<b>8</b>
1.	Scope of Bid	8
2.	Source of Funds	8
3.	Fraud and Corruption	8
4.	Eligible Bidders	11
5.	Eligible Goods and Related Services	13
6.	Site Visit	13
<b>B.</b>	<b>Contents of Bidding Document</b>	<b>13</b>
7.	Sections of the Bidding Document	13
8.	Clarification of Bidding Document/ Pre-bid meeting	14
9.	Amendment of Bidding Document	14
<b>C.</b>	<b>Preparation of Bids</b>	<b>15</b>
10.	Cost of Bidding	15
11.	Language of Bid	15
12.	Documents Comprising the Bid	15
13.	Bid Submission Letter and Price Schedules	16
14.	Alternative Bids	16
15.	Bid Prices and Discounts	16
16.	Currencies of Bid	19
17.	Documents Establishing the Eligibility of the Bidder	20
18.	Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document	20
19.	Documents Establishing the Qualifications of the Bidder	20
20.	Period of Validity of Bids	22

21. Bid Security	22
22. Format and Signing of Bid	24
<b>D. Submission and Opening of Bids</b>	<b>24</b>
23. Sealing and Marking of Bids	25
24. Deadline for Submission of Bids	28
25. Late Bids	29
<b>26. Withdrawal, or Modification of Bids</b>	<b>29</b>
27. Bid Opening	30
<b>E. Evaluation and Comparison of Bids</b>	<b>32</b>
28. Confidentiality	32
29. Clarification of Bids	33
30. Deviations, Reservations, and Omissions	33
31. Examination of Technical Bid	33
32. Determination of Responsiveness of Technical Bid	34
33. Non-material Non-conformities	35
34. Qualification of the Bidder	35
35. Examination of Price Bids	36
36. Correction of Arithmetical Errors	36
37. Conversion to Single Currency	36
38. Goods manufactured in Nepal to be procured	36
39. Evaluation and Comparison of Price Bids	37
40. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids	38
<b>F. Award of Contract</b>	<b>38</b>
41. Award Criteria	38
42. Purchaser's Right to Vary Quantities at Time of Award	38
43. Notification of Intention to Award	38
44. Performance Security	39
45. Signing of Contract	39
46. Complaint and Review	40

## Section I. Instructions to Bidders

### A. General

<p><b>1. Scope of Bid</b></p>	<p>1.1 In connection with the Invitation for Bids <i>indicated in the Bid Data Sheet (BDS)</i>, the Purchaser as <i>indicated in the BDS</i> issues this Bidding Document for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name, identification, and number of contracts (packages/lots) are <i>indicated in BDS</i>.</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 with proof of receipt;</li> <li>(b) if the context so requires, singular means plural and vice versa; and</li> <li>(c) “day” means calendar day.</li> </ul>
<p><b>2. Source of Funds</b></p>	<p>2.1 GoN Funded: In accordance with its annual program and budget, approved by the GoN, the Purchaser intends to apply a portion of the allocated budget to eligible payments under the contract(s) <i>indicated in the BDS</i> for which this Bidding Document is issued.</p> <p style="text-align: center;">Or</p> <p>DP Funded: The GoN has applied for or received financing (hereinafter called “funds”) from the Development Partner (hereinafter called “the DP”) <i>indicated in the BDS</i> toward the cost of the project <i>named in the BDS</i>. The GoN intends to apply a portion of the funds to eligible payments under the contract(s) for which this Bidding Document is issued.</p> <p>2.2 DP Funded: Payment by the DP will be made only at the request of the GoN and upon approval by the DP in accordance with the terms and conditions of the financing agreement between the GoN and the DP (hereinafter called the “Loan Agreement”), and will be subject in all respects to the terms and conditions of that Loan Agreement. No party other than the GoN shall derive any rights from the Loan Agreement or have any claim to the funds.</p>
<p><b>3. Fraud and Corruption</b></p>	<p>3.1 Procuring Entities as well as Bidders, suppliers and contractors and their sub-contractors shall adhere to the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this::</p>

	<p>(a) the Purchaser adopts, for the purposes of this provision, the terms as defined below:</p> <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 the investigation or from pursuing the investigation; or (e) materially impeding GoN/DP’s contractual rights of audit or access to information; and</li> <li>(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.</li> </ul> <p>(b) the Purchaser 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;</p>
	<p>(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.</p> <p>(d) DP will impose remedial actions on a firm or an individual, at any</p>

	<p>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</p> <p>(e) The Supplier shall permit the GoN/DP to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the GoN/DP, if so required by the GoN/DP.</p>
	<p>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 :</p> <p>(a) give or propose improper inducement directly or indirectly,</p> <p>(b) distortion or misrepresentation of facts,</p> <p>(c) engaging in corrupt or fraudulent practice or involving in such act,</p> <p>(d) interference in participation of other competing bidders,</p> <p>(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,</p> <p>(f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price,</p> <p>(g) Contacting the Purchaser with an intention to influence the Purchaser 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 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> <p>(a) if convicted by a court of law in a criminal offence which disqualifies the Bidder from participating in the contract,</p> <p>(b) if it is established that the contract agreement signed by the Bidder was based on false or misrepresentation of Bidder's qualification information,</p> <p>(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.</p>

	(d) if the Successful Bidder fails to sign the Contract.
	<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, may be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP including credit information bureau of Nepal.</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>
	3.6 Furthermore, Bidders shall be aware of the provisions of GCC 34.1(c).
<b>4. Eligible Bidders</b>	<p>4.1 This Invitation for Bids is open to eligible Bidders from all countries, except for any <i>specified in the BDS</i>.</p> <p>4.2 A Bidder may be a natural person, private entity, government-owned entity (subject to ITB 4.5) or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). Maximum number of partners in JV shall be as <b>specified in BDS</b>. In the case of a JV:</p> <ul style="list-style-type: none"> <li>(a) all parties to the JV shall be jointly and severally liable; and</li> <li>(b) a JV shall nominate a representative who shall have the authority to conduct all businesses 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>4.3 A Bidder shall not have a conflict of interest. Any Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) have controlling shareholders in common;</li> <li>(b) receive or have received any direct or indirect subsidy from any of them;</li> <li>(c) have the same legal representative for purposes of this Bid;</li> <li>(d) 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 influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process;</li> </ul>

	<ul style="list-style-type: none"> <li>(e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or</li> <li>(f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.</li> <li>(g) a Bidder that has a close business or family relationship with a professional staff of the Procuring Entity.</li> </ul> <p>4.4 A Bidder that is under a declaration of ineligibility by the GoN/DP in accordance with ITB 3.4, at the date of the deadline for bid submission or thereafter, shall be disqualified. The list of debarred firms is available at the electronic address <b>specified in the BDS</b>.</p> <p>4.5 A GoN-owned enterprise may also participate in the bid if it is legally and financially autonomous, it operates under commercial law, and it is not dependent agency of the Purchaser.</p> <p>4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.</p> <p>4.7 Firms shall be excluded in any of the cases, if</p> <ul style="list-style-type: none"> <li>(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 prohibits any import of goods or Contracting of works or services from that country or any payments to persons or entities in that country.</li> <li>(b) DP Funded: as a matter of law or official regulation, GoN 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;</li> <li>(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.</li> </ul>
	<p>4.8 A bidder and all parties constituting the Bidder shall have the nationality of an eligible country as defined by the concerned DP for DP funded projects.</p> <p>4.9 The domestic Bidder who has obtained Permanent Account Number (PAN) and Value Added Tax (VAT) registration certificate(s) and Tax clearance certificate or proof of submission of tax return from the Inland</p>

	<p>Revenue Office shall only be eligible. The foreign bidder submitting the documents <i>indicated in the BDS</i> at the time of bid submission and a declaration to submit the document(s) <i>indicated in the BDS</i> at the time of contract agreement shall only be eligible.</p> <p>4.10 In case a prequalification process has been conducted prior to the bidding process, this bidding is open only to prequalified Bidders.</p>
<p><b>5. Eligible Goods and Related Services</b></p>	<p>5.1 All goods and related services to be supplied under the contract are eligible, unless their origin is from a country <i>specified in the BDS</i>.</p> <p>5.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied</p> <p>5.3 The nationality of the firm/Bidder that produces, assembles, distributes, or sells the goods shall not determine their origin.</p>
<p><b>6. Site Visit</b></p>	<p>6.1 For goods contracts requiring installation/ commissioning/ networking or similar services at site, the Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the Site and obtain all information that may be necessary for preparing the Bid and entering into a contract for the supply of goods and related services.</p> <p>6.2 The Bidder should ensure that the Purchaser is informed of the visit in adequate time to allow it to make appropriate arrangements.</p> <p>6.3 The costs of visiting the Site shall be at the Bidder’s own expense.</p>

**B. Contents of Bidding Document**

<p><b>7. Sections of the Bidding Document</b></p>	<p>7.1 The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read and construed in conjunction with any Addenda issued in accordance with ITB 9.</p> <p><b>PART 1 Bidding Procedures</b></p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Bidders (ITB)</li> <li>• Section II. Bid Data Sheet (<b>BDS</b>)</li> <li>• Section III. Evaluation and Qualification Criteria</li> <li>• Section IV. Bidding Forms</li> </ul> <p><b>PART 2 Supply Requirements</b></p> <ul style="list-style-type: none"> <li>• Section V. Schedule of Requirements</li> </ul> <p><b>PART 3 Conditions of Contract and Contract Forms</b></p>
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	<ul style="list-style-type: none"> <li>• Section VI. General Conditions of Contract (GCC)</li> <li>• Section VII. Special Conditions of Contract (SCC)</li> </ul> <p>Section VIII. Contract Forms</p> <p>7.2 The Purchaser will reject any Bid submission (in case of hard copy submission) if the Bidding Document was not purchased directly from the Purchaser, or through its assigned office as stated in the invitation for bids or has not deposited (in case of electronically submission) the cost of Bidding Document as stated in the invitation for bids.</p> <p>7.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document as well as in Amendments, if any. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.</p> <p>7.4 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document</p>
<p><b>8. Clarification of Bidding Document/ Pre-bid meeting</b></p>	<p>8.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser’s address <i>indicated in the BDS</i> or raise any question or curiosity during the pre-bid meeting if provided for in accordance with ITB 8.2. The Purchaser will respond in writing to any request for clarification, provided that such request is received within the time limit <i>specified in the BDS</i> prior to the deadline for submission of Bids. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 9 and 24.2.</p> <p>8.2 The purchaser may organize a pre-bid meeting of Bidders at least fifteen (15) days before the deadline for submission of Bids at the place, date, and time as <i>specified in the BDS</i> to provide information relating to Bidding Documents, Technical specifications and the like matters. Should the purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB 9 and ITB 24.2.</p>
<p><b>9. Amendment of Bidding Document</b></p>	<p>9.1 At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda.</p> <p>9.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser.</p>

	9.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB 24.2.
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### C. Preparation of Bids

<b>10. Cost of Bidding</b>	10.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
<b>11. Language of Bid</b>	11.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language <i>specified in the BDS</i> . 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 <i>specified in the BDS</i> , in which case, for purposes of interpretation of the Bid, such translation shall govern.
<b>12. Documents Comprising the Bid</b>	<p>12.1 The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Bid containing the documents listed in ITB 12.2 and the other the Price Bid containing the documents listed in ITB 12.3, both envelopes enclosed together in an outer single envelope.</p> <p>12.2 The Technical Bid shall comprise the following:</p> <ul style="list-style-type: none"> <li>Letter of Technical Bid;</li> <li>Bid Security in accordance with ITB 21;</li> <li>alternative technical bids, at Bidder's option and if permissible, in accordance with ITB 14;</li> <li>written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 22;</li> <li>documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to bid;</li> <li>documentary evidence in accordance with ITB Clauses 18 and 31, that the Goods and Related Services conform to the Bidding Document;</li> <li>documentary evidence in accordance with ITB 19 establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and</li> <li>any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding</li> </ul>

	<p style="text-align: center;">Document issued by PPMO, <i>required in the BDS.</i></p> <p>12.3 The Price Bid submitted by the Bidder shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Price Bid Submission Letter and the applicable Price Schedules, in accordance with ITB 13, ITB 15, and ITB 16;</li> <li>(b) alternative Price Bid corresponding to the alternative Technical Bid, if permissible, in accordance with ITB 14; and</li> <li>(c) any other document required in the BDS.</li> </ul> <p>12.4 The Bidder is solely responsible for the authenticity of the submitted documents.</p> <p>12.5 The Technical Bid shall not include any financial information related to the Price Bid. A Technical Bid containing such material financial information shall be declared non-responsive.</p>
<p><b>13. Bid Submission Letter and Price Schedules</b></p>	<p>13.1 The Bidder shall submit the Technical Bid Submission Letter and the Price Bid Submission Letter using the form furnished in Section IV, Bidding Forms. These forms must be completed without any alterations to their format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>13.2 The Bidder shall submit, as part of the Price Bid, the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms.</p>
<p><b>14. Alternative Bids</b></p>	<p>14.1 Unless otherwise <i>indicated in the BDS</i>, alternative bids shall not be considered.</p>
<p><b>15. Bid Prices and Discounts</b></p>	<p>15.1 The prices and discounts quoted by the Bidder in the Letter of Price bid and in the Price Schedules shall conform to the requirements specified below.</p> <p>15.2 The Bidder shall complete the appropriate Price Schedule and the sources of Goods schedules included herein, stating the unit prices, total cost per item, the total Bid amount, and the expected countries of origin of the Goods to be supplied under the contract.</p> <p>15.3 All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is substantially responsive, the corresponding adjustment shall be applied in accordance with ITB 39.3. Unit rates and prices for all items in the Schedule of Supply shall be expressed in positive values. If unit rates and prices are expressed in negative values, the bid will</p>

	<p>be rejected.</p> <p>15.4 The price to be quoted in the Letter of Price Bid shall be the total price of the Bid excluding any discounts offered. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the Bid.</p> <p>15.5 If the Bidder intends to offer any unconditional discount, it shall always be expressed in fixed percentage and that shall not vary as the quantity varies and be applicable to each unit rate. The discount and methodology for its application shall be quoted in Letter of Price Bid.</p> <p>15.6 The terms EXW, CIF, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, at the date of the Invitation for Bids or <b>as specified in the BDS.</b></p> <p>15.7 Prices shall be quoted as specified in each Price Schedule included in <b>Section IV, Bidding Forms.</b> The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. Prices shall be entered in the following manner:</p> <p>(a) For Goods manufactured in Nepal:</p> <ul style="list-style-type: none"> <li>(i) the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties, Value Added Tax and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of goods quoted ex works or ex factory, or on the previously imported goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf;</li> <li>(ii) Value Added Tax and all other taxes applicable in Nepal and payable on the Goods if the Contract is awarded to the Bidder;</li> <li>(iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) <b>specified in the BDS.</b></li> <li>(iv) the total price for the item.</li> </ul> <p>(b) For Goods manufactured outside Nepal, to be imported:</p> <ul style="list-style-type: none"> <li>i. the price of the goods quoted CIF (named port of destination), or CIP (border point), or CIP (named place of destination), named place of destination as <b>specified in</b></li> </ul>
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	<p style="text-align: center;"><b>the BDS;</b></p> <ul style="list-style-type: none"> <li>ii. the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) <b>specified in the BDS;</b></li> <li>iii. in addition to the CIP prices specified in (b)(i) above, the price of the Goods to be imported may be quoted FOB port of shipment (or FCA, as the case may be) or CPT (named place of destination), if so <b>specified in the BDS;</b> and</li> <li>iv. the total price for the item.</li> </ul> <p>(c) For Goods manufactured outside Nepal, already imported:</p> <p><i>[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Purchaser. For clarity the bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]</i></p> <ul style="list-style-type: none"> <li>(i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported.</li> <li>(ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;</li> <li>(iii) the price of the Goods, obtained as the difference between (i) and (ii) above;</li> <li>(iv) any sales and other taxes which will be payable on the Goods if the contract is awarded to the Bidder;</li> <li>(v) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) <b>specified in the BDS;</b> and</li> </ul>
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	<p>(vi) the total price for the item.</p> <p>(d) For Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements:</p> <p>(i) the local currency cost component of each item comprising the Related Services; and</p> <p>(ii) the foreign currency cost component of each item comprising the Related Services, inclusive of all custom duties, Value Added Tax and other taxes applicable in the Purchaser's country, payable on the related services, if the contract is awarded to the Bidder.</p> <p>15.8 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise <i>specified in the BDS</i>. A Bid submitted with an adjustable price quotation shall be treated as non responsive and shall be rejected, pursuant to ITB 32. However, if in <i>accordance with the BDS</i>, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero</p> <p>15.9 If so indicated in ITB 1.1, Bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Bidders wishing to offer any price discount for the award of more than one Contract shall specify in their Price Bids the price discount applicable to each package, or alternatively, to individual Contracts within the package. Price discounts shall be submitted in accordance with ITB 15.7, provided the Price Bids for all lots are submitted and opened at the same time.</p>
<p><b>16. Currencies of Bid</b></p>	<p>16.1 Bid prices shall be quoted in the following currencies:</p> <p>(a) Bidders may express their bid price in any fully convertible currency. If a Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three currencies in addition to the Nepalese currency.</p> <p>(b) All expenditures that are to be incurred in Nepal for i) inland transportation and related costs, ii) all taxes, and iii) local currency cost component of related services other than inland transportation and other services should be expressed in the Bid in Nepalese currency and will be payable in Nepalese</p>

	currency.
<b>17. Documents Establishing the Eligibility of the Bidder</b>	<p>17.1 To establish their eligibility in accordance with ITB 4, Bidders shall:</p> <p>complete the eligibility declarations in the Bid Submission Letter, included in Section IV, Bidding Forms; and</p> <p>if the Bidder is an existing or intended JV in accordance with ITB 4.2, submit a copy of the JV Agreement, or a letter of intent to enter into such an Agreement. The respective document shall be signed by all legally authorized signatories of all the parties to the existing or intended JV, as appropriate.</p> <p>submit the copy of the documents as <i>specified in Section III, Evaluation and Qualification Criteria.</i></p>
<b>18. Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document</b>	<p>18.1 To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Technical Bid the documentary evidence that the Goods and Related Services conform to the requirements specified in Section V, Supply Requirements.</p> <p>18.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of Section V, Schedule of Requirements.</p> <p>18.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period <b>specified in the BDS</b> following commencement of the use of the goods by the Purchaser.</p> <p>18.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Section V, Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in Section V, Schedule of Requirements.</p>
<b>19. Documents Establishing the</b>	<p>19.1 To establish its qualifications to perform the Contract, the Bidder shall submit as part of its Technical Proposal the evidence indicated for each qualification criteria specified in Section III (Evaluation and</p>

<p><b>Qualifications of the Bidder</b></p>	<p>Qualification Criteria). The documentary evidence of the Bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the Purchaser's satisfaction that the Bidder meets each of the qualification criterion specified.</p> <p>19.2 If so <i>required in the BDS</i>, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Nepal and take care of the warranty provided.</p> <p>19.3 If so <i>required in the BDS</i>, a Bidder that does not conduct business within Nepal shall submit evidence that it will be represented by an Agent in Nepal equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.</p> <p>19.4 A foreign Bidder wishing to have or already having a local agent shall state the following:</p> <ul style="list-style-type: none"> <li>a. Name and address of the Agent/Representative,</li> <li>b. The Agent/Representative providing type of services,</li> <li>c. Amount of commission if the Agent/Representative is entitled to get such payment and if it participates in the procedure of payment,</li> <li>d. Other agreement with Agent/Representative, if any,</li> <li>e. Bidder shall certify in the Letter of Authorization as follows:          "We certify that the statement and disclosure made by us on the above are complete and true to the best of our knowledge and belief",</li> </ul> <p>If the agent has not been appointed:</p> <ul style="list-style-type: none"> <li>a. Source of information about tender invitation,</li> <li>b. The remuneration given to the individual or firm/company or organization to work on its behalf for submitting tender, representation in the bid opening and other required action in connection with the tender,</li> <li>c. Transfer or handover an evidence of foreign currency exchanged which required to be submitted with the tender,</li> <li>d. If the bank account of any Nepali citizen has been used for the exchange of foreign currency specify the name of the individual and his address. If the foreign currency has been exchanged by self then the certificate of currency exchange.</li> </ul>
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	<p>19.5 If a foreign Bidder in its Bid, has not provided the information mentioned in ITB 19.4 or has submitted its bid stating that the Bidder does not have a local agent and later it is proved that the bidder has a local agent or it is proved that the commission mentioned in the Bid is less than the commission received by the local agent then the Purchaser shall initiate proceedings to blacklist such bidder in accordance with ITB 3.3.</p>
<p><b>20. Period of Validity of Bids</b></p>	<p>20.1 Bid shall remain valid for a period <i>specified in the BDS</i> after the bid submission deadline date prescribed by the purchaser. If the prescribed bid submission deadline date falls on a government holiday, then the next working day shall be considered as the bid submission deadline date. In such case the validity period of the bids shall be considered from the original bid submission deadline date. A bid valid for a shorter period shall be rejected by the purchaser as nonresponsive.</p> <p>20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser 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 21, it shall also be extended for a corresponding 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>
<p><b>21. Bid Security</b></p>	<p>21.1 The Bidder shall furnish as part of its bid, in original form a Bid Security as <i>specified in the BDS</i>. 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> <p>21.2 If a bid security is specified pursuant to ITB 21.1, the bid security shall be a demand guarantee in any of the following forms at the Bidder's option:</p> <ul style="list-style-type: none"> <li>(a) original copy of an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or;</li> <li>(b) original copy of an unconditional bank guarantee from commercial foreign bank or;</li> </ul>

- (c) original copy of cash deposit voucher in the Purchaser 's Account as *specified in BDS*.

In 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 purchaser. The form must include the complete name of the Bidder. The Bid Security shall be valid for minimum thirty (30) days beyond the end of the validity period of the bid, or beyond any period of extension if requested under ITB 20.2.

The bid security issued by any foreign Bank outside Nepal must be counter guaranteed by an Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in Nepal.

21.3 If a bid Security is required in accordance with ITB 21.1, any Bid not accompanied by an enforceable and substantially compliant Bid Security in accordance with ITB 21.2, shall be rejected by the Purchaser as nonresponsive. In case of e- Submission, if the scanned copy of an acceptable bid security letter is not uploaded with the electronic bid then bid shall be rejected.

21.4 If a Bid Security is specified pursuant to ITB 21.1, the Bid Security of unsuccessful Bidders shall be returned within three (3) days upon the successful Bidder's` furnishing of the required performance security and signing of the Contract Agreement pursuant to ITB 44.1 and 45.1.

21.5 If a Bid Security is specified pursuant to ITB 21.1, the Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has furnished the required Performance Security and signed the Contract Agreement.

21.6 The Bid Security may be forfeited:

- (a) a Bidder requests for withdrawal or modification of its bid, except as provided in ITB 20.2
  - (i) during the period of bid validity specified by the Bidder on the Letter of 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.
- (b) a Bidder changes the prices or substance of the bid while providing information pursuant to clause 29.1;
- (c) a Bidder involves in fraud and corruption pursuant to clause 3.1;

	<p>(d) the successful Bidder fails to:</p> <ul style="list-style-type: none"> <li>(i) furnish a performance security in accordance with ITB 44.1;</li> <li>(ii) sign the Contract in accordance with ITB 45.1; or</li> <li>(iii) accept the correction of arithmetical errors pursuant to clause 36.</li> </ul> <p>21.7 The Bid Security of a JV must 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 17.1 (b).</p>
<p><b>22. Format and Signing of Bid</b></p>	<p>22.1 The Bidder shall prepare one original set of the Technical Bid and one original set of the Price Bid as described in ITB 12 and clearly mark each “ORIGINAL - TECHNICAL BID” and “ORIGINAL - PRICE BID”. Alternative bids, if permitted in accordance with ITB 14, shall be clearly marked “ALTERNATIVE”. In addition, the Bidder shall submit copies of the Technical Bid and the Price Bid, in the number specified in the BDS and clearly mark them “COPY NO... - TECHNICAL BID” and “COPY NO.... - PRICE BID”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>In case of e-submission of bid, the Bidder shall submit his bid electronically in PDF or online forms files as specified in ITB Clause 23.1(b). If a Bidder submits both the electronic bid and a bid in hard copy within the bid submission deadline, then the submitted Bids shall be accepted for evaluation provided that the facts and figures in hard copy confirm to those in electronic bid. If there is any major discrepancy in fact and figures in the electronic bid and bid in hard copy, it shall be treated as two separate bids from one Bidder and both the Bids shall be disqualified, as per ITB Clause 4.3 (e).</p> <p>22.2 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 <i>specified in the BDS</i> and shall 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 un amended printed literature, shall be signed or initialed by the person signing the bid.</p> <p>22.3 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>

**D. Submission and Opening of Bids**

<p><b>23. Sealing and Marking of Bids</b></p>	<p>23.1 Unless otherwise <b>specified 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 shall enclose the original of the Technical Bid, and the original of the Price Bid and each copy of the Technical Bid and Price Bid, including alternative bids, if permitted in accordance with ITB 14, in separate sealed envelopes, duly marking the envelopes as <b>“ORIGINAL TECHNICAL BID”, “ORIGINAL – PRICE BID”, “ALTERNATIVE” and “COPY No..... – TECHNICAL BID” and “COPY NO..... PRICE BID”</b> as appropriate. These envelopes containing the original and the copies shall then be enclosed in one single envelope.</p> <p>(b) Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in this clause.</p> <ol style="list-style-type: none"> <li>i. The bidder is required to register in the e-GP system <a href="https://www.bolpatra.gov.np/egp">https://www.bolpatra.gov.np/egp</a> following the procedure specified in e-GP guideline.</li> <li>ii. Interested bidders may either purchase the bidding document from the Employer's office as specified in the Invitation for Bid (IFB) or bidders may download the IFB and bidding document from e-GP system.</li> <li>iii. The registered bidders need to maintain their profile data required during preparation of bids.</li> <li>iv. In order to submit their bids the cost of the bidding document can be deposited as specified in IFB. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the technical bid.</li> <li>v. The bidder can prepare their technical and price bids using data and documents maintained in bidder’s profile and forms/format provided in bidding document by Employer. The bidder may submit bids as a single entity or as a joint venture. The bidder submitting bid in joint venture shall have to upload joint venture agreement along with partner(s) Bolpatra ID provided during bidder’s registration.</li> <li>vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation</li> </ol>
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and submission of their technical bids.

- 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.

**The required forms and documents shall be part of technical bids.**

No.	Document	Requirement	Remarks
1.	Letter of Technical Bid	Mandatory	PDF
2.	Bid Security/Bank Guarantee	Mandatory	PDF
3.	Company registration Certificate	Mandatory	PDF
4.	VAT registration Certificate	Mandatory (for domestic bidders only)	PDF
5.	Business Registration Certificate	Mandatory	PDF
6.	Tax Clearance Certificate/Tax return submission evidence/evidence of time extension	Mandatory (for domestic bidders only)	PDF
7.	Power of Attorney of Bid signatory	Mandatory	PDF
8.	Bank Voucher for cost of bid document	Mandatory	PDF
9.	Joint venture agreement	Mandatory in case of JV Only	PDF
10.	Qualification Documents	Mandatory	PDF
11.	Technical Specification	Mandatory	PDF or Online Forms
12.	Delivery and Completion Schedule	Mandatory	PDF or Online Forms
13.	Additional documents] specified in ITB 12.2 (h)	Mandatory (If any)	PDF

**The required forms and documents shall be part of price bids.**

No.	Document	Requirement	Remarks
1.	Letter of Price Bid	Mandatory	PDF
2.	Completed Price Schedule	Mandatory	Online Forms
3.	Additional Documents specified in ITB 12.3 (c)	Mandatory (If any)	PDF

*Note:*

*a) The documents specified as “Mandatory” should be included in e-submission and non-submission of the documents shall be considered as non-responsive bid.*

*b) Bidders (all partners in case of JV) should verify/update their profile documents as appropriate for the specific bid before submitting their bid electronically.*

viii. After providing all the details and documents, two separate bid response documents i.e technical bids and price bids will be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission.

ix. 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 allow bidder to submit their bid.

x. Electronically submitted bids can be modified and/or withdrawn through system. The bidder may modify their bids multiple times online within bid submission date and time specified in e-GP system. Once a Bid is withdrawn, bidder won't be able to submit another bid response for the same bid.

xi. The Bidder / Bid shall meet the following requirements and conditions for e-submission of bids;

aa) The e-submitted bids must be readable through PDF reader.

bb) The facility for submission of bid electronically through

	<p>e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the bidding process. The Bidders are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Employer shall be held liable for Bidder's inability to use this facility.</p> <p>cc) When a bidder submits electronic bid through the PPMO e-GP portal, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the Bidding documents including specifications, drawings and conditions of contract.</p> <p>23.2 The inner and outer envelopes shall:</p> <p style="padding-left: 40px;">bear the name and address of the Bidder;</p> <p style="padding-left: 40px;">be addressed to the Purchaser in accordance with ITB 24.1; and</p> <p style="padding-left: 40px;">bear the specific identification of this bidding process indicated in BDS 1.1.</p> <p>23.3 The outer envelope and the inner envelope containing Technical Proposal shall bear a warning not to open before the time and date for the opening of Technical Bid in accordance with ITB 27.1.</p> <p>23.4 The inner envelope containing the Price Bid shall bear a warning not to open until advised by the Employer in accordance with ITB 27.7</p> <p>23.5 If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.</p>
<p><b>24. Deadline for Submission of Bids</b></p>	<p>24.1 Bids must be received by the Purchaser at the address and no later than the date and time <i>indicated in the BDS</i>. In case of e-submission, the standard time for e-submission is Nepal 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>24.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 9, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. However, the time available to submit bids shall not be less than five (5) days since amendment in bidding document.</p>

<p><b>25. Late Bids</b></p>	<p>25.1 The Purchaser shall not consider any Bid - Technical or Price - that arrives after the deadline for submission of Bids, in accordance with ITB 24. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.</p>
<p><b>26. Withdrawal, or Modification of Bids</b></p>	<p>26.1 A bidder may withdraw, or modify its bid after it has been submitted either in hard copy or by e-Submission. Once a Bid is withdrawn, bidder shall not be able to submit another bid for this bidding process. Procedures for withdrawal or modification of submitted bids are as follows:</p> <p><b><u>GoN Funded:</u></b></p> <ul style="list-style-type: none"> <li>(i) Bids submitted in hard Copy <ul style="list-style-type: none"> <li>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 a copy of the authorization in accordance with ITB 22.2 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: <ul style="list-style-type: none"> <li>(aa) prepared and submitted in accordance with ITB 22 and ITB 23, and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL”, “MODIFICATION;” and</li> <li>(bb) received by the Purchaser 24 hours prior to the deadline prescribed for submission of bids, in accordance with ITB 24.</li> </ul> </li> </ul> </li> </ul> <p><b><u>DP Funded:</u></b></p> <p>Bidders may withdraw or modify its Bid – Technical or Price – after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 22.2. The corresponding modification of the Bid must accompany the respective written notice. All notices must be</p> <ul style="list-style-type: none"> <li>(aa) prepared and submitted in accordance with ITB 22 and ITB 23, and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” and “MODIFICATION;” and</li> <li>(bb) received by the Employer prior to the deadline prescribed for submission of Bids, in accordance with ITB 24.</li> </ul> <ul style="list-style-type: none"> <li>ii) E-submitted bids. <ul style="list-style-type: none"> <li>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. Once a Bid is withdrawn, bidder shall not able to submit another bid for the same bid.</li> </ul> </li> </ul> <p>26.2 Bids requested to be withdrawn in accordance with ITB 26.1 (i) shall be returned unopened to the Bidders after the end of bid opening</p>

	<p>process.</p> <p>26.3 The following provisions apply for withdrawal or modification of the Bids:</p> <p><b><u>GoN Funded</u></b></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 time of 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 bid submission form or any extension there of.</p> <p><b><u>DP Funded</u></b></p> <p>No Bid may be withdrawn or modified in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified by the Bidder on the Letters of Technical Bid and Price Bid or any extension thereof.</p> <p>26.4 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>26.5 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>26.6 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><b>27. Bid Opening</b></p>	<p>27.1 The Purchaser’s bid opening committee shall conduct the opening of Technical Bids in public in the presence of bidder or its representative who choose to attend at the address, date and time specified in the BDS. The Price Bids will remain unopened and will be held in custody of the Employer until the specified time of their opening. If the Technical Bid and Price Bid are submitted together in one envelope, the Employer shall reject the entire Bid.</p> <p>27.2 The opening committee shall download the e-submitted Technical Bid files. The e-procurement system allows the Purchaser to download the e-submitted Technical Bid files (report) only after bid opening date and time after login simultaneously by two members of the Bid Opening</p>

	<p>Committee.</p> <p>27.3 Electronically submitted Technical Bid shall be opened at first in the same time and date as <i>specified above</i>. Electronic Bids shall be opened one by one and read out. The e-submitted Technical Bids must be readable through open standards interfaces. Unreadable and or partially submitted bid files shall be considered incomplete.</p> <p>27.4 Before opening the bids, the opening committee shall separate the envelopes of the bids received after the deadline of bid submission, the envelopes containing an application given for WITHDRAWAL, MODIFICATION of bids and the envelopes of bids duly registered. The bids received after the deadline of submission shall be returned to the concerned bidder unopened. Then envelopes marked “WITHDRAWAL” shall be opened first, read out, and recorded, and the envelope containing the corresponding Bid shall not be opened, but returned to the Bidder. If the withdrawal notice is not accompanied by a copy of the valid authorization pursuant to ITB 22.2, the withdrawal shall not be permitted and the corresponding Bid will be opened. Next, envelopes marked “MODIFICATION” shall be opened, read out, and recorded with the corresponding Bid. No Bid shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at bid opening. Only envelopes that are opened, read out, and recorded at bid opening shall be considered further. Price Bids, both Original and Modification, will remain unopened in accordance with ITB 27.1.</p> <p>27.5 All other envelopes holding the Technical Bid shall be opened one at a time, and the following read out and recorded: the name of the Bidder; whether there is a modification; the presence of a Bid Security, and any other details as the Purchaser may consider appropriate. Only Technical Bids read out and recorded at bid opening shall be considered for evaluation. No Bid shall be rejected at bid opening except for late bids, in accordance with ITB 25.1.</p> <p>27.6 The opening committee shall prepare a record of the opening of Technical Bids that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; 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. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted online when electronic bidding is permitted. The Bidders’ representatives who are present shall also be requested to sign an attendance sheet.</p> <p>27.7 At the end of the evaluation of the Technical Bids, the purchaser will</p>
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	<p>invite bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified for award to attend the opening of the Price Bids. The date, time, and location of the opening of Price Bids will be advised in writing by the purchaser. Bidders shall be given at least 15 days' notice for the opening of Price Bids.</p> <p>27.8 The purchaser will notify Bidders in writing who have been rejected on the grounds of their Technical Bids being substantially nonresponsive to the requirements of the Bidding Document and return their Price Bids unopened.</p> <p>27.9 The purchaser shall conduct the opening of Price Bids of all Bidders who submitted substantially responsive Technical Bids, in the presence of Bidders' representatives who choose to attend at the address, on the date, and time specified by the Employer. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.</p> <p>27.10 All envelopes containing Price Bids shall be opened one at a time and the following read out and recorded:</p> <ul style="list-style-type: none"> <li>(a) the name of the Bidder;</li> <li>(b) whether there is a modification;</li> <li>(c) the Bid Prices, including any discounts and alternative offers; and</li> <li>(d) any other details as the purchaser may consider appropriate.</li> </ul> <p>Only Price Bids, discounts, modifications, and alternative offers read out and recorded during the opening of Price Bids shall be considered for evaluation. No Bid shall be rejected at the opening of Price Bids.</p> <p>27.11 The purchaser shall prepare a record of the opening of Price Bids that shall include, as a minimum, the name of the Bidder, the Bid Price (per lot/package if applicable), any discounts, modifications and alternative offers. 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.</p>
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**E. Evaluation and Comparison of Bids**

<b>28. Confidentiality</b>	<p>28.1 Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract award;</p>
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	<p>thereafter, information will be disclosed in accordance with ITB 43.1.</p> <p>28.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the Bids or Contract award decisions may result in the rejection of its Bid.</p> <p>28.3 Notwithstanding ITB 28.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.</p>
<p><b>29. Clarification of Bids</b></p>	<p>29.1 To assist in the examination, evaluation, comparison and post-qualification of the Technical and Price Bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder with regard to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Technical Bid or prices in the Price Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with ITB 36. In case of e-submission of bid, upon notification from the purchaser, the bidder shall also submit the original of documents comprising the Technical and Price Bids as per ITB 12.2 and ITB 12.3 for verification of submitted documents for acceptance of the e-submitted bid.</p> <p>29.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the purchaser's request for clarification, its Bid may be rejected.</p>
<p><b>30. Deviations, Reservations, and Omissions</b></p>	<p>30.1 During the evaluation of bids, the following definitions apply:</p> <ul style="list-style-type: none"> <li>(a) "Deviation" is a departure from the requirements specified in the Bidding Document;</li> <li>(b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and</li> <li>(c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Document.</li> </ul>
<p><b>31. Examination of Technical Bid</b></p>	<p>31.1 The purchaser shall examine the Technical Bid to confirm that all documents and technical information requested in ITB 12.2 have been submitted. If any of these documents or information (except alternative Technical Bid which is optional) is missing, the bid shall be rejected.</p> <p>31.2 In case of e-submission bids, the Employer shall confirm that all the documents and information requested in ITB 23.1 have been</p>

	submitted. If any of these documents or information is missing, the bid shall be rejected.
<b>32.Determination of Responsiveness of Technical Bid</b>	<p>32.1 The Purchaser’s determination of the responsiveness of a Bid is to be based on the contents of the Technical Bid itself, as defined in ITB 12.2.</p> <p>32.2 A substantially responsive Technical 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 Goods and Related Services specified in Section V, Schedule of Requirements; or</p> <p>(ii) limits in any substantial way, inconsistent with the Bidding Document, the Purchaser’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>32.3 The Purchaser shall examine the technical aspects of the bid in particular, to confirm that all requirements of Section V, Schedule of Requirements have been met without any material deviation or reservation.</p> <p>32.4 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.</p> <p>32.5 In case of e-submission bids, the purchaser 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 29.1, the bid shall not be considered for further evaluation.</p> <p>32.6 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>32.7 Except in case of e-submission, the Financial Bid of the bidder, which is evaluated as substantially non-responsive in technical bid, shall be returned to the respective bidders.</p>
<p><b>33.Non-material Non-conformities</b></p>	<p>33.1 The Purchaser may regard a Bid as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirement set forth in the Bidding Document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the Bid.</p> <p>33.2 Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such non-conformities 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>33.3 Provided that a Bid is substantially responsive, the Purchaser shall rectify non-material non-conformities or omissions. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the method indicated in Section III, Evaluation and Qualification Criteria.</p> <p>33.4 If small differences are found such as in technical specification, description, feature which does not make the bid to be rejected, then the cost, which is calculated to the extent possible due to such differences, shall be included while evaluating bid.</p> <p>33.5 If the value is found fifteen percent more than the quoted amount of the bidder on account of small differences pursuant to ITB 32.4, such bid shall be considered irresponsible in substance and shall not be considered for evaluation.</p>
<p><b>34.Qualification of the Bidder</b></p>	<p>34.1 The Employer shall determine to its satisfaction during the evaluation of Technical Bids whether Bidders meet the qualifying criteria specified in Section III (Evaluation and Qualification Criteria).</p> <p>34.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 19.1.</p> <p>34.3 An affirmative determination shall be a prerequisite for the opening and evaluation of a Bidder's Price Bid. A negative determination shall result into the disqualification of the Bid, in which event the</p>

	Employer shall return the unopened Price Bid to the Bidder.
<b>35.Examination of Price Bids</b>	<p>35.1 The purchaser shall examine the Price Bid to confirm that all documents and financial information requested in ITB 12.3 have been submitted. If any of these documents or information (except alternative Price Bid which is optional) is missing, the bid shall be rejected.</p> <p>35.2 In case of e-submission bids, the purchaser shall confirm that all the documents and financial information requested in ITB 23.1 have been submitted. If any of these documents or information is missing, the bid shall be rejected.</p>
<b>36.Correction of Arithmetical Errors</b>	<p>36.1 During the evaluation of Price Bids, the Purchaser shall correct arithmetical errors on the following basis:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;</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 price schedule and the bid amount in item (c) of the Letter of Price Bid, the bid price in the Summary of price schedule will prevail and the bid amount in item (c) of the Letter of Price Bid will be corrected; and</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>36.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and the bid security shall be forfeited.</p>
<b>37 Conversion to Single Currency</b>	37.1 For evaluation and comparison of Price Bids, all bid prices expressed in the amounts in various currencies shall be converted into Nepalese Rupees using the selling exchange rates established by Nepal Rastra Bank and on the on the date <b>specified in the BDS</b> .
<b>38. Goods manufactured</b>	38.1 If the price of goods manufactured in Nepal, are higher up to fifteen percent than that of manufactured in foreign countries, the goods

<p><b>in Nepal to be procured</b></p>	<p>manufactured in Nepal shall be preferred in the evaluation of the Bids <b>as specified in BDS.</b></p> <p>38.2 for granting such preference pursuant to 38.1, the bidder must submit the country of origin issued by competent authority.</p>
<p><b>39.Evaluation and Comparison of Price Bids</b></p>	<p>39.1 The Purchaser shall evaluate and compare all substantially responsive Bids to determine the lowest evaluated bid.</p> <p>39.2 To evaluate a Price Bid, the Purchaser shall only use all the criteria and methodologies defined in this Clause and in Section III, Evaluation and Qualification Criteria. No other criteria or methodology shall be permitted.</p> <p>39.3 To evaluate a Price Bid, the Purchaser shall consider the following:</p> <ul style="list-style-type: none"> <li>(a) the bid price as quoted in accordance with ITB 15 <b>as specified in BDS;</b></li> <li>(b) adjustment for correction of arithmetic errors in accordance with ITB 36.1;</li> <li>(c) adjustment due to discounts offered in accordance with ITB 15.7;</li> <li>(d) adjustment for nonmaterial nonconformities in accordance with ITB 33.3;</li> <li>(e) adjustment due to application of the evaluation criteria <b>specified in the BDS</b> from amongst those set out in Section III (Evaluation and Qualification Criteria). These criteria may include factors related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services which shall be expressed to the extent practicable in monetary terms to facilitate comparison of bids unless otherwise specified in Section III; and</li> <li>(f) adjustment due to the application of a margin of preference in accordance with ITB clause 38.</li> </ul> <p>39.4 The Purchaser's evaluation of a bid will exclude and not take into account:</p> <ul style="list-style-type: none"> <li>(a) in the case of Goods offered from within Nepal, all sales tax and all other taxes, applicable in Nepal and payable on the Goods if the Contract is awarded to the Bidder;</li> <li>(b) in the case of Goods offered from outside Nepal, all customs duties, sales tax, and other taxes, applicable in Nepal and payable on the Goods if the Contract is awarded to the Bidder; and</li> </ul>

	<p>(c) any allowance for price adjustment during the period of performance of the Contract, if provided in the Bid.</p> <p>39.5 If this Bidding Document allows Bidders to quote separate prices for different lots/packages, 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 Price Bid, is specified in Section III (Evaluation and Qualification Criteria).</p> <p>39.6 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>40.Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids</b>	40.1 The Purchaser reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

### **F. Award of Contract**

<b>41.Award Criteria</b>	41.1 The Purchaser shall select to 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>42.Purchaser's Right to Vary Quantities at Time of Award</b>	42.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed the percentages <i>indicated in the BDS</i> , and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.
<b>43.Notification of Intention to Award</b>	<p>43.1 The Purchaser shall notify the concerned Bidder whose bid has been selected in accordance with ITB 41.1 within seven days of the selection of the bid, in writing that the Purchaser has intention to accept his/her bid and shall Inform via the Letter of Intention included in the Contract Forms and the information of name, address and amount of selected bidder shall be given to all other bidders who submitted the bid.</p> <p>43.2 If no bidder submits an application pursuant to ITB 46.1 within a period of seven days of providing the notice under ITB 43.1, the Purchaser shall</p>

	<p>accept the bid selected in accordance with ITB 41.1 prior to the expiry of bid validity period, and notification of award shall be communicated to the bidder to furnish the performance security and sign the contract within fifteen days.</p> <p>43.3 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, if public entity receives instruction from Government of Nepal.</p>
<p><b>44. Performance Security</b></p>	<p><b>44.1</b> Within fifteen (15) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the GCC, <b>as specified below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in Nepal using Sample Form</b> for the Performance Security included in Section VII (Contract Forms or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent less than 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><b>Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</b></p> <p>The Bid Price and Cost Estimate shall be exclusive of Value Added Tax.</p>
	<p><b>44.2</b> Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract Agreement shall <b>constitute</b> sufficient grounds for the annulment of the award and forfeiture of the Bid Security and black listing. In that event the Purchaser shall award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.</p>
<p><b>45. Signing of Contract</b></p>	<p><b>45.1</b> The successful Bidder shall sign the contract in the form included in section VIII after the submission of performance security in accordance with ITB 44.</p> <p><b>45.2</b> 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 <b><i>District Coordination Committee, District Administration Office, Provincial Treasury and</i></b></p>

	<p><b><i>Controller Office and District Treasury and Controller Office.</i></b> 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/package 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 (viii) contract Price.</p> <p>45.3 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of issuance of notification pursuant to ITB 43.1, requests in writing the grounds on which its bid was not selected.</p> <p>45.4 If the bidder whose bid has been accepted fails to sign the contract as stated ITB 45.1, the Public Procurement Monitoring Office shall blacklist the bidder on recommendation of the Public Entity.</p>
<p><b>46.Complaint and Review</b></p>	<p>46.1 If a Bidder dissatisfies with the Procurement proceedings or the decision made by the Purchaser in opening of the price bid or the intention to award the Contract, it may file an application to the Chief of the concerning Public Entity of the Purchaser within seven (7) days of providing the notice under ITB 27.8 and ITB 43.1 by the Public Entity, for review of the proceedings stating the factual and legal grounds.</p> <p>46.2 An application filed after the deadline pursuant ITB 46.1 shall not be processed.</p> <p>46.3 The chief of Public Entity of the Purchaser shall, within five (5) days after receiving the application, give its decision with reasons, in writing pursuant to ITB 46.1:</p> <ul style="list-style-type: none"> <li>(a) whether to suspend the procurement proceeding and the procedure for further proceedings to be adopted; or</li> <li>(b) whether or not to reject a application.</li> </ul> <p>No application can be submitted before the Review Committee for review against the decision made by the chief of the Public Entity for the Bid amount up to the value <b><i>as stated in BDS.</i></b></p> <p>46.4 If the Bidder is not satisfied with the decision of the Public Entity in accordance with ITB 46.3, or the decision by the Public Entity is not given within five (5) days of receipt of application pursuant to ITB 46.1, 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</p>

	<p>furnishing the relevant documents, provided that its Bid amount is above the amount as stated in ITB 46.3. The application may be sent by hand, or by post, or by courier, or by electronic media at the risk of the Bidder itself.</p> <p>46.5 Late application filed after the deadline pursuant to ITB 46.4 shall not be processed.</p> <p>46.6 Within three (3) days of the receipt of application from the Bidder, pursuant to ITB 46.4, the Review Committee shall notify the concerning Public Entity of the Purchaser to furnish its procurement proceedings and comments on the issue, pursuant to ITB 46.3.</p> <p>46.7 Within three (3) days of receipt of the notification pursuant to ITB 46.6, the Public Entity shall furnish the copy of the related documents along with its comment or reaction of complaint to the Review Committee.</p> <p>46.8 The Review Committee, after inquiring from the Bidder and the Public Entity, if needed, shall give its decision within one (1) month after receiving the application filed by the Bidder, pursuant to ITB 46.4.</p> <p>46.9 The Bidder, filing application pursuant to ITB 46.4, 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 <i>as stated in BDS</i> with the validity period of at least ninety (90) days from the date of the filing of application pursuant to ITB 46.4. Application filed without furnishing the security deposit shall not be processed.</p> <p>46.10 If the claim made by the Bidder pursuant to ITB 46.4 is justified, the Review Committee shall have to return the security deposit to the applicant, pursuant to ITB 46.9, within seven (7) days of such decision made.</p> <p>46.11 If the claim made by the Bidder pursuant to ITB 46.4 is rejected by the Review Committee, the security deposit submitted by the Bidder pursuant to ITB 46.9 shall be forfeited.</p>
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## Section II. Bid Data Sheet

<b>A. Introduction</b>	
<b>ITB 1.1</b>	The number of the Invitation for Bids (IFB) is: <b>GSPM/IT/ICB/02/2081/082</b>
<b>ITB 1.1</b>	Name of the Purchaser: <b>NEPAL AIRLINES CORPORATION</b>
<b>ITB 1.1</b>	Name and Identification number of the Contracts (Packages/Lots): <b>Utility Software to Support Airlines Operations &amp; Airworthiness (GSPM/IT/ICB/02/2081/082)</b>
<b>ITB 2.1</b>	Source of Fund: <b>Internal Resources</b> Name of contract/s: <b>Utility Software to Support Airlines Operations &amp; Airworthiness</b>
<b>ITB 4.1</b>	Bidders from the following countries are not eligible: <b>N/A</b>
<b>ITB 4.2</b>	Maximum number of partner in a joint venture shall be : <b>3 (three)</b>
<b>ITB 4.4</b>	A list of debarred firms is available at <a href="http://www.ppmo.gov.np">http://www.ppmo.gov.np</a>
<b>ITB 4.9</b>	<p>The foreign Bidder at the time of bid submission:</p> <ul style="list-style-type: none"> <li>a. Company / Firm Registration Certificate (including clear merger history, if any), in the respective country of the bidder,</li> <li>b. Business Registration Certificate in their respective country,</li> <li>c. Tax registration certificate in their respective country,</li> <li>d. Statement and disclosure of local agent/representative as specified in ITB 19.4:</li> <li>i. A foreign bidder wishing to have or already having a local agent should state the following: 1. Name and address of the agent / representative. 2 Agreement with agent / representative, if any.</li> <li>e. Other requirements regarding agent shall be as mentioned in ITB Clause 17</li> </ul> <p>The foreign Bidder shall declare to submit following documents at the time of contract agreement: <b>none</b></p> <ul style="list-style-type: none"> <li>▪ Resident foreign bidder shall submit PAN/VAT registration certificate and tax clearance certificate or proof of submission of income return for fiscal year 2080/81 at the time of bid submission.</li> </ul>
<b>ITB 5.1</b>	Goods and related services to be supplied from following countries are not eligible: <b>N/A</b>

## B. Bidding Document

<b>ITB 8.1</b>	For <b>clarification purposes</b> only, the Purchaser's address is: Name of the Purchaser: Attn : Mr. Abhash Swar (IT Manager) GS & PM Department City/Town: Kathmandu District: Kathmandu Country: Nepal Telephone: +977-1-4220757 (ext. 2141) Mobile : +977 9851232129 Electronic Mail Address: abhash.it@nac.com.np Cc : purchase@nac.com.np, dydir.itc@nac.com.np, dydir.pni@nac.com.np
<b>ITB 8.1</b>	The purchaser will respond in writing to any request for clarification provided that such request is received no later than 10 days prior to the deadline date for submission of bid.
<b>ITB 8.2</b>	Pre-Bid meeting <b>shall not</b> be organized.

## C. Preparation of Bids

<b>ITB 11.1</b>	The language of the Bid is: English
<b>ITB 12.2 (h)</b>	<p>The Bidder shall submit the following additional documents with its Bid:</p> <ol style="list-style-type: none"><li>1. Statement and disclosure of local agent as per ITB 19.4</li><li>2. Written power of attorney duly authorized, indicating that the person(s) signing the bid has (ve) the authority to sign the Bid and thus that the bid is binding upon the Bidder during the full period of its validity.</li><li>3. Company profile (information regarding registration, place of business, organization structure, the board of directors, branches, major business etc.</li><li>4. Audited Income Statement, Balance Sheet and Cash Flow Statement of last Two (2) years.</li><li>5. Documents to establish Bidder's qualification to perform the contract as specified in Section III Evaluation and Qualification Criteria.</li></ol> <p><b>Additional Information :</b></p> <ol style="list-style-type: none"><li>(i) After implementation, the bidder shall submit a set of Operation Manual (user manual).</li><li>(ii) The bidder shall be responsible for arranging transportation and accommodation facilities for delivery of service required at the sites.</li><li>(iii) The bidder shall arrange for all safety measures in his operations and as</li></ol>

	required and prior consent/approval by the Employer (iv) Period of time the software (with due provision of upgradation if required) are expected to be functioning, patching, upgrading during service period.
<b>ITB 12.3 (c)</b>	The Bidder shall submit with its Price Bid the following additional documents: <b>N/A</b>
<b>ITB 14.1</b>	Alternative Bids <b><i>shall not be</i></b> permitted
<b>ITB 15.6</b>	The Incoterms edition is: <b><i>Not Applicable</i></b>
<b>ITB 15.7 (a) iii, (b) ii &amp; (c) v</b>	Final Destination(Project Site): <b>Nepal Airlines Corporation, Kathmandu</b>
<b>ITB 15.7 (b) i</b>	For Goods offered from outside the Purchaser's country, the Bidder shall quote prices using the following Incoterm:  <b>N/A</b>
<b>ITB 15.7 (b) iii</b>	In addition to the CIP price specified in ITB 15.7 (b)(i), the price of the Goods manufactured outside Nepal may be quoted: <b>N/A</b>
<b>ITB 15.8</b>	<b>The prices quoted by the Bidder shall not be Adjustable</b>
<b>ITB 18.3</b>	Period of time the Goods are expected to be functioning (for the purpose of spare parts): <b>N/A</b>
<b>ITB 19.2</b>	<b><i>A Manufacturer's Authorization letter is required .</i></b>
<b>ITB 19.3</b>	The Bidder <b><i>is not</i></b> required to include with its bid, evidence that it will be represented by an Agent in Nepal.
<b>ITB 20.1</b>	The bid validity period shall be <b>120</b> days.
<b>ITB 21.1</b>	The bid must be accompanied by bid security with following requirements:  The amount and the currency of the Bid Security shall be: <b><i>NPR 23,80,950.00 (or equivalent amount in USD)</i></b>  The bid security shall be <b><i>valid for minimum 30 days</i></b> beyond the bid validity period ( <b><i>i.e. March 12, 2026</i></b> ).
<b>ITB 21.2</b>	If the Bidder wishes to submit the Bid Security in the form of cash, the cash should be deposited in below Account details":  Name of the Bank: Nepal Bank Limited Name of Office: Nepal Airlines Corporation Office Code no. : Office Account no.: Current A/C No. 002-001-00509938-000001

	<p>OR</p> <p>Name of the Bank: Himalayan Bank Limited  Name of Office: Nepal Airlines Corporation  Office Code no. :  Office Account no.: 00300406330048 (USD Account)  SWIFT: HIMANPKA</p> <p>Unconditional Bank Guarantee from approved Class 'A' Commercial Bank of Nepal and submit the receipt of the deposited amount of cash along with the bid.</p> <p>Or,</p> <p>If the Bidder wishes to submit the Bid Security in the form of unconditional bank guarantee, the bidder should submit the copy of the guarantee along with the bid. The bidder may submit the original bank guarantee at the time of bid opening or before the finalization of evaluation upon request.</p>
<b>ITB 22.2</b>	The written confirmation of Authorization to sign on behalf of the Bidder shall consist of: Power of Attorney to sign the bid
<b>D. Submission and Opening of Bids</b>	
<b>ITB 23.1</b>	Bidders shall have the option of submitting their bids <i>by electronic only</i> .
<b>ITB 24.1</b>	For bid submission purposes only, the Purchaser's address is: <i>As specified in ITB 8.1 of Bid Data Sheet</i>
<b>ITB 24.1</b>	The deadline for bid submission is: Date: October 13, 2025 Time: 1200 hrs (NST)
<b>ITB 24.1</b>	If the last date of purchasing, submission and opening of Bid falls on a government holiday then the next working day shall be considered as the last day without any change in the time and place as fixed.
<b>ITB 27.1</b>	The bid opening shall take place at: Date: October 13, 2025 Time: 1400 hrs (NST) Place: Office of Director, GS & PM Department, Nepal Airlines

	Corporation, Kantipath, Kathmandu
<b>E. Evaluation and Comparison of Bids</b>	
<b>ITB 37.1</b>	The date for the selling exchange rate shall be: October 13, 2025.
<b>ITB 38.1</b>	Domestic preference shall apply and the application methodology shall be as stipulated in Section III (Evaluation and Qualification Criteria).
<b>ITB 39.3 (a)</b>	Bids will be evaluated lot by lot/package (may be multiple or single). If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid, and provided that the bid is substantially responsive, the average price of the item quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison.
<b>ITB 39.3 (e)</b>	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:</p> <ul style="list-style-type: none"> <li>(a) Deviation in Delivery schedule: <i>No</i></li> <li>(b) Deviation in payment schedule: <i>No</i>.</li> <li>(c) the cost of major replacement components, <i>mandatory spare parts, and service: No</i></li> <li>(d) the availability of spare parts in <i>Nepal and after-sales services for the equipment offered in the bid: No</i></li> <li>(e) the projected <i>operating and maintenance costs during the life of the equipment: No</i></li> <li>(f) the performance and productivity of the equipment offered: <i>No</i></li> </ul>
<b>F. Award of Contract</b>	
<b>ITB 42.1</b>	<p>The maximum percentage by which quantities may be increased is: 15%</p> <p>The maximum percentage by which quantities may be decreased is: 15%</p>
<b>ITB 46.3</b>	No application can be submitted before the Review Committee for review against the decision made by the chief of the Public Entity for the bid amount less than the value of Twenty Million (NRs. 20,000,000)

<b>ITB 46.9</b>	The bidder, filling application pursuant to ITB 46.4, shall have to furnish a cash amount of Bank guarantee equal to ten percent (10 %) of amount of bid security in case of complaint against decision pursuant to ITB 27.8 and one percent (1%) of its quoted Bid amount in case of complaint against decision pursuant to ITB 43.1
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## **Section III. Evaluation and Qualification Criteria**

The purpose of the Evaluation and Qualification Criteria (EQC) is to specify the criteria that the Purchaser will use to evaluate the Bids to determine the lowest evaluated substantially responsive bid and post-qualify the lowest-evaluated Bidder. The Purchaser must prepare the EQC and include it as a part of the Bidding Document. The EQC is not a Contract document and, therefore, it is not a part of the Contract.

### **Table of Criteria**

#### **1. Evaluation Criteria**

##### **1.1 Technical Criteria**

##### **1.2 Domestic Preference**

##### **1.3 Economic Criteria**

##### **1.4 Multiple Contracts**

#### **2. Qualification Criteria**

# Evaluation Criteria

## 1.1 Technical Criteria

**Bid shall be considered non-responsive if any item of the detailed technical specifications is non compliant.**

## 1.2 Domestic Preference

Domestic preference is not applicable.

## 1.3 Economic Criteria

**The Financial evaluation of bids shall be as follows:**

- Technically/legally qualified bidder shall only be evaluated for financial comparison**
- Lowest price listed in Total Price of Table “Price Schedule: Utility Software to Support Airlines operations & Airworthiness” evaluated, substantially responsive Bids shall be selected.**

### 1.3.1 Adjustment for Scope

#### 1.3.1.1 Local Handling and Inland Transportation : Not Applicable

Costs for inland transportation, insurance, and other incidental costs for delivery of the goods from the EXW premises, or port of entry, or border point to Project Site as defined in Section V. Schedule of Requirements, shall be quoted in the PRICE SCHEDULE FOR RELATED SERVICES TO BE OFFERED FROM OUTSIDE AND WITHIN NEPAL provided in Section IV, Bidding Forms. These costs will be taken into account during bid evaluation. If a Bidder fails to include such costs in its Bid, then these costs will be estimated by the Procuring Entity on the basis of published tariffs by the rail or road transport agencies, insurance companies, or other appropriate sources, and added to EXW or DDP or CIP price.

#### 1.3.1.2 Minor Omissions or Missing Items : Not Applicable

The cost of minor omissions or missing items in the scope of supply, services, etc. should be added to the Bid Price to allow for Bid comparison on an equal basis. The price adjustment should be based on a reasonable estimate of the cost by the executing agency, engineer, consultant or bid evaluation committee, taking into consideration the corresponding quoted prices from other conforming Bids. The price adjustment should be based on the fair price of the omitted item. The most frequently used methods assign to the missing item a price equal to the highest price quoted for the same item by the other Bidders; *Pursuant to Sub-Clause 30.3 of the Instructions to Bidders, the cost of all quantifiable nonmaterial nonconformities or omissions from the contractual and commercial conditions shall be evaluated. The Procuring Entity will make its own assessment of the cost of any nonmaterial nonconformities and omissions for the purpose of ensuring fair comparison of Bids.*

#### 1.3.2 Adjustment for Deviations from the Terms of Payment : Not Applicable

Deviations from the Terms of Payment as specified in Special Conditions of Contract, Sub-Clause 16.1, are not permitted.

#### 1.3.3 Adjustment for Deviations in the Delivery and Completion Schedule : Not Applicable

*Deviations from the Delivery and Completion Schedule specified in Section V. Schedule of Requirements, are not permitted.*

**1.3.4 Operating and Maintenance Costs : Not Applicable**

The Operating and Maintenance costs (O&M) need to be taken into account for bid evaluation purposes when such costs over the life cycle of the Goods and Service represent an important cost in relation to the capital or investment cost of the Goods. Different technologies may involve large variations in the capital costs of the Goods and the costs associated with their O&M. Normally, more elaborate technologies and materials used in the manufacturing of the Goods involve higher investment costs and lower O&M costs. O&M costs are evaluated at their present value over the life cycle of the Goods and then added to the price of the Goods.

**1.3.5 Spare Parts and AMC : Not Applicable**

The Bidder shall submit letter of confirmation that the bidder shall supply software upgrade and AMC for minimum of 5 years from the date of the system deployment completed not exceeding maximum of **10 %** of price escalation for the period in the quoted price.

**1.3.6 Performance and Productivity of the Goods/Service : Not Applicable**

The adjustment factor for the performance or productivity of the Goods shall be calculated based on the difference between the reference value or norm (i.e. the efficiency) as specified in Section V. Schedule of Requirements, and the corresponding value guaranteed by the Bidder in its Bid. Choose and insert one of the following:

(i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the plant will be added to the bid price, for evaluation purposes if specified in the BDS Sub-Clause 39.3 (e). The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the bid below the norm of 100, using the methodology specified in BDS Sub-Clause 39.3(e).

or

(ii) An adjustment to take into account the productivity of the goods offered in the bid will be added to the bid price, for evaluation purposes only, if specified in BDS Sub-Clause 39.3 (e). The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the bid with respect to minimum required values, using the methodology specified in BDS Sub-Clause 39.3 (e).

**1.3.7 Specific additional Criteria**

Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS sub clause 36.3(d)

**1.4 Multiple Contracts : Not Applicable**

1.4.1 Goods/service are grouped in lots. The bidders are not allowed to participate in a single lot. The bid shall be evaluated in totality of lots. The Purchaser will evaluate and compare Bids on the basis of a lots, or a combination of lots, or as a total of package to arrive at the least cost combination for the Purchaser by taking into account discounts offered by Bidders in case of award of multiple contracts (lowest evaluated substantially responsive Bids in total of all lots).

1.4.2 If a Bidder submits successful Bids, the evaluation will also include an assessment of the Bidder's capacity to meet the aggregated qualifying requirements relating to individual package/lots as per the requirement defined in the Qualification Criteria.

# Qualification Criteria

Except Qualification Requirements mentioned as optional, which may be specified as per requirements, the Procuring Entity shall specify the following Qualification Requirements without any substantial deviation.

## 2.1 Eligibility

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

### 2.1.1 Conflict of Interest

No conflicts of interest in accordance with ITB 4.3.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid
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### 2.1.2 Government/DP Eligibility

Not having been declared ineligible by government /DP, as described in ITB Sub-Clause 4.4.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid
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### 2.1.3 Government-Owned Entity

Bidder required to meet conditions of ITB 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid; Forms ELI – 1 and ELI - 2
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### 2.1.4 UN Eligibility

Not having been excluded by an act of compliance with a United Nations Security Council resolution in accordance with ITB 4.7.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Technical Bid Submission Sheet
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### 2.1.5 Nationality

Nationality in accordance with ITB 4.8.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Technical Bid; Forms ELI – 1 and ELI – 2 with attachments
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### 2.1.6 Other Eligibility

Firm Registration Certificate	must meet requirement	not applicable	must meet requirement	not applicable	Document attachment
Business Registration Certificate	must meet requirement	not applicable	must meet requirement	not applicable	Document attachment
VAT and PAN Registration certificate ( <i>only for domestic bidders</i> )	must meet requirement	not applicable	must meet requirement	not applicable	Document attachment
Tax Clearance Certificate/Tax return submission evidence/evidence of time extension for the F/Y 2080/81 ( <i>Only for domestic bidders</i> )	must meet requirement	not applicable	must meet requirement	not applicable	Document attachment

### 2.2 Pending Litigation.

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
All pending litigation, arbitration or other material events impacting the net worth and/or liquidity of the bidder, if any, shall be treated as resolved against the Bidder and so shall in total not represent more than 50 (Fifty) percent of the Bidder's net worth calculated as the difference between total assets and total liabilities.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form LIT - 1

### 2.3 Financial Situation

#### 2.3.1 Historical Financial Performance

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Submission of audited balance sheets and income statements for the last 2 years to demonstrate the current soundness of the Bidder's financial position. As a minimum, the Bidder's net worth for the last year calculated as the difference between total assets and total liabilities should be positive.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form FIN – 1

### 2.3.2 Average Annual Turnover

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Minimum average annual turnover of to <b>NPR 67,425,000.00 (or equivalent amount in USD)</b> calculated as total payments received by the Bidder for supply contracts completed or under execution over the last three years.	Must meet requirement	Must meet requirement	Must meet 25 % of the requirement	Must meet 40% of the requirement	Form FIN – 2

### 2.3.3 Financial Resources

Criteria	Compliance Requirements				Documents
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets <sup>2</sup> , unencumbered real assets, and other financial resources, (other than any contractual advance	Must meet requirement	Must meet requirement	Must meet 25 % of the requirement	Must meet 40 % of the requirement	Form FIN - 3

<sup>2</sup> Liquid Assets mean cash and cash equivalents, short-term financial instruments, short term available-for-sale-securities, marketable securities, trade receivables, short-term financing receivables and other assets that can be converted into cash within ONE YEAR.

payments) to meet the cash-flow requirement of to <b>NPR 67,425,000.00 (or equivalent amount in USD)</b>					
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## 2.4 Experience

### 2.4.1 General Experience

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Experience under supply contracts in the role of prime supplier (single entity or JV member) or subcontractor for at least the last 2 years prior to the applications submission deadline.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form EXP – 1

### 2.4.2 Specific Experience

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Experience under supply contracts in the role of prime supplier (single entity or JV member) or subcontractor in at least 2 Contracts within the last three years, <b>with at least two International Airlines</b> with a value of at least <b>NPR 67,425,000.00 (or equivalent amount in USD)</b> (total of all contracts) with nature, and complexity similar to the scope of supply described in Section V (Schedule of Supply).	Must meet requirement	Must meet requirement	Not applicable	Not applicable	Form EXP – 2

## Section IV. Bidding Forms

### Notes on Bidding Forms

The Purchaser shall include in the Bidding Documents all Bidding Forms that the Bidder shall fill out and include in its Bid. The forms contained in this section are to be completed by the Bidder and submitted as part of its Bid. As specified in this Section, these forms are the Letter of Technical Bid, Letter of Price Bid, the Bid Security, Price Schedules and the Bidder's Qualification Information Forms.

### Table of Forms

<i>(The Bidder shall accomplish the Letter of Technical Bid in its Letter Head Clearly showing the Bidders Complete name and address.)</i> .....	57
ELI-1: Bidder's Information Form .....	61
Form FIN-1: Financial Situation Form.....	64
Joint Venture Partner: <i>[Insert Name of Joint Venture Partner]</i> .....	64
Form FIN-2: Average Annual Turnover Form.....	66
Form FIN-3: Financial Resources Form .....	67
Form Spec-1: Bidder's proposed Specification Form .....	70
Price Schedule: Utility Software to Support Airlines operations & Airworthiness .....	76
Manufacturer's Authorization Letter .....	80

**Letter of Intent ..... 131**

**Letter of Acceptance ..... 132**

## Letter of Technical Bid

*(The Bidder shall accomplish the Letter of Technical Bid in its Letter Head Clearly showing the Bidders Complete name and address.)*

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

Contract No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

To: \_\_\_\_\_

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 9.
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Section V (Schedule of Requirements), the following Goods and Related Services: *[insert a brief description of the goods and related services]*
- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of ..... *[insert validity period as specified in ITB 20.1 of the BDS]* days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries in accordance with ITB 4.8 and meet the requirements of ITB 3.4 & 3.5
- (e) We are not participating, as a Bidder or as a subcontractor/supplier, in more than one Bid in this bidding process in accordance with ITB 4.3(e), other than alternative Bids in accordance with ITB 14;
- (f) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by DP, under the Purchaser's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (a) We are not a government owned entity/We are a government owned entity but meet the requirements of ITB 4.5;<sup>3</sup>

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<sup>3</sup> Slect one of the options

- (h) We declare that, we including any subcontractors or suppliers for any part of the contract do not have any conflict of interest in accordance with ITB 4.3 and we have not been punished for an offense relating to the concerned profession or business.
- (i) The following commissions, gratuities, or fees, if any, have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (j) We declare that we are solely responsible for the authenticity of the documents submitted by us. The document and information submitted by us are true and correct. If any document/information given is found to be concealed at a later date, we shall accept any legal actions by the purchaser.
- (k) We agree to permit GoN/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 GoN/DP.

Name \_\_\_\_\_

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

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

# Letter of Price Bid

**The Bidder must accomplish the Letter of Price 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 9;

(b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the **Section V** (Schedule of Requirements), the following Goods and Related Services: *[insert a brief description of the goods and related services]*

(c) The total price of our Bid, excluding any discounts offered in item (d) below, is:

*[Incase of only one lot/package, insert the total Bid Price in words and figures];*

*[Incase of multiple lots/packages, insert the total price of each lot/package]*

(d) The discounts offered and the methodology for their application are:

The discounts offered are: *[specify in detail each discount offered]*

The exact method of calculations to determine the net price after application of discounts is shown below: *[specify in detail the method that shall be used to apply the discounts];*

(e) Our bid shall be valid for a period of *[insert validity period as specified in ITB 20.1]* 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) 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;
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) 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.
- (j) We confirm and stand by our commitments and other declarations made in connection with the submission of our Letter of Technical Bid.

Name: .....

In the capacity of.....

Signed .....

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

Date.....

## ELI-1: Bidder's Information Form

*[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

1.	Bidder's Legal Name:	<i>[insert full name]</i>
2.	In case of JV, legal name of the representative member and of each member:	<i>[insert full name of each member in the JV and specify the representative member]</i>
3.	Bidder's Country of Registration:	<i>[insert country of registration]</i>
4.	Bidder's Year of Registration:	<i>[insert year of incorporation]</i>
5.	Bidder's Legal Address in Country of Registration	<i>[insert street/number/town or city/country]</i>
6.	Bidder's trading address:	<i>[insert street/number/town or city/country]</i>
7.	Bidder's Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
8.	Bidder's Email Address:	<i>[insert email address]</i>
9.	Bidder's Authorized Representative Information:	
	Name:	<i>[insert full name]</i>
	Address:	<i>[insert street/number/town or city/country]</i>
	Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
	Email Address:	<i>[insert email address]</i>
<p><b>Attached are copies of the following documents:</b></p> <ol style="list-style-type: none"> <li>1. In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.2 and ITB 4.8</li> <li>2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 22.2</li> <li>3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB 4.2</li> <li>4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5</li> </ol>		

## ELI-2: Joint Venture Information Form

Each member of the Joint Venture must fill out this form separately to provide information relating to each JV member.

1.	<b>Bidder's legal name:</b>	<i>[insert full name]</i>
2.	Joint Venture Partner's legal name:	<i>[insert full name of Joint Venture Partner]</i>
3.	Joint Venture Partner's Country of Registration:	<i>[insert country of registration]</i>
4.	Joint Venture Partner's Legal Address in Country of Registration:	<i>[insert street/number/town or city/country]</i>
5.	Joint Venture Partner's Trading address	<i>[insert street/number/town or city/country]</i>
6.	Joint Venture Partner's Year of Registration:	<i>[insert year of registration]</i>
7.	Joint Venture Partner's Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
8.	Joint Venture Partner's Email Address:	<i>[insert email address]</i>
9.	Joint Venture Partner's Authorized Representative Information:	
	Name:	<i>[insert full name]</i>
	Address:	<i>[insert street/number/town or city/country]</i>
	Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
	Email Address:	<i>[insert email address]</i>
<p>1. Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB ITB 4.2 and ITB 4.8</p> <p>2. Authorization to represent the firm named above, in accordance with ITB 22.2</p> <p>3. In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5</p>		

## Form LIT 1: Pending Litigation Form

Each Bidder or member of a JV must fill in this form

**Choose one of the following:**

- No pending litigation, arbitration or any other material events impacting the net worth and/or liquidity of the bidder.
- Below is a description of all pending litigation, arbitration involving the Bidder or any other material events impacting the net worth and/or liquidity of the bidder (or each Joint Venture partner if Bidder is a Joint Venture).

Year	Matter in Dispute	Value of Pending Claim in NRs	Value of Pending Claim as a Percentage of Net Worth
<i>[insert year]</i>	<ul style="list-style-type: none"> <li>• Contract Identification: <i>[indicate complete Contract name, number, and any other identification]</i></li> <li>• Name of Purchaser: <i>[insert full name]</i></li> <li>• Address of Purchaser: <i>[insert street/city/country]</i></li> <li>• Matter in dispute: <i>[indicate main issues in dispute]</i></li> <li>• Party who initiated the dispute: <i>[indicate "Purchaser" or "Supplier"]</i></li> <li>• Status of dispute: <i>[indicate if it is being treated by under Arbitration or being dealt with by the Judiciary]</i></li> </ul>	<i>[insert amount]</i>	<i>[insert amount]</i>

## Form FIN-1: Financial Situation Form

Each Bidder must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

**Joint Venture Partner:** *[Insert Name of Joint Venture Partner]*

Financial Data for Previous .....Years (in NRs)		
Year 1:	Year 2:	Year .....

### Information from Balance Sheet

<b>Total Assets (TA)</b>			
<b>Total Liabilities (TL)</b>			
<b>Net Worth = TA-TL</b>			
<b>Current Assets (CA)</b>			
<b>Current Liabilities (CL)</b>			
<b>Working Capital = CA-CL</b>			

### Information from Income Statement

<b>Total Revenues</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for number of years, as indicated above, complying with the following conditions:
- All such documents reflect the standalone financial situation of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries, or affiliates.
  - Historic financial statements must be audited by a certified accountant.
  - Historic financial statements must be complete, including all notes to the financial statements.
  - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## Form FIN-2: Average Annual Turnover Form

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder or each partner of a Joint Venture in terms of the amounts billed to clients for each year for work in progress or completed to NRs at the end of the period reported.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

*Joint Venture Partner: [Insert Name of Joint Venture Partner]*

<b>Annual Turnover Data for the Last..... Years</b>	
<b>Year</b>	<b>Amount (in NRs)</b>
<b>Average Annual Turnover</b>	

## Form FIN-3: Financial Resources Form

Specify proposed sources of financing, such as liquid assets<sup>4</sup>, unencumbered real assets, and other financial means (other than any contractual advance payments) available to meet the total cash flow requirements of the subject contract

Financial Resources		
No.	Source of financing	Amount (in NRS)
1		
2		
3		

---

<sup>4</sup> Liquid assets mean cash and cash equivalents, short-term financial instruments, short-term available-for-sale-securities, marketable securities, trade receivables, short-term financing receivables, and other assets that can be converted into cash within one (1) year.

## Form EXP-1: General Experience

*[The following table shall be filled in for the Bidder and for each member of a JV. Each contract shall be supported by Signed Contract Agreement or any other relevant evidence.]*

*[Identify contracts that demonstrate continuous supply over the past [number] years. List contracts chronologically, according to their commencement (starting) dates.]*

General Experience			
Starting Year	Ending Year	Contract Identification	Role of Bidder
<i>[indicate year]</i>	<i>[indicate year]</i>	<ul style="list-style-type: none"> <li>• Contract name: <i>[insert full name]</i></li> <li>• Brief description of the supply performed by the Bidder: <i>[describe supply performed briefly]</i></li> <li>• Amount of contract: <i>[insert amount]</i></li> <li>• Name of Purchaser: <i>[indicate full name]</i></li> <li>• Address: <i>[indicate street/number/town or city/country]</i></li> </ul>	<i>[insert "Prime Supplier"(Single entity or JV member) or "Subcontractor"]</i>

## Form EXP-2: Specific Experience Form

*[The following table shall be filled in for contracts performed by the Bidder and by each member of a JV. Each contract shall be supported by Signed Contract Agreement or any other relevant evidence.]*

<b>Contract of Similar Nature</b>			
<b>Item</b>	<b>Information</b>		
Contract Identification	<i>[insert contract name and reference identification number, if applicable]</i>		
Award date	<i>[insert day, month, year, e.g., 10 January, 2022]</i>		
Completion date	<i>[insert day, month, year, e.g., 12 July, 2022]</i>		
Role in Contract <i>[check the appropriate box]</i>	Prime supplier		Sub contractor  <input type="checkbox"/>
	Single entity  <input type="checkbox"/>	JV Member  <input type="checkbox"/>	
Total Contract amount	<i>[insert total contract amount]</i>		<i>[Insert Currency]</i>
Description of the contract performed by the Bidder	<i>[Insert brief description of contract to justify similarity]</i>		
If partner in a JV or subcontractor, specify participation of total Contract amount	<i>[Insert percent of total]</i>		<i>[Insert Amount]</i>
Purchaser's Name:	<i>[Insert full name]</i>		
Purchaser's Address:	<i>[indicate street / number / town or city / country]</i>		
Purchaser's Telephone/fax number:	<i>[insert telephone/fax numbers, including country and city area codes]</i>		
Purchaser's E-mail:	<i>[insert E-mail address, if available]</i>		

The Bidder shall complete this form for each contract completed.

## Form Spec-1: Bidder's proposed Specification Form

*The bidder shall fill this form to provide the information on technical specifications and standards of offered goods. Bidder's Proposed Technical Specifications and Standards in column 4 shall comply with the Purchaser Requirement (Specifications and standards) specified by the Purchaser in the Schedule of Requirements.*

**Refer Table: “Detailed Technical Specification and Standard”**

Item No.	Name of Goods or Related Service	Country of Origin and Brand	Bidder's Proposed TS and Standards	Reference page/ no. / Catalogue page/ no.	Status of compliance <sup>5</sup>
1	2	3	4	5	6
<i>[insert item No.]</i>	<i>[insert name]</i>	<i>[insert country of Origin and Brand name]</i>	<i>[insert TS and Standards]</i>	<i>[insert reference page or no. / catalogue page or no. if any]]</i>	<i>[insert status]</i>

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<sup>5</sup> The bidder shall state as Fully compliance or Partially compliance or Compliance

## **Price Schedule Forms**

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

# Price Schedules

## Price Schedule: Goods Manufactured in Nepal

[ITB 15.7 (a), Goods manufactured in Nepal]								Date: _____ ICB No: _____	
1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4×5) 15.7(a)(i)	Price per line item for inland transportation and other services required to convey the Goods to their final destination ITB 15.7(a)(iii)	Cost of local labor, raw materials and components from with origin in Nepal % of Col. 5	Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 15.7(a)(ii))	Total Price per line item (Col. 6+7) 15.7(a)(iv)
<i>[insert number of the item]</i>	<i>[insert name of Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert EXW unit price]</i>	<i>[insert total EXW price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[Insert cost of local labor, raw material and components from within the Purchase's country as a % of the EXW price per line item]</i>	<i>[insert sales and other taxes payable per line item if Contract is awarded]</i>	<i>[insert total price per item]</i>
<b>Total Price</b>									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Note: Column 5 and 6: Currencies in accordance with ITB 16

Column 7 and 9: In Nepali Currency

## Goods Manufactured Outside the Nepal, to be Imported

[ITB 15.7(b), goods to be imported]								Date: _____
								ICB No: _____
1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price CIP <i>[insert place of destination]</i> in accordance with ITB 15.7(b)(i)	CIP Price per line item (Col. 5x6) 15.7(b)(i)	Price per line item for inland transportation and other services required in Nepal to convey the Goods to their final destination specified in BDS 15.7(b)(ii)	Total Price per Line item (Col. 7+8) 15.7(b)(iv)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
							Total Price	

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[signature of person signing the Bid]*

Date *[Insert Date]*

Note: Column 6 and 7: Currencies in accordance with ITB 16

Column 8: In Nepali Currency

## Price Schedule: Goods Manufactured Outside Nepal, already imported

[ITB 15.7 (c)), Goods already imported]

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

ICB No: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 15.7(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITB 15.7(c)(ii) , [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITB 15.7(c) (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 15.7 (c)(iii) (Col. 5×8)	Price per line item for inland transportation and other services required in Nepal to convey the goods to their final destination, as specified in BDS in accordance with ITB 15.7 (c)(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 15.7 (c)(iv)	Total Price per line item (Col. 9+10) ITB 15.7 (e)(vi)
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per unit]</i>	<i>[insert custom duties and taxes paid per unit]</i>	<i>[insert unit price net of custom duties and import taxes]</i>	<i>[insert price per line item net of custom duties and import taxes]</i>	<i>[insert price per line item for inland transportation and other services required in Nepal]</i>	<i>[insert sales and other taxes payable per item if Contract is awarded]</i>	<i>[insert total price per line item]</i>
Total Bid Price											

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[signature of person signing the Bid]*

Date *[insert date]*

Note: Column 6,7, 8 and 9: Currencies in accordance with ITB 16

Column 10 and 11: In Nepali Currency

## Price and Completion Schedule - Related Services

Date: _____						
ICB No: _____						
1	2	3	4	5	6	7
Service No.	Description of Services (excludes inland transportation and other services required in Nepal to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service ]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price and currency per item]</i>	<i>[insert total price and currency per item]</i>
<b>Total Bid Price</b>						

Name of Bidder *[insert complete name of Bidder]*

Signature of Bidder *[signature of person signing the Bid]*

Date *[insert date]*

**Notes:**

Column 6 and 7: Currencies in accordance with ITB Clause 16

Prices are to be quoted inclusive of all custom duties, sales and other similar taxes applicable in Nepal and payable on the Related Services, if the Contract is awarded to the Bidder

## Price Schedule: Utility Software to Support Airlines operations & Airworthiness

S.No.	Description	Qty	Unit	Rate Quoted (in NPR/USD)					Sub Total
				1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	
1.	Implementation charge	1	Lot						
2.	Engineering Module								
(I)	General Requirement	1	Service						
(II)	Engineering Services	1	Service						
(III)	Engineering Planning, PPCS and MCC	1	Service						
(IV)	Record Section	1	Service						
(V)	Training and Qualification of CAMO & AMO personnels	1	Service						
(VI)	Others	1	Service						
(VII)	Tech Records & Publication	1	Service						
(VIII)	Inventory & Procurement Management	1	Service						

3.	Quality Assurance								
(I)	Specific Requirement	1	Service						
4.	Safety Management System								
(I)	General Requirement	1	Service						
5.	Operations	1	Service						
<b>Grand Total including implementation charge</b>									
<b>Grand Total (In words)</b>									

Note:

- 1) All applicable VAT and taxes of Nepal shall be deducted while making payment of the invoice.
- 2) Companies registered in Nepal must quote their rate in Nepalese currency only.

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# Bid Security

## Bank Guarantee

*Bank's Name, and Address of Issuing Branch or Office  
(On Letter head of the Bank)*

[This is the format for the Bid Security to be issued on the letterhead by a Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law of Nepal]

*[insert Bank's Name, and Address of Issuing Branch or Office]*

**Date:** *[insert date]*

**Beneficiary:** *[insert Name and Address of Purchaser]*

**BID GUARANTEE No.:** *[insert number]*

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") intends to submit its bid to you (hereinafter called "the Bid") for the execution of *[insert name of contract]* under Invitation for Bids No. *[insert IFB number]* ("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 *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures, (insert 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 of 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) changes the prices or substance of the bid while providing information pursuant to clause 29.1 of ITB; or
- (d) having been notified of the acceptance of its Bid by the Purchaser 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.
- (e) is involved in fraud and corruption in accordance with the ITB.

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This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) thirty (30) days after the expiration of the Bidder's bid which comes to be *insert the date*.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758<sup>6</sup>.

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

*[Note: All italicized text is for use in preparing this form and shall be deleted from the final product.]*

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<sup>6</sup> As the case may be, ICC Publication No. 758 (or subsequent ICC Publications) may be used. In such cases, modify the Publication number.

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## **Manufacturer's Authorization Letter**

*[This letter of authorisation should be on the letterhead of the manufacturer and should be signed by the person with the proper authority to sign documents that are binding on the manufacturer]*

Date: *[insert date of Bid Submission]*

IFB No.: *[insert number]*

To: *[insert complete name and address of Purchaser]*

WHEREAS *[insert complete name of Manufacturer or Manufacturer's authorized agent]* who are official manufacturers of *[insert type of goods manufactured]* having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* exclusively to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us *[insert name and/or brief description of the goods]* and to subsequently sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Name: *[insert complete name of person signing the Authorization]*

In the capacity of: *[insert legal capacity of person signing the Authorization]*

Signed: *[insert signature of person whose name and capacity are shown above]*

Duly authorized to sign the Authorization for and on behalf of: *[insert complete name of Manufacturer]*

Date: *[insert date of signing]*

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## **Section V. Schedule of Requirements**

The Schedule of Requirements shall be included in the Bidding Documents by the Purchaser, and shall cover, at a minimum, a description of the Goods and Related Services to be supplied and the Delivery Schedules.

The objective of the Schedule of Requirements is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV.

### **Contents**

<b>1. List of Goods and Related Services.....</b>	<b>88</b>
<b>2. Delivery and Completion Schedule.....</b>	<b>90</b>
<b>3. Technical Specifications.....</b>	<b>92</b>
<b>4. Drawings.....</b>	<b>95</b>

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## List of Goods and Related Services

The purpose of the List of Goods and Related Services (LGRS) is to briefly describe and specify the quantities of each of the Goods and Related Services that the Purchaser requires the Bidder to include in its Bid. As a part of the SR, the LGRS constitutes a Contract document and, therefore, it is a part of the Contract. The Purchaser must prepare the LGRS and include it as a part of the SR.

<b>Item No.</b>	<b>Name of Goods or Related Services</b>	<b>Description<sup>7</sup></b>	<b>Unit of Measurement</b>	<b>Quantity</b>
<b>1.</b>	<b>Utility Software to Support Airlines Operations &amp; Airworthiness</b>	<i>Refer : Detailed Technical Specification under section : Purchase Requirement</i>	<b>Service</b>	<b>1 Lot</b>

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<sup>7</sup> Description of Goods or related services is to be inserted in this column

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## Delivery and Completion Schedule

Delivery shall take place in compliance with the dates, duration, and locations indicated below:

<b>Line Item No</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Physical unit</b>	<b>Final Destination</b>	<b>Delivery Date</b>
<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>	<u>6.</u>
<i>1.</i>	<i>Utility Software to Support Airlines Operations &amp; Airworthiness</i>	<i>1 Lot</i>	<i>Service</i>	<i>Nepal Airlines Corporation, Kathmandu, Nepal</i>	<i>Within 90 days after the contract agreement sign..</i>

*Note: The date of effectiveness of contract shall be as of signing the contract*

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## List of Related Services and Completion Schedule

Service	Description of Service	Quantity <sup>8</sup>	Physical unit	where Services shall be performed	Final Completion Date(s) of Services
1.	2	3	4	5	6
<i>1.</i>	<i>Utility Software to Support Airlines Operations &amp; Airworthiness</i>	<i>1 Lot</i>	<i>Service</i>	<i>Nepal Airlines Corporation, Kathmandu.</i>	<i>5 years after date of implementation of service. The contract duration may be extended upto additional 2 years based on mutual agreement.</i>

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<sup>8</sup> If applicable

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## Technical Specification

### Purchaser Requirement

*The Goods and Related Services shall comply with following Technical Specifications and Standards:*

#### 1. Summary of Technical Specifications.

<i>Item No</i>	<i>Name of Goods or Related Service</i>	<i>Technical Specifications and Standards</i>
<i>1</i>	<i>Utility Software to Support Airlines Operations &amp; Airworthiness</i>	<i>as per Detailed Technical Specifications and Standards in section : Purchase Requirement.</i>

## 2. Detailed Technical Specifications and Standards.

<b>A</b>	<b>Official References</b>			
	1	Specification Number : GSPM/IT/ICB/02/2081/082		
<b>B</b>	<b>Short Instruction/ Information to the Concerned Bidder</b>			
	1	Service herein refers to the Procurement of Software modules to Support Airline Operations and Airworthiness .		
	2	Bidder's Response: Bidders shall mention Complied (C) against compliance and Not Complied (NC) against Non Compliance to the particular requirement as per the bidders valid logic/justification.		
<b>C</b>	<b>Detailed Technical Specification</b>		<b>Bidder's Response</b>	<b>Remarks</b>
<b>1</b>	<b>Engineering</b>			
	<b>I.</b>	<b>General Requirement :</b>		
	1	The software system shall have functionally integrated modules for monitoring & managing functions of CAMO (Part-M), AMO (Part-145, Line, Base & Shop), Tech Records & Publication, Crew Management, Quality Assurance, Inventory & Stores, Purchase & Procurement and Finance & Budget Management in a fully integrated manner.		
	2	The software system shall be able to support each individual aircraft in the fleet of Nepal Airline Corporation (NAC)		
	3	The proposed software system shall be a Commercial Off the Shelf (COTS) solution and be available for immediate implementation. The bidder shall also be the OEM of the proposed Commercial Off the Shelf (COTS) software product.		
	4	The proposed COTS software product shall be an internet-based system, without any Performance limitations like delay in accessing in the system. The system shall be accessible by the authorized users of Nepal Airline Corporation (NAC) from anywhere using internet, at any time of the day or night (24 x 7 availability)		
	5	Capability for fine grained access control to View, Add, Modify, Delete, Print and Export the records with capability to define user roles & assign different roles to the system users as per the requirement of Nepal Airline Corporation (NAC)		
	6	Users can simultaneously open multiple screens and record transactions in the software.		
	7	Individual users have the facility to define favorite menu items/functions based on preferences.		
	8	System shall have capability to track all login attempts including failed login attempts with the time stamp		
	9	“System Audit Trail” with date, time & user details to track all changes made to any data entered in the system to ensure traceability & accountability in the upkeep of aircraft records		
	10	System Audit Trail feature i.e. log of all changes/modification/transaction done to aircraft via the software with separate reports to be available to the system administrators.		
	11	System shall have a configurable option to use either UTC time or Local time for managing operations		
	12	Facility to generate instant System Alerts to authorized users of Nepal Airline Corporation (NAC) as per the notification requirements configurable in the system		
	13	System shall have the facility to define the data elements and the standard message for each of the transactions, and have the capability to generate email & text messages automatically for the defined transaction		
	14	Facility to create user groups for automatic email and text messaging		
	15	The vendor shall customize all reports/forms generated from the software to meet the exact requirements of NAC including formats and presented data at any time		

		during the tenure of the contract FOC.		
	16	Facility to import ACARS data and industry standard movement messages		
	17	The Tech Records & Publication module shall have the feature to monitor source documents due for review, record the review source document, record distribution of the documents and monitor the withdrawal of obsolete documents		
	18	System shall have the capability to generate unique barcodes and print the same linked to specific work orders, work packs or individual tasks within work orders/packs as per user defined requirements to facilitate the easy tracking within the CAMO, AMO and supply chain of NAC.		
	19	The software system shall have in-built capability for real time replication of data in the servers hosted in primary hosting site as well as in secondary hosting site, as part of Disaster Recovery arrangement		
	20	The company shall be able to provide adequate training to the authorized users of Nepal Airline Corporation (NAC)		
	22	Provision for digital signature.		
	23	Platform shall have provision for maintaining administrative records including letters, inventory.		
	24	Software userguide detailing all modules and features on MIS, including text search function.		
	25	Platform shall be able to generate file in PDF, excel, XML, CSV, etc formats.		
	26	Provision for flight creation, scheduling and management.		
	<b>II. Engineering Services</b>			
	27	Capability to define the Maintenance Program related to each individual aircraft in the fleet of Nepal Airlines Corporation (NAC) along with the authority/approval reference for each maintenance program.		
	28	Facility to define engineering details against each part number item e.g. Alternate part number, applicability of the component to ALL or some serial number and/or registration number or a batch of serial numbers and/or registration numbers of aircraft		
	29	Facility to define the physical details against each part number item e.g. Weight, Dimensions (Length, Width & Height) and Volume.		
	30	Capability to define each individual aircraft in the fleet of Nepal Airline Corporation (NAC) inclusive of ownership, lease details, etc. and also technical specs like assemblies and/or sub-assemblies consisting of all components with the "as fitted" serial numbers and FIN-wise.		
	31	To facilitate entry of flight delay and cancellation data and AOG data		
	32	System shall have facility to compute the Mean Time Between Unscheduled Removal (MTBUR) of user selected aircraft components		
	33	Module for Setting up of automated Standard Deviation Tables (1 SD, 2 SD, 3SD, etc.) for triggering Alert Values ATA-wise related to Pirep rate, Marep rate, component reliability		
	34	System shall have the capability to generate reliability reports with Defect report per ATA chapter, MEL per ATA chapter, Aircraft system performance report, operational statistical data, component reliability, etc., along with corresponding graphical representation		
	35	System shall have the capability to generate reliability related reports like Aircraft Operational Review, Engine Operational Review, Major Defect Details and Unscheduled Removal Report.		
	36	Facility to maintain database of AD, SB, AOT, VSB etc of airframe, engine and components to one, all or a batch of Aircraft MSN, Engines and components with complete information related to it: mandatory/ recommended/ not applicable, one-time/ repetitive/ 'to be decided entries', provision of cancellation/supersedure/revisions, effectivity, man-hours requirements, compliance document/compliance task, provision of complex threshold/interval, multiple items entry. Capability to generate AD/SB/VSB/AOT/Regulatory authority Directive, etc's aircraft/ fleet/ component -wise/ date-wise report/ status		

37	Revisions to AD/SB/VSB/AOT/Regulatory authority Directive shall automatically link their respective old revision data like work orders issued, last done details, EO, etc onto which one can update criterion as per revised respective AD/SB/VSB/AOT/Regulatory authority Directive.		
38	System shall be capable for the user to analyze these ADs & SBs and make them applicable to one or more aircraft MSN or engine/assembly/component serial number or a group of serial numbers in the fleet; based on the Applicability criterion listed in the respective AD or SB		
39	Facility to classify minor defects and major defects. Facility to associate a defect with an incident or accident occurred due to that defect		
40	Analysis of defects reported and classification as per ATA four letter codes (i.e. Aircraft sub-system level) for each aircraft registration		
41	Facility to create defect History for monitoring defects on each aircraft registration		
42	The system shall have the facility to monitor repetitive defects as per the user configured rule (e.g. occurrence of more than three defects under particular aircraft sub system in X flying days)		
43	System shall have the feature to import Production Mod embodiment status report given by Airbus aircraft with capability to filter tasks based on the Production Mod status		
44	Facility of STC/ In-Service Modification Embodiment data (Eg. Mod No. etc) related to SB, etc to be entered independently and entry to be made as connected to SB.		
45	The software system shall have the ability to define applicability of AD, SB and Regulatory authority Directives to one, all or a batch of Aircraft MSN, Engine serial numbers and component serial numbers, based on the applicability criterion provided in the respective AD/SB/Regulatory authority Directive		
46	Capability to monitor the one-time & repetitive Structural repair repeat inspection requirements, with complex compliance requirements		
47	System shall have the ability to capture the Dent & Buckle details and depict the same on the schematic diagram of the aircraft at the relevant location for easy monitoring		
48	System shall have the function to monitor all one-time and repetitive maintenance activities related to the Dent & Buckle observations (including scheduled reweighing) for Continuing Airworthiness management.		
49	System shall be capable of monitoring the weight growth of the Aircraft related to maintenance activities like AD/SB/MODs.		
50	Ability to configure Approved weight schedule (weight & arm) values of each Aircraft in the software system		
51	System shall be able to record the historical and ongoing weight growth of the aircraft		
52	System shall be able to calculate the new Center of Gravity based on the weight growth and moment change of the aircraft.		
53	Feature to have the database of MEL items		
54	System shall have the ability to manage & monitor due details of all the categories of MEL with provision to forecast MEL expiry date, based on the Category of each of the MEL invoked		
55	Facility to define expiry date for CDL & other deferred defects, based on the maintenance policy of Nepal Airline Corporation (NAC)		
56	System shall have the ability to manage & monitor CDL and other deferred maintenance items		
57	The system shall have the capability to block induction of ALL or a batch of serial numbers or different batches of serial numbers of a particular component part number, based on Appliances AD/SB/Regulatory Directive, with immediate effect or with effect from a prospective date/component hours/component cycle		
<b>III. Engineering Planning, PPCS and MCC</b>			
58	Facility to scan and attach complete documents for each aircrafts in the fleet of NAC with the capability to define renewal/expiry thresholds and generate the alerts for the same.		

59	Facility to capture laid down scheduled maintenance requirements of each aircraft, with corresponding thresholds & intervals for carrying out each maintenance task		
60	Facility to show an estimated due date by which each maintenance task related to a particular aircraft will fall due, based on the average utilization of an aircraft over the past x number of days		
61	System generated work order numbers for accountability and control of work orders issued against each aircraft		
62	Facility for controlled work sign off of work orders/work package by maintenance personnel		
63	System shall be capable of maintaining a "Work order" register, along with the status of each work order created in the system		
64	Facility for the creation, scheduling and execution of work orders & work packages (including tally sheet) to meet the maintenance requirements		
65	Provision shall exist for adding task cards to a work order		
66	Facility to create 'Installation & Removal Log' (i.e. List of serial numbered components or assemblies fitted) on each serial number/registration number aircraft at any point of time from the system. Facility shall be there to capture the component changes effected on each serial number/registration number aircraft during scheduled maintenance and non-scheduled maintenance		
67	System shall have "Task authentication" feature to authenticate a task after any maintenance program task have been edited by a user		
68	Provision of acknowledgment of work orders issued by Planners. Provision of acknowledgement of completed work orders by Planners and Record Section personnel.		
69	Capability for generation of Material List for scheduled maintenance tasks		
70	Provision and management of exemption/ concession of tasks, MEL, etc.		
71	The software system shall be designed to define & monitor special/exceptional parameters related to certain type of aircraft, engines or aircraft components. The exceptional parameters are those parameters other than the typical Flight hours, Flight cycles, Days/Date, which in exceptional cases drive the scheduled maintenance actions on some aircraft types, for e.g. APU Hour		
72	System shall be capable of identifying & tracking the "First Driver component" which drives the scheduled removal" of an assembly from an aircraft registration		
73	Capability to forecast the maintenance requirements related to airframe, engines and other aircraft components, based on any user selected utilization operational criterion of each aircraft in the fleet		
74	Facility to view multiple information like access panels, zones, estimated man hours, required Skill codes/trades etc. related to a maintenance task		
75	Ability to accurately monitor the Last Done details & Next Due details of each maintenance task as per the approved maintenance program for each aircraft in the fleet		
76	The software shall be capable to monitor all the possible combination of maintenance task intervals or thresholds or counts or a combination of them, without any manual intervention by the user for change in configuration		
77	"Last Done" details shall be readily visible against each maintenance program task on the maintenance monitoring screen		
78	Ability to manage newly introduced or revised maintenance tasks arising out of Maintenance planning Document revisions & monitor "Next Due" details of these tasks, pending approval. System shall have facility for "auto upload" of Maintenance Program tasks with the data provided in Excel format		
79	The system shall have provision to define & monitor "Sampling tasks", to meet the ageing aircraft maintenance and structural inspection requirements, as part of approved maintenance program compliance		
80	Facility to maintain records of WO/ Engineering Order history related to particular Maintenance Program Task, AD/SB, etc.		

81	The software shall have the feature to assign applicability of each scheduled maintenance task to ALL or one aircraft registration number or a batch of aircraft registration numbers, as per the APPLICABILITY criterion of such maintenance requirements (i.e. Scheduled maintenance tasks, Hard time component replacements, Airworthiness Directives, Service Bulletins, Structural repair repeat inspections and any in-house tasks, etc) to ALL or one or more aircraft registrations or a batch of engines/assembly/component Part numbers & Serial numbers		
82	The software system shall be capable of monitoring scheduled maintenance tasks on airframe & engines and other aircraft components		
83	Capability to monitor one-time & repetitive Airworthiness Directives, SB/AOT/VSB/ Regulatory authority Directive, etc, related to airframe, engine & aircraft, components, with complex compliance requirements		
84	Facility to indicate and record duplicate inspection process or independent checks for critical maintenance tasks like engine changes, replacement of major assemblies, critical Non-Destructive testing etc. Facility to highlight/ stamp CMR, CRITICAL TASK, INDEPENDENT INSPECTION, etc as required.		
85	Ability to view forecast for the pre-configured major maintenance checks/ workshop visits / major component or assembly replacements of each serial number/registration number aircraft under a particular type, with corresponding visibility on major cost outflow		
86	System shall have a dedicated separate screen for carrying out Maintenance forecasting, as per user selected criterion, without affecting the airworthiness monitoring function achieved through the dedicated maintenance monitoring screen		
87	The software shall have the capability to monitor multiple combinations of complex thresholds and intervals related to the conduct of maintenance of different aircraft operated by Nepal Airline Corporation (NAC)		
88	Facility to record, Certificate of Airworthiness (C of A), Airworthiness Review Certificate, details of each aircraft registration in NAC fleet, aircraft insurance details, CAAN AMO validations, contracted MRO details and to monitor their expiry dates.		
89	Ability to have repetitive defect register, ADD register, monitoring, monitoring and closing		
90	Ability to material requisition and procurement, hold requested components, spare, consumables for planned maintenance job order, and tracking requisitions		
91	Ability to plan AME/Technicians roster(shift: Morning, Day, Night), weekly schedule maintenance plan, task scheduling		
92	System shall have Work order due notification(flight hour, flight cycle, APU hour, and calendar date, )		
93	System shall have MPD manhour estimated records, ability to have hanger visit plan		
<b>IV. Record Section</b>			
94	Facility to issue new sector log book & track its sector log pages. The flying details like flight hours, flight cycles/landings, sector of operation, fuel uplift, oil uplift, night flying hours, flying crew details, defects etc. are required to be captured		
95	Facility to record both revenue and non-revenue flights information		
96	Facility to record defects encountered on each aircraft registration, rectification action taken, components replaced during defect rectification, details of person reporting the defect, details of defects deferred etc.		
97	Facility to record fuel uplift & consumption. System shall also be able to record fuel invoices and track the variation between the Technical Log data and fuel invoices data.		
98	Facility to record the ECTM (Engine Trend Monitoring) related parameters including Engine Oil consumption monitoring		
99	Facility to capture details of components fitted on each aircraft. The details like component operating hours since manufacture, since last overhaul, since last workshop check like pressure test, calibration, weighing etc. related to each applicable component serial number are to be captured.		
100	The component hours/cycles/ days are to be incremented, based on the actual utilization of each aircraft on which the component is fitted		

101	Facility to record & track the part number and serial number details of the components fitted or removed from each aircraft		
102	Facility to record defects encountered on each aircraft registration, rectification action taken, components replaced during defect rectification, details of person reporting the defect, details of defects deferred etc.		
103	System shall have the capability to record the Reduced Vertical Separation Minimum (RVSM) and Instrument Landing System (ILS) parameters		
104	Facility to monitor Time Since Installation (TSI) & Cycles Since Installation (CSI) of each component on each aircraft		
105	System shall have the capability to monitor the “No Fault Found” (NFF) removals of aircraft components. System shall have the capability to monitor premature removals of life limited aircraft components		
106	System shall have electronic Airframe log book, electronic Engine log book, electronic Propeller log book and electronic APU log book. System shall have capability to automatically update electronic Airframe log book, electronic Engine log book, electronic Propeller log book and electronic APU log book; based on the day-to-day aircraft flying, work order accomplishments and modifications undertaken on each aircraft, engine, propeller and APU in the fleet		
107	Facility to define Life limited component /assembly replacement requirements (Hard Time components) and Time Controlled Items related to each type of aircraft, with corresponding periodicity for replacement, as per the laid down maintenance program and technical instructions. Assigning applicability of such component/assembly replacement requirements to ALL or one aircraft registration number or a batch of aircraft registration numbers, based on the corresponding applicability criterion		
<b>V. Training and Qualification of CAMO &amp; AMO personnels</b>			
108	Generation of training calendar for period defined in rule set		
109	Role based update option given for office as well as individuals.		
110	Trainings to be added in group as per defined rule set		
111	Automatic certificate creation and electronically signed by accountable Training Manager and Instructor with provision of adding the certificates to individual profiles		
112	Capability to define trainings requirements as per role and recording of trainings provided to each individual		
113	Summary of individual training or group training to be exported in XLS format (Read-only) or in pdf format (report generation).		
114	Reminder of expiry to individuals through email/other means and through the software to the office 15 days prior to expiry.		
115	Various training forms to be filled by instructors after completion of training through online form and signed digitally by trainee and instructors before sending to the office.		
116	Notice and circular to be circulated through the software and email to the selected individuals.		
117	Instructors profile to be created.		
118	Availability of Instructors to be requested by office or by instructors.		
119	Record keeping of scanned copy of examination sheet for selected period of time.		
120	Ability to automatically / manually generate training reports (by date, individual, category) at defined interval of time.		
121	Customizable comprehensive report generation mechanism		
<b>VI. Others</b>			
122	Back-end data entry support when huge input is required to be entered in any particular item. (For eg. part prohibition in particular AD, when this PN may require entry of huge number of SNs).		
123	Notice and circular to be created and circulated through the software and email to the selected individuals.		
124	Facility to integrate data into Skywise		

125	The system shall have the capability to generate standard reports related to monitoring & management of aircraft engineering, maintenance and continuing airworthiness management		
<b>VII. Tech Records &amp; Publication</b>			
126	The Tech Records & Publication module shall be fully integrated with the proposed CAMO, AMO, QA & Logistics management system with the facility to automatically archive all Tech Records, Tech Services & Logistics documents and access the same.		
127	The system shall be capable of managing digital content i.e. electronic documents (word, PDF, excel, etc.), images, scanned image files, multimedia documents (audio & video), web links, xml, etc. with the capability to setup hierarchical classification with the capability to transfer files using drag & drop.		
128	The system shall have facility to define access control for the records, and the system shall restrict access to the records based on the access defined.		
129	The system shall have function for Delivery & Read receipt and capability for Revision Control management.		
<b>VIII. Inventory &amp; Procurement Management</b>			
130	Ability to assign local serial numbers to non-serialized items, where required, to enable proper tracking of maintenance requirements, if any, on such non serialized items		
131	Ability to define any inventory item (i.e. assemblies, sub-assemblies & components, special tools, support equipment, consumables & expendables etc.) and its part number with facility to assign local part number to a non-part number item, as per user definition		
132	Ability to classify the inventory (i.e. assemblies, sub-assemblies & components, special tools, support equipment, consumables & expendables etc.) based on its type, serial number, batch number etc.		
133	System shall have the capability to define and identify all Alternate items, Blocked items and Rogue items as per Logistics process of NAC		
134	Facility to define Minimum Stock level (MSL) and any other threshold level for each part number components, assemblies, consumables, expendables etc. and capability to track fast moving, slow moving and non-moving stock based on user defined parameters		
135	Facility to capture warranty details (if applicable) against each serial number components/ assemblies/ tools, which are inducted in to stores		
136	Ability to track & monitor warranty applicability for unserviceable engines & components removed from aircraft, as per the component operating hours or operating cycles or date with relevant notifications as per user definable thresholds.		
137	System shall have the ability to define any type and any number of stores of Nepal Airline Corporation (NAC), as per the required hierarchy and nomenclature. There shall be no limitations in the number of hierarchies of stores which can be configured in the system		
138	Ability to define & identify stores needing special storage considerations like Dangerous Goods, Electro static sensitive Devices (ESD) etc. towards storage/binning in a pre-defined stores, meeting the storage restriction criterion		
139	Binning control of inspection cleared aircraft items, as per user defined store location, stores, rooms, rack, shelf, bin etc. with the ability to warn against inappropriate binning location (stores for different aircraft type, different serviceability condition, etc.) , with a facility to allocate alternate location, as per the user requirement		
140	Ability for system to issue warning if aircraft items needing special storage requirements (i.e. Dangerous Goods items, ESD items etc.) are attempted to be stored/binning in inappropriate or wrong location		
141	The system shall provide facility for management of Rejected items and Quarantine stores		
142	Centralized monitoring of stores i.e. view stock at any or all store locations & stores		
143	Material availability verification by part number and the facility to track material consumption by part number & requisitioning station		

144	System shall have the capability to automatically import data from the Illustrated Parts Catalogue (IPC) and Recommended Spare Part List (RSPL) of NAC		
145	The system shall have a material planning function with the provision to prompt the user with the relevant information pertaining to each part number (i.e. MSL, dues-in, dues-out, average consumption, MTBUR etc.)		
146	Facility to manage store inspection processes and for capturing Time Since New(TSN), Cycles Since New (CSN), Time Since Overhaul (TSO), Cycles Since Overhaul (CSO), Time Since Checks (TSC), Cycles Since Check (CSC) etc.		
147	The system shall have the capability to generate Request for Quotation (RFQ) with facility to create “ Comparative Statement of Quotes” for one or multiple responded RFQs.		
148	The software system shall be able to capture the inventory receipt & consignment details Air Way Bill and Bill of Entry details, Customers, Freight Forwarder, Handling Charges, Taxes, etc.		
149	Transfer of items between stores at different locations and between items in same location		
150	Unserviceable item return monitoring from different user locations		
151	The system shall provide facility for management of short supplied or excess supplied items, shelf life monitoring & calibration due (for special tools & equipment)		
152	Facility to record service orders, and have the facility to record vendor invoices and track the invoices due for payment.		
153	Features for procurement process i.e. purchase order creation & monitoring of supply status against each purchase order with capability to account for part supply (multiple receipts) of items against a single purchase order. The system shall also indicate inventory items in transit during the dispatch process from one location to another.		
154	System shall have capability to handle 3-Levels Approval process based on Order value slab as per procurement rules of NAC		
155	Capability to track loaned items, leased items and loan return due monitoring		
156	Features for aviation rotatable repair process i.e. repair order creation & monitoring of receipt of items sent for repairs against each repair order. System shall also have function to convert repair orders into exchange orders		
157	The system shall have the facility to handle Alternate part numbers during the procurement process (Purchase Orders, Repair Orders, Exchange Orders, Loan Orders, Sale Orders, Lease Orders)		
158	Ability to accept Alternate Part Number in Receive and Dispatch stores for the items against Loan Order received from other parties as an Alternate Part Number against supplied Part Number.		
159	Ability to generate opening and closing stock of inventory in every fiscal year.		
160	Ability to generate fleet wise stock from Inventory.		
161	Ability to amend Vendor Details, Part Details after the work order creation has been completed.		
162	There shall be expiry life notification of consumables, minimum stock order level notification alert, can show value of stock material as well as permission to change or modify the stock		
163	System shall have DO alert in Receive and dispatch section, Aerobill system entry ability, AOG requirement alert email to concerns.		
164	Store shall have Permission to stock writeoff, expiry scrap, personnel tracker for using consumables, tools, PPE records		
<b>2</b>	<b>Quality Assurance</b>		
<b>I.</b>	<b>Specific Requirement</b>		
165	The application shall have provision to prepare and amend the annual audit program, audit scheduling, audit plan preparation, preparation of the checklist and its amendment, conduct the audit using the checklist, uploading the evidence and report the findings to auditee. (Internal Audit including audit of suppliers, contractors, sub-contractors, service		

		provider etc.)		
	166	Record entry, update, and status monitoring of external Audits. (eg: CAA Nepal Audits, QA independent audit, SAFA inspections, etc.)		
	167	The application shall have provision to classify the findings as Level 1, Level 2 and Level 3(Observations)		
	168	The application shall have provision for requesting extension and or escalation of audit findings by auditee upon approval of extension by Quality Manager/Auditors.		
	169	The application shall have provision for addressing the audit findings by taking necessary corrective action and preventive action.		
	170	The application shall include Root Cause analysis Method template built into the software. Eg: 5-Why Method, Fish-bone diagram etc.		
	171	The application shall have provision for documentation and or up-loading the evidence to substantiate the audit findings and scope covered.		
	172	The application shall have provision for closure of finding and audit completion.		
	173	The application shall have the provision to show/display the audit finding status (i.e. open/closed/overdue status) including the charts with provision of filtering (year wise, Department wise etc.). This status shall be accessed by auditee and Quality Manager/Auditors.		
	174	The application shall have provision of automatic notification via email to users for scheduled audit, alerting the corrective action due dates, finding status on regular basis, finding overdue, and when any information is updated either by auditee or by Quality Auditor.		
	175	The application shall have provision for issuing, renewal, extension, revocation/suspension/withdrawal etc. of certification authorization and shall have provision of recording/uploading experiences, licences and other personal records. CA holders may be NAC Certifying staff (line, base, component, NDT staff etc.), Training instructors, Material inspectors, Quality Auditors, Record Staffs etc. When required Certifying staffs from contracted maintenance organization shall be able to entry into the system.		
	176	The application shall have provision of listing the certifying staff information in accordance with the regulation according to Maintenance Organization Expositions form.		
	177	The application shall have provision of alerting the due dates of mandatory training as per requirement and shall be linked with Certification Authorization to notify Quality Department in case of overdue of trainings, licenses, etc.		
	178	The application shall have provision to issue one-off certification authorization to staff upon approval from QA Manager.		
	179	The application shall have provision of approving the maintenance task exemption by Quality Manager. It also shall have provision to record concession and exemption as granted by CAA Nepal and Quality Department to monitor and track its deadline with prior notification.		
	180	The application shall have provision of applying for new vendor listing, its approval, suspension and withdrawal, including its validity and its record management.		
	181	The application shall have provision of applying for new contractors/sub-contractors listing, its approval, suspension and withdrawal, including its validity, and its record management.		
	182	The application shall have provision of listing the reported Occurrences and classify according to the nature of occurrences. The list shall contain the items as per ICAO standards. This shall include the provision for reporting, investigation and its report, recording of corrective actions taken, and closure of the occurrences.		
	183	Platform shall have provision for investigating accidents/ incidents/ occurrences with capability to allow for multiple inputs from assigned investigating committee members during the preparation of report.		

	184	Platform shall have provision for monitoring the manual status upon the submission for approval to CAA Nepal.		
	185	Platform shall have provision for maintaining record and profile of Quality Manager/auditors/staffs.		
	186	Facility to Submit audit findings with attachments and track audit findings status by auditee		
	187	Facility for documentation and file attachments to audits and findings by auditee		
<b>3</b>	<b>Safety Management System</b>			
	<b>I.</b>	<b>General Requirement :</b>		
	188	Safety portal for safety reporting (MOR/VIR) Mandatory Occurrence Reporting/ Voluntary Incident Reporting: (i) Web-based or (ii) App-based		
	189	Online/Offline Desktop based HIRA (Hazard Identifications & Risk Assessment) platform (i) Able to obtain Risk Assessment inputs from multiple line departments (ii) Authority to accept the HIRA wok-sheet by the Safety Office. (iii) To be capable of saving the existing HIRA worksheet while maintaining the reviewed HIRA based on a separate set of scenario/ differing conditions. (iv) Provision of e-signature or signature on the worksheet.		
	190	Hazard Type Priotization/Classification and Segregation: Hazards to be prioritized initially and classify according to their operational domain such as Airworthiness, Ground Operations, Flight Operations, etc. (e.g., LOW HIGH and MEDIUM). • Hazard Taxonomy: Provision of harzards taxonomy as per ICAO. (e.g. Technical, Environmental, Human Factor, Organizational and OHS) • Occurrence Type Classification: Categorize incidents by type (e.g., ARC, CFIT, BIRD, STOL, RAMP, SCF-PP, SCF-NP, WINDSTRW, TURB ect.) • Report Submission: Easy submission of Mandatory Occurrence Reports (MOR) and other incident reports with timeline. • Tracking and Resolution: Track the status of reported incidents and actions taken for resolution with concerned stakeholders. • Automated Notifications: Email notifications for new reports, updates, timeline alerts and required actions.		
	191	Provision of barrier score values for calculating probability on the basis of durability, cost effective, inforceability, acceptability, effectiveness, practicability.		
	192	Provision of weightage system to calculate severity on the basis of marks given on different elements. (e.g. passengers, employee, organization, environment, equipment, property)		
	193	Risk Assessment through BOW-TIE method.		
	194	Provision of following database: (i) Hazard database (ii) Risk database (iii) Occurance database (iv) Barrier (Mitigating actions) database (v) SPI/SPT database  Provision of monitoring and tracking the actions department wise with timeline.		
	195	Tracking of Safety Recommendations, circulars and safety transmission issued and their compliance status. (i) Able to obtain inputs from multiple line departments (ii) Authority to close the status of compliance of the Safety Recommendation by the Safety Office.		

196	Module for Setting up of automated Standard Deviation Tables (1 SD, 2 SD, 3SD, etc.) for triggering Alert Values of Safety Performance Monitoring and Indicators/Targets with regards to Safety Performance Indicators and Targets defined each year by NAC. (i) Shall be capable of constant monitoring and generation of reports (ii) Shall be capable of automatic trend analyses. (iii) Tracking of existing actions and facilities of revising /creating new actions to achieve SPT.		
197	Setup of database with different customizable Subject-wise Safety Areas (such as Cabin Safety, Maintenance Safety or Ramp Safety) on information received from Flight Operational Quality Assurance (FOQA), Engineering Reliability and Repetitive snag reports, all Incidents and Accidents including Ground handling-related, Crew Management System (Rostering), Flight duty violation information, Fatigue Risk Management etc.(i) The SMS software shall be capable of compiling all data, Identifying Hazards, Risk Assessment (Risk Analysis & Risk Factor) as per the input provided to each above-mentioned reports such as Risk Index based on HIRA portal for each MOR/VIR, etc. as applicable, based on Safety Performance Indicators of various Areas/Departments.(ii) Capability to correlate Occurrence Reports/Voluntary Safety Reports with Flight Data Analysis Outputs/Reports and Nepal Airlines Safety Performance Indicators/Targets as applicable.		
198	Management of Change (MOC): Structured process for managing changes that could impact safety, including documentation and approval workflows. • Impact Analysis: Tools to analyze the potential safety impact of proposed changes.		
199	Audits and Inspections • Scheduling and Tracking: Schedule and track internal and external audits and inspections. • Checklists and Templates: Standardized checklists and templates for conducting audits and inspections. • Findings and Actions: Document findings, corrective actions, and follow-up.		
200	Platform for investigating Accidents/incidents/occurrences with capability to allow for multiple inputs from assigned investigating committee members during the preparation of report.		
201	Documentation Management System for the following two systems: (i) Safety Management Manual (ii) Emergency Response Program including the monitoring and supervision of Local ERP for different out-stations.		
202	Training and Communication • Training Management: Schedule, track, and document safety training for staff. • Knowledge Base: Repository for safety-related information, guidelines, and best practices. • Communication Tools: Platforms for internal communication and dissemination of safety information.		
203	Safety Communication and Promotion: Capability to generate Flight Safety Notices or Safety Bulletins or any other safety-related emails to be disseminated to Crew Portal or any other similar portals so as to send the information to Flight/Cabin Crew, Maintenance Personnel, Ground Operations Personnel or any other email addresses (in-company as well as out from the company)		
<b>4</b>	<b>Operations</b>		
204	Generation of training calendar for period defined in rule set for cockpit crew, cabin crew and other operations personnel.		
205	Role based update option given for office as well as individuals.		
206	Trainings to be added in group as per defined rule set for cockpit crew, cabin crew and other operations personnel		
207	Automatic certificate creation and electronically signed by accountable Training Manager and Instructor with provision of adding the certificates to individual profiles for cockpit crew, cabin crew and other operations personnel		
208	Summary of individual training or group training to be exported in XLS format (Read-only) or in pdf format (report generation).		

209	Linked to rostering and quality safety.		
210	Reminder of expiry to individuals through email/other means and through the software to the office three months prior to expiry.		
211	Various training forms to be filled by instructors after completion of training through online form and signed digitally by trainee and instructors before sending to the office for cockpit crew, cabin crew and other operations personnel.		
212	Notice and circular to be circulated through the software and email to the selected individuals.		
213	Instructors profile to be created.		
214	Availability of Instructors to be requested by office or by instructors.		
215	Record keeping of scanned copy of examination sheet for selected period of time.		
216	Ability to automatically / manually generate training reports (by date, individual, category) at defined interval of time.		
217	Flight requests shall be processed automatically without manual intervention thus ensuring the execution of defined criteria.		
218	Ability to generate auto rosters based on the defined criteria and it shall produce accurate and optimal roster.		
219	Well defined communication methods including notification to crew		
220	Crew leave/ Off day requests shall be automatically processed on defined criteria and the award shall be done automatically.		
221	Provision for bid for Mutual Change and approval		
222	Provision for rule set customization for distribution of Flights based on Minimum Guarantee hours and maximum deviation allowed from average total flight hours		
223	Customizable comprehensive report generation mechanism (flights/ crew/ sectors etc)		
224	Provision for Crew duty reporting and duty time tracking mechanism (crew check-in/ check-out).		
225	Web based crew information access application/portal to individual roster.		
226	Vacation Planner.		
227	Crew tracking tool to show expiries.		
228	Show rule violations including flying duty periods.		
229	Show crew availability and standby periods.		
230	Man power calculation for any schedule before publishing.		
231	Roster patterns & crew pairing creation.		
232	Provision for simulating different set of scenarios (rules/categories/patterns) and auditing.		
233	Provision for calculation of allowance.		
234	Crew General Declaration details shall be auto processed and transmitted to defined destinations via standard communication methods.		
235	Any Ground activity (eg. Meetings, Trainings etc) report.		
236	Category wise determination of eligibility of sectors.		
237	Allowance / newsletters / crew notifications.		
238	Flight swaps by individual crew members without admin interference.		
239	Crew qualification tracking and alerting as per defined rule set		
240	Crew ID, passport, Visa validity tracking and alerting.		
<b>5</b>	<b>Non Functional Requirements</b>		
<b>I.</b>	<b>Usability :</b>		
241	The system shall be able to provide validation of user input so that very few or no errors are committed.		
242 .A.	The system shall provide an interface suitable for users who have a smartphone or tablet device.		
242 .B.	The solution shall have a user-friendly interface for all the users of the system. Proof of concept shall be carried by NAC for demonstration of the features and the requirements. Entire requirements shall be validated technically considering		

		business assumptions. Bidders shall be responsible to provide deeper dive into the solution to justify and fully compliant with the requirements of NAC. Proof of Concept should outline the task delivery and resources required to demonstrate the feasibility.		
	<b>II.</b>	<b>Performance :</b>		
243		Web system shall be scalable, have quick response times and suffer no penalty from the volume of concurrent requests (no bandwidth/session restriction shall be applied from the service provider's end). The system shall be able to cater to at least 125 (one hundred twenty five) concurrent users (via eg. Go Global, remote desktop connection, or similar connecting protocol mechanism) in different modules at any time without any degradation in speed or performance of the system.  The security service should be robust and scalable with sufficient performance (session handling capability, firewall performance, IPSec VPN performance, threat prevention performance and intrusion prevention performance) that can sufficiently handle required user through VPN or secure connection or DSL internet.		
	<b>III.</b>	<b>Reliability :</b>		
244		The solution shall operate reliably 24/7/365 with uptime not less than 99.9 % annually. The solution should be high availability mode ensuring continuous operation with minimal interruption and near-zero downtime. No alteration of data shall be allowed and any modification to the existing system, upgrade, patch, bug-fix shall be notified to the NAC system admin and get prior permission to perform such activities.		
	<b>IV.</b>	<b>Encryption &amp; Authentication :</b>		
245		Standard Data encryption protocol shall be implemented.		
246		Access control mechanism shall be implemented by either the service provider or NAC admin.		
247		System shall have the features of MFA with at least 2 steps to access the system.		
248		System shall comply Cybersecurity standards and data protection regulation of Nepal and ICAO .		
	<b>V.</b>	<b>Support :</b>		
249		Service provider shall provide 24/7/365 support to NAC regarding the system. Email, Phone support and/or ticketing system for support is required.		
	<b>VI.</b>	<b>Future Updates :</b>		
250		It is the service provider's responsibility to periodically update and/or upgrade the server system as and when necessary.		
	<b>VII</b>	<b>Maximum Reach :</b>		
251		The solution shall be accessible from an internet connected computer with updated browser. The solution shall not restrict number of NAC users connecting to the system via web browser at any time.		
	<b>VII</b>	<b>I. Integration :</b>		
252		The solution shall be able to export/upload data to editable document (word, excel, XML, CSV etc) and pdf format.		
	<b>IX.</b>	<b>Backup of Data :</b>		
253		The system shall have a provision of generation of Back-up of all data as required by NAC at specific intervals of not more than one month.  System shall be capable to provide real-time replication and synchronization at NAC with the bidder resources from their end. No data connection or information shall be corrupted, disrupted during replication. Replicated data at NAC site shall be in usable and readable format so that NAC can use restful API communication to this database to get output calculations as per NAC's requirements. During non-functional of NAC system resources or bidder resources, provided solution shall automatically sync entire data when the bidder's resources/system comes alive. This applies for disruption of synchronization process due to connectivity etc.		

	<b>X.</b>	<b>Software Licensing / Royalty Fee :</b>		
254		All the third party software licensing and royalty fee related to the software shall be paid by the service provider. NAC will not bear any extra fee other than those explicitly mentioned in the BID document.		
	<b>XI.</b>	<b>Ownership of Data :</b>		
255		The service provider shall acknowledge that all data uploaded/entered/generated in the bidder's system is property of NAC. NAC can use and retrieve data as per its requirement. As required by the OEM and legal regulatory requirements, NAC can give access to such data from the service provider to the OEM/other regulatory party using secure communication channel (API integration). Such integration to the third party shall be provided by the bidder within the same cost. There shall be a provision of handing over all the data to NAC in case of termination of contract due to any reasons within agreed period. Protection of data is the sole responsibility of the vendor and the vendor shall provide all data starting from day one to the day of the termination of the contract in physical storage device and online means in the readable/ usable / .csv format, etc.		
	<b>XII</b>	<b>Confidentiality of Information :</b>		
256		All the data and information stored on the bidder's system shall be kept confidential. The disclosure of NAC's data is strictly prohibited. The Non-Disclosure Agreement (NDA) shall be signed between the vendor and NAC.		
	<b>XII I.</b>	<b>Redundant Storage of Data :</b>		
257		The system shall have provision of redundancy to at least one location other than the primary site of storage. The redundant storage location shall not be within 500 km radius of primary storage site. In case of failure of any kind, it shall be vendor's responsibility to perform recovery of the data.		
	<b>XI V.</b>	<b>Data Migration :</b>		
258		a) The party shall migrate all of NAC's existing data including all the datas in the current service provider's system (Laminaar Aviation Infotech). b) The party shall migrate all of NAC's data to third party or NAC's system after the expiry of the contract period.		
	<b>XV</b>	<b>System Security Audit :</b>		
259		The service provider shall furnish proof of system security audit of its system performed by independent third party.		
	<b>XV I.</b>	<b>Schedule of Implementation :</b>		
260		Supplier shall submit Complete Schedule of Implementation (testing, commissioning, etc). Please provide attachment.		
<b>6</b>	<b>Training and Capacity Development</b>			
	<b>I.</b>	<b>Technical Training :</b>		
261		Technical and user level training for the system shall be provided to the NAC employee prior to the implementation of the system and ensure continued timely trainings distributed over the year as and when required. (Initial Induction training shall be at the level of "Train the Trainer/Instructor").		
<b>7</b>	<b>Support and Maintenance Requirements</b>			
262		24x7 global support center to be available for remote monitoring and support with necessary expertise on the propose product.		
263		The supplier shall have to arrange such support arrangement for next 5 years from date of contract.		
264		In case NAC intends to use the software beyond the initial contract period of 5 (five) years, NAC may extend the contract under the jurisdiction of applicable rules and regulations of Government of Nepal for a maximum period of 2 (two) years from the date of expiry of contract.		

	265	During the entire contract period, software shall be under maintenance of the Supplier & shall fully comply with all the regulatory compliance, industry best practices at all times.		
	266	All bug fixes, version upgrades, updates related to all components of the solution to be performed by supplier free of cost during entire contract period.		
	267	Mandates issued during the contract period by regulatory /compliance bodies such as ICAO, IATA, CAAN etc. to be implemented by supplier free of cost to NAC.		
	268	The level one, level 2 support and admin management work shall be done by NAC. But supplier shall have to provide the sufficient support guideline and tools to NAC team. Any issues and problem that cannot handled by IT personal shall be escalated to level 3 support team. The level 3 support shall be available 24x7 hrs. without any conditions.		
<b>8</b>	<b>Final Acceptance – User Acceptance Test (UAT)</b>			
	269	The UAT shall be performed on site at NAC premises on the operational platform. The UAT will be performed by the Supplier in the presence of NAC and its assigned representatives. NAC will reserve the right to perform some of the tests during the UAT.		
	270	The Supplier shall be responsible for incorporate and testing any modification found necessary as a result of the tests. NAC reserves the right to require any completed test to be re-performed to verify that no adverse effects result from the change.		
	271	The Supplier shall also be responsible for updating all impacted documents, including the revised test procedures. The Supplier shall propose a new schedule for the respective tests. Nonetheless, the Supplier shall be responsible to ensure that the project key dates are respected.		
	272	There shall not be any additional cost of any form for re-performed the tests and making the required modifications to the system and/or documents.		
	273	The UAT will be conducted in accordance with the approved test procedures and will be witnessed by NAC. All test results of the UAT will be properly recorded, documented and made available to NAC. The System will be deemed to have satisfactorily fulfilled the UAT when all the tests have been completed successfully.		
	274	The Supplier shall furnish all the necessary tools and test equipment required to run the UAT in accordance with this section.		
	275	Any software failure, restart or changeover during the UAT will be logged, reported and investigated by the Supplier. The Supplier shall be responsible to determine the cause of any failure and make the necessary modifications to rectify the problems.		
<b>9</b>	<b>Terms of Service</b>			
	276	The warranty and guarantee shall be applicable for contract period of system and service.		
<b>10</b>	<b>Workflow Automation System and Certificate of Acceptance (CoA) for Utility Software to Support Airlines Operations &amp; Airworthiness</b>			
	277	<p>The supplier shall furnish (or develop within 3 months of signing contract) workflow automation system and Certificate of Acceptance (CoA) as per the following criteria:</p> <p>1.1 Purpose To develop an automated workflow system that streamlines the weekly reporting process across organizational, from users from different department to GS&amp;PM Department, with integrated payment processing capabilities.</p> <p>1.2 Scope The system will manage the entire life cycle of weekly reports of different modules, including creation, submission, approval, and payment processing, across four hierarchical levels: - Level 1: Users (Report Creators) - Level 2: Supervisors - Level 3: Super Administrators</p>		

	<p>- Level 4: GS&amp;PM Department</p> <p>2. Technical Requirements</p> <p>2.1 System Architecture</p> <ul style="list-style-type: none"> <li>- Web-based application using modern three-tier architecture</li> <li>- Secure database for storing report data and user information</li> <li>- RESTful API services for system integration</li> <li>- Responsive design supporting multiple devices and screen sizes</li> </ul> <p>2.2 System design parameters</p> <ul style="list-style-type: none"> <li>- Frontend:</li> <li>- Backend:</li> <li>- Security: <ul style="list-style-type: none"> <li>- User authentication</li> <li>- Role-based access control (RBAC)</li> <li>- Data encryption at rest and in transit</li> </ul> </li> </ul> <p>3. Functional Requirements</p> <p>3.1 User Module</p> <ul style="list-style-type: none"> <li>- User registration and profile management (module wise)</li> <li>- Weekly report creation interface with: <ul style="list-style-type: none"> <li>- Rich text editor/ File attachment support/File edit /del/and creation using template</li> <li>- Report templates/ Report submission with digital signature/ Report history and status tracking (CoA)</li> <li>- Email notifications for submission deadlines (Alert)</li> </ul> </li> </ul> <p>3.2 Supervisor Module (module wise)</p> <ul style="list-style-type: none"> <li>- Dashboard showing pending approvals</li> <li>- Report review interface with: <ul style="list-style-type: none"> <li>-Comment functionality/ Revision requests/ Approval/Rejection/Pending/in hold capability</li> <li>- Batch processing of multiple reports and forwarding to Super admin Module.</li> <li>- Report consolidation tools/ Custom report generation/</li> <li>- Email notifications for submission deadlines</li> </ul> </li> </ul> <p>3.3 Super Admin Module</p> <ul style="list-style-type: none"> <li>- Organization-wise report overview of all submitted modules</li> <li>- Department-wise analytics/Comment functionality/ Revision requests/ Approval/Rejection/Pending/in hold capability</li> <li>- Bulk report processing and forwarding to GS&amp;PM Department.</li> <li>- System configuration management/Report consolidation tools/ Custom report generation/</li> <li>- User management across all levels/ access control on modules for users/supervisor.</li> </ul> <p>3.4 GS&amp;PM Department Module</p> <p>Department-wise analytics/Comment functionality/ Revision requests/ Approval/Rejection/Pending/in hold capability/ Report return</p> <ul style="list-style-type: none"> <li>- Payment processing interface/Report verification/ Module utilization/operation status.</li> <li>- Financial report generation/ Payment status tracking/ Integration with existing payment systems/Transaction history maintenance</li> <li>Yearly monthly and weekly report approval and processed report status.</li> <li>User management across all levels/ access control on modules for users/supervisor.</li> <li>- Audit trail access</li> </ul> <p>4. Workflow Process</p> <p>4.1 Report Submission Flow</p>		
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		<ol style="list-style-type: none"><li>1. User creates weekly report</li><li>2. System validates report completeness</li><li>3. User submits report to supervisor</li><li>4. Email notification sent to supervisor</li><li>5. Supervisor reviews and processes report</li><li>6. Report forwarded to super admin</li><li>7. Super admin reviews and forwards to IT</li><li>8. IT department processes payment</li></ol>		
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## 1. Overview of Nepal Airlines Corporation

Nepal Airlines Corporation (NAC), flag carrier of Nepal, is a public company entirely owned by the Government of Nepal. It operates domestic flights in various parts of country and International Flights to 10 destinations around the world.

NAC aircraft current fleet and their status are as below:

SN	AIRCRAFT TYPE	QTY	STATUS
1	A330-200	2	IN OPERATION
2	A320-200	2	IN OPERATION
3	B757-200	1	NOT IN OPERATION
4	DHC-6-300	2	IN OPERATION
5		1	NOT IN OPERATION
6	MA60	2	NOT IN OPERATION
7	Y12E	3	NOT IN OPERATION

Nepal Airlines is currently serving more than 30,000 international passengers on a monthly basis.

## 2. Methodology

The supplier shall adopt the standard project implementation methodologies to install and commission the proposed software solution. The implementation plan is depicted as following and is of illustrative nature.

Planning --> Analysis --> Design --> Development & Customization --> Data Migration --> Pilot Testing --> Training --> Implementation/ Go Live --> Support & Services

The supplier is expected to strictly adhere to the standard methodologies for Assessment, Design, Documentation, Development, Customization, Testing, UAT, Piloting, Rollout, Operation & Maintenance, Backup & Restoration, Quality Management, Risk Management, Capacity Building and Change Management.

## 3. Reporting Requirement :

The general reports to be submitted by the supplier are as listed below:

### i) Hardware and Network Specification Requirement Report

- The supplier shall submit the detailed hardware, network, and infrastructure application requirement document to smoothly run the proposed software considering the growth for at least 10 years from the date of operation.

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## **Inspection and Test**

The following inspections and tests shall be performed:

1. The supplier is required to provide proof of functional tests before moving on to GO-LIVE phase.
2. The supplier will be responsible for providing the test plan and scenarios for User Acceptance (UAT) which will be executed in coordination with NAC IT Team.
3. The tests will include all the procedures suggested by the supplier and approved by NAC, as well as other additional tests that NAC IT will request, and all are considered as contractual obligations of the provider.
4. The planned program of all testing and commissioning activities will be included in the project plan. NAC reserves the right to ask a third party to supervise.
5. Specifications shall be consistent with industry recognized test
6. The supplier shall ensure the on-site presence of his project manager and his design engineers during the testing and implementation phases
7. Representatives of NAC and the supplier will complete the Provisional Acceptance by a signed Protocol (Provisional Acceptance Protocol).
8. All serious and significant deficiencies will be noted and the supplier will have to correct them till the next working day. All medium and weak gaps will be noted and the supplier shall correct them within five (5) working days
9. Provisional acceptance will not be granted if critical and significant deficiencies are not corrected.

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## Section VI. General Conditions of Contract

The GCC contain standard provisions that have been designed to remain unchanged and **to be used without modifying their text**. The GCC clearly identify the provisions that may normally need to be specified for a particular bidding process and require that such specification be introduced **through the SCC**.

The GCC are a Contract document and, therefore, are a part of the Contract.

### Table of Clauses

1.	Definitions .....	107
2.	Contract Documents .....	108
3.	Fraud and Corruption.....	108
4.	Interpretation.....	110
5.	Language.....	111
6.	Joint Venture, Consortium or Association.....	111
7.	Notices .....	111
8.	Governing Law .....	112
9.	Settlement of Disputes .....	112
10.	Scope of Supply .....	112
11.	Delivery .....	112
12.	Supplier's Responsibilities .....	112
13.	Purchaser's Responsibilities.....	112
14.	Contract Price .....	113
15.	Terms of Payment.....	113
16.	Taxes and Duties.....	114
17.	Performance Security.....	114
18.	Copyright .....	114
19.	Confidential Information .....	115
20.	Subcontracting.....	116
21.	Specifications and Standards .....	116
22.	Packing and Documents.....	116
23.	Insurance .....	117
24.	Transportation .....	117
25.	Inspections and Tests .....	117
26.	Liquidated Damages .....	118
27.	Warranty .....	118
28.	Patent Indemnity .....	119
29.	Limitation of Liability .....	120

---

30.	Change in Laws and Regulations .....	121
31.	Force Majeure.....	121
32.	Change Orders and Contract Amendments .....	122
33.	Extensions of Time.....	122
34.	Termination .....	123
35.	Assignment.....	124

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## Section VI. General Conditions of Contract

### Definitions

1.1. The following words and expressions shall have the meanings hereby assigned to them:

- (d) “Contract” means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (e) “Contract Documents” means the documents listed in the Agreement, including any amendments thereto.
- (f) “Contract Price” means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- (g) “Day” means calendar day.
- (h) “Delivery” means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- (i) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (j) “GCC” means the General Conditions of Contract.
- (k) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (l) “Purchaser’s Country” is the country specified in the Special Conditions of Contract (SCC).
- (m) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the SCC.
- (n) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract.
- (o) “SCC” means the Special Conditions of Contract.
- (p) “Subcontractor” means any natural person, private or

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government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.

(q) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.

(r) “GoN” means the Government of Nepal.

(s) “The Site,” where applicable, means the place named in the SCC.

**Contract Documents**

26.3 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

**Fraud and Corruption**

26.1 If the Purchaser determines that the Supplier has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and the provisions of GCC Clause 34.1 shall apply.

For the purposes of this Sub-Clause:

(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;

(ii) “fraudulent practice”<sup>9</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;

(iii) “collusive practice”<sup>10</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

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<sup>9</sup> a “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>10</sup> “parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

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(iv) “coercive practice”<sup>11</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;

(v) “obstructive practice” is

(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 GoN/DP 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

(bb) acts intended to materially impede the exercise of the GoN/DP’s inspection and audit rights provided for under ITB Clause 3.5 and GCC Clause 25.

26.2 Without prejudice to any other rights of the Purchaser under this Contract, on the recommendation of the Purchaser, Public Procurement Monitoring Office may **blacklist** a Bidder/Supplier 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:

(a) if it is established that the Supplier committed acts specified in ITB 3.2,

if it is established later that the Bidder 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.

3.3 In case of DP funded bid, DP:

(a) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;

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<sup>11</sup> a “party” refers to a participant in the procurement process or contract execution.

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- (b) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract; and
  - (c) will have the right to require that Suppliers to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank.

## Interpretation

26.3 If the context so requires it, singular means plural and vice versa.

### 26.4 Incoterms

The meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.

EXW, CIF, CIP, and other similar terms, shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce at the date of the Invitation for Bids or **as specified in the SCC**.

### 26.5 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

### 26.6 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

### 26.7 Nonwaiver

Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or

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continuing breach of Contract.

Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### 26.8 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

#### Language

26.9 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language **specified in the SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.

26.10 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

#### Joint Venture, Consortium or Association

26.11 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. A bidder can submit only one bid either as a partner of the joint venture or individually. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

26.12 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.

#### Notices

26.13 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address **specified in the SCC**. The term "in writing" means communicated in

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	written form with proof of receipt.
	26.14 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.
<b>Governing Law</b>	26.15 The Contract shall be governed by and interpreted in accordance with the laws of Nepal.
<b>Settlement of Disputes</b>	26.16 The Purchaser and the Supplier shall make every effort to settle amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.
	26.17 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 as specified in SCC.
<b>Scope of Supply</b>	26.18 Subject to the SCC, the Goods and Related Services to be supplied shall be as specified in Section V, Schedule of Requirements.
	26.19 Unless otherwise stipulated in the Contract, the Scope of Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the Contract.
<b>Delivery</b>	26.20 Subject to GCC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Section V, Schedule of Requirements. The details of documents to be furnished by the Supplier are <b>specified in the SCC</b> .
<b>Supplier's Responsibilities</b>	26.21 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 10, and the Delivery and Completion Schedule, as per GCC Clause 11.
<b>Purchaser's Responsibilities</b>	26.22 Whenever the supply of Goods and Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from public authorities in Nepal, the Purchaser shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

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**Contract Price**

26.23 The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with GCC Sub-Clause 13.1.

26.24 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.

26.25 Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.

**Terms of Payment**

26.26 The Contract Price shall be paid **as specified in SCC**.

26.27 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 11.1 and upon fulfillment of all the obligations stipulated in the Contract.

26.28 Unless otherwise specified in the SCC, the Purchaser shall retain from each payment due to the Contractor the proportion stated in the SCC. Half of the total amount retained shall be repaid to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations and half when the supplier has submitted the evidence of submission of tax return to the concerned Internal Revenue Office.

26.29 Payments shall be made promptly by the Purchaser, no later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and the Purchaser has accepted it.

26.30 The currency or currencies in which payments shall be made to the Supplier under this Contract shall be as specified in the SCC.

26.31 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the GCC 15.4, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the SCC, for the period of delay until due payment has been made.

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**Taxes and Duties**

26.32 For goods supplied from outside Nepal, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Nepal. However, Tax deduction at source shall be applied as per taxation laws of Nepal.

26.33 For goods supplied from within the Nepal, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser. Tax deduction at source shall be applied as per taxation law of Nepal.

26.34 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Nepal, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

**Performance  
Security**

26.35 The Supplier shall, within fifteen (15) days of the receipt of notification of Contract award, provide a Performance Security for the due performance of the Contract in the amounts and currencies specified in the SCC.

26.36 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

26.37 The Performance Security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the SCC, or in another form acceptable to the Purchaser.

26.38 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

**Copyright**

26.39 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested

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**Confidential  
Information**

in such third party.

26.40 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.

26.41 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the Contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

26.42 The obligation of a party under GCC Sub-Clauses 19.1 and 19.2 above, however, shall not apply to information that:

- (a) the Purchaser or Supplier need to share with the Donor for Donor funded project or other institutions participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;
- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

26.43 The above provisions of GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

26.44 The provisions of GCC Clause 19 shall survive

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completion or termination, for whatever reason, of the Contract.

**Subcontracting**

26.45 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

26.46 Subcontracts shall comply with the provisions of GCC Clauses 3.

**Specifications and Standards**

26.47 Technical Specifications and Drawings

(a) The Supplier shall ensure that the Goods and Related Services comply with the technical specifications and other provisions of the Contract.

(b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

(c) The Goods and Related Services supplied under this Contract shall conform to the standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.

26.48 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Section V, Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 32.

**Packing and Documents**

26.49 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration,

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where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

**Insurance**

26.50 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

26.51 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured, in a freely convertible currency from an eligible country, against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.

**Transportation**

26.52 Obligations for transportation of the Goods shall be in accordance with the Incoterms specified in Sections V, Schedule of Requirements.

**Inspections and Tests**

26.53 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in Sections V, Schedule of Requirements.

26.54 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the final destination of the Goods, or in another place in Nepal as specified in the SCC. Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

26.55 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

26.56 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser

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or its designated representative to attend the test and/or inspection.

26.57 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

26.58 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.

26.59 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.

26.60 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

**Liquidated  
Damages**

26.61 Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 34.

**Warranty**

26.62 The Supplier warrants that all the Goods are new,

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unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

26.63 Subject to GCC Sub-Clause 21.1, the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in Nepal.

26.64 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC.

26.65 The Purchaser shall give Notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

26.66 Upon receipt of such Notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

26.67 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

**Patent Indemnity**

26.68 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

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- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
  - (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

26.69 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

26.70 If the Supplier fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

26.71 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

26.72 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

**Limitation of**

26.73 Except in cases of gross negligence or willful

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**Liability**

misconduct :

- (a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

**Change in Laws and Regulations**

26.74 Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Nepal where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

**Force Majeure**

26.75 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

26.76 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

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26.77 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**Change Orders and  
Contract  
Amendments**

26.78 The Purchaser may at any time order the Supplier through Notice in accordance GCC Clause 7, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

26.79 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

26.80 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Extensions of Time**

26.81 If at any time during performance of the Contract, the Supplier or its Subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 11, the Supplier shall promptly, and at least twenty one (21) days before the expiry of procurement contract, notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its

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discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

26.82 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

## **Termination**

26.83 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33;
  - (ii) if the Supplier fails to perform any other obligation under the Contract.
  - (iii) The supplier uses the advance payment for matters other than the contractual obligations.
  - (iv) The purchaser may terminate the contract at any time in the following condition.
    - (a) does not commence the work as per the contract,
    - (b) abandons the contract with out completing,
    - (c) fails to achieve progress as per the contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to pay to the Purchaser for any whole costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

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if the Supplier, in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, as defined in GCC Clause 3, in competing for or in executing the Contract

26.84 Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

26.85 Termination for Convenience

- (a) The Purchaser, by written Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within seven (7) days after the Supplier's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - (i) To have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

**Assignment**

26.86 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

## Section VII. Special Conditions of Contract

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

<b>GCC 1.1(i)</b>	The Purchaser's country is: <b>Nepal</b>
<b>GCC 1.1(j)</b>	The Purchaser is: <b>Nepal Airlines Corporation, Kantipath, Kathmandu, Nepal.</b>
<b>GCC 1.1 (p)</b>	The Site is: <b>Kantipath, Kathmandu, Nepal</b>
<b>GCC 4.2 (b)</b>	The version of Incoterms shall be: <i>N/A</i>
<b>GCC 5.1</b>	The language shall be: <b>English</b>
<b>GCC 7.1</b>	For <b>notices</b> , the Purchaser's address shall be: Name of the Purchaser: Purchase Officer, GS & PM Department City/Town: Kathmandu District: Kathmandu Country: Nepal Telephone: +977-1-4220757 (ext. 2212) Electronic Mail Address: purchase@nac.com.np
	For <b>notices</b> , the Suppliers's address shall be: <i>[insert full name and address of Suppliers including telephone number, facsimile number and electronic mail address (if applicable)]</i>  Name and Address of the Supplier:  Telephone number:  Facsimile number:  e-mail Address:
<b>GCC 9.2</b>	In case of arbitration, the arbitration shall be conducted in accordance with the arbitration procedures in accordance with law of Nepal at Kathmandu, Nepal.
<b>GCC 10.1</b>	The Scope of Supply shall be defined in: <i>Section V, Schedule of Requirements</i>

**GCC 11.1**

Details of shipping and documents to be furnished by the Supplier shall be: **Not Applicable**

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**“For Goods supplied from abroad as per Incoterms CIP:**

Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by telex or fax the full details of the shipment, including Contract number, description of Goods, quantity, the vessel, the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall send the following documents to the Purchaser, with a copy to the Insurance Company:

- a) ...*[insert number]* copies of the Supplier’s invoice showing the description of the Goods, quantity, unit price, and total amount;
- b) original and ...*[insert number]* copies of the negotiable, clean, on-board bill of lading marked “freight prepaid” and....copies of non-negotiable bill of lading;
- c) ...*[insert number]* copies of the packing list identifying contents of each package;
- d) insurance certificate;
- e) Manufacturer’s or Supplier’s warranty certificate;
- f) inspection certificate, issued by the nominated inspection agency, and the Supplier’s factory inspection report; and
- g) certificate of origin.

The Purchaser shall receive the above documents at least one week before arrival of the Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

For Goods from within the Purchaser’s country as per Incoterm EXW:

Upon delivery of the Goods to the transporter, the Supplier shall notify the Purchaser and send the following documents to the Purchaser:

- a) Copies of the Supplier’s invoice showing the description of the Goods, quantity, unit price, and total amount;
- b) Copy of packing list indentifying the contents of each package;
- c) Delivery note, railway receipt, or truck receipt;
- d) Manufacturer’s or Supplier’s warranty certificate;
- e) Certificate of origin; and

	<p>f) Inspection certificate issued by the nominated inspection agency, and the Supplier’s factory inspection report;</p> <p>The Purchaser shall receive the above documents before the arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p> <p><b>[Note: The above requirements should be reviewed on a case-by-case basis, with amendments being made as necessary]</b></p>
<b>GCC 14.2</b>	The prices charged for the Goods delivered and the Related Services to be performed shall be fixed for the duration of the contract.
<b>GCC 15.1</b>	<p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <p>(a) The payment shall be made through Finance Department of the Purchaser.</p> <p>Payments shall be made in the following manner:</p> <ol style="list-style-type: none"> <li>1) <i>Hundred (100) percent of the Price of One-time Implementation Charge (if any) shall be paid within thirty (30) days after receipt of invoice upon submission of claim supported by the acceptance certificate issued by the Purchaser.</i></li> <li>2) <i>Monthly Invoice will be issued monthly in equal amounts (based on annual charge) by Supplier at the end of every English calendar month after the Certificate of Acceptance (CoA) is issued from the workflow automation system and Certificate of Acceptance (CoA) module as listed in Detailed Technical Specifications and Standards No-277.</i></li> <li>3) <i>Invoice shall be raised for only those modules for which CoA has been issued.</i></li> </ol> <p><i>Note: The above payments will be made after deducting applicable VAT and taxes of Nepal.</i></p>
<b>GCC 15.3</b>	The proportion of payments retained is: <i>Not Applicable</i>
<b>GCC 15.5</b>	<b>The currencies for payments shall be: NPR or USD</b>

GCC 15.6	The interest rate that shall be applied for payment delay is : <i>N/A</i>
GCC 17.1	<p>The Supplier shall provide a Performance Security as follows:</p> <ol style="list-style-type: none"> <li>I. If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent less than the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</li> <li>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:  <b>Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</b></li> </ol> <p>The Bid Price and Cost Estimate shall be exclusive of Value Added Tax.</p> <p>The Performance Security shall be valid for the period of <b>6 years after signing of agreement.</b></p> <p>The performance security shall be forfeited, in case the Supplier fails to complete the contractual obligation and rectify the defects within warranty period.</p>
GCC 17.3	<p><b>The types of acceptable Performance Securities are:</b> A bank guarantee issued by ‘A’ Class Commercial Bank eligible to issue Bank Guarantee as per prevailing Law located in Nepal or commercial bank located abroad, acceptable to the Purchaser, in the format included in Section VIII, Contract Forms. Performance Security issued by foreign Bank must be counter – guaranteed by ‘A’ Class Commercial Bank eligible to issue Bank Guarantee as per prevailing Law in Nepal.</p>
GCC 22.2	The packing, marking, and documentation within and outside the packages shall be: <i>N/A</i>
GCC 23.1	<p>The insurance coverage shall be in accordance with: <i>[insert type of coverage, currency, and amount]</i></p> <p><b><i>Insurance shall be required to cover risk like data breaches, System failures, or liability for damages caused by software malfunctions.</i></b></p> <p><b><i>Other specific insurance (professional liability insurance, cyber liability insurance and risk assessment) should be considered.</i></b></p>

<b>GCC 25.2</b>	Tests and Inspections specified in Section V, Schedule of Requirements, shall be carried out at the following times or milestones, and places: <i>As per Detailed Technical Specification</i>
<b>GCC 26.1</b>	The applicable rate of liquidated damages shall be: <b><i>0.05 percent of the Contract Price per day</i></b>
<b>GCC 26.1</b>	The maximum amount of liquidated damages shall be: <b><i>ten (10) percent of the Contract Price.</i></b>  The contract shall be terminated, if liquidated damages exceeds 10 percent of the Contract Price and blacklisting process shall be initiated for the Supplier's failure to complete the contractual obligations.
<b>GCC 27.3</b>	The period of validity of the Warranty shall be: <b><i>Until termination of Contract</i></b>  For the purposes of the Warranty, the place of final destination shall be: <b><i>Nepal Airlines Corporation, Kathmandu</i></b>
<b>GCC 27.5 &amp; 27.6</b>	The Supplier shall correct any defects covered by the Warranty within: <b><i>Immediately for Regulatory requirements; 3 to 30 days (depending upon criticality of purchaser's requirement) of</i></b> being notified by the Purchaser of the occurrence of such defects

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## Section VIII. Contract Forms

### Table of Forms

Letter of Intent .....	131
Letter of Acceptance.....	132
Agreement Form .....	133
Performance Security .....	134
Advance Payment Security .....	135

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# Letter of Intent

*[on letterhead paper of the Purchaser]*

..... date. ....

**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 Purchaser 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.*

To: ..... name and address of the Supplier .....

Subject: Issuance of letter of intent to award the contract

This is to notify you that, it is our intention to award the contract for execution of the ..... **name of the contract and identification number, as given in the Contract Data/SCC** to you as your bid price .....  
... **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]**

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# Letter of Acceptance

[on letterhead paper of the Purchaser]

..... date. ....

To: ..... name and address of the Supplier .....

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 contract this office to sign the formal contract agreement within 15 days. As per the Conditions of Contract, you are also required to submit Performance Security, as specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII (Contract Forms) of the Bidding Document.

The amount of performance security shall be NRs.....[Insert amount] and validity period of performance security shall be .....[insert validity period].

The Purchaser shall forfeit the bid security, in case you fail to furnish the Performance Security and to sign the contract within specified period.

Authorized Signature: .....

**Name and Title of Signatory:**

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## Agreement Form

THIS AGREEMENT made on the [*insert number*] day of [*insert month*], [*insert year*], between [*insert complete name of Purchaser*] of [*insert complete address of Purchaser*] (hereinafter “the Purchaser”), of the one part, and [*insert complete name of Supplier*] of [*insert complete address of Supplier*] (hereinafter “the Supplier”), of the other part:

WHEREAS the Purchaser invited Bids for certain Goods and Related Services, viz., [*insert brief description of the Goods and Related Services*] and has accepted a Bid by the Supplier for the supply of those Goods and Related Services in the sum of NRs .....[*insert amount of contract price in words and figures including taxes*] (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Purchaser’s Notification to the Supplier of Award of Contract;
  - (b) the Bid Submission Form and the Price Schedules submitted by the Supplier;
  - (c) the Special Conditions of Contract;
  - (d) the General Conditions of Contract;
  - (e) the Schedule of Requirements; and
  - (f) [*indicate any other documents required as appropriate*]

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related 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 [*insert authorized signature for the Purchaser*] (for the Purchaser)

Signed by [*insert authorized signature for the Supplier*] (for the Supplier)

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## Performance Security

*[insert complete name and number of Contract]*

To: *[insert complete name of Purchaser]*

WHEREAS *[insert complete name of Supplier]* (hereinafter “the Supplier”) has received the notification of award for the execution of *[insert identification number and name of contract]* (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security *[insert type of security]* issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert complete address of Guarantor]*, (hereinafter the “Guarantor”), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[insert currency and amount of guarantee in words and figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of *[insert currency and amount of guarantee in words and figures]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the *[insert day, month, year]*.

Name: *[insert complete name of person signing the Security]*

In the capacity of: *[insert legal capacity of person signing the Security]*

Signed: *[insert signature of person whose name and capacity are shown above]*

Duly authorized to sign the security for and on behalf of: *[insert seal and complete name of Guarantor]*

Date: *[insert date of signing]*

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## Advance Payment Security

*[insert complete name and number of Contract]*

To: *[insert complete name of Purchaser]*

In accordance with the payment provision included in the Contract, in relation to advance payments, *[insert complete name of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a security consisting of *[indicate type of security]*, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of *[insert currency and amount of guarantee in words and figures]*.

We, the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert full address of Guarantor]* (hereinafter “the Guarantor”), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[insert currency and amount of guarantee in words and figures]*.

This security shall remain valid and in full effect from the date of the advance payment being received by the Supplier under the Contract until *[(insert day, month, year) Contract completion date may be a basis for this date]*.

Name: *[insert complete name of person signing the Security]*

In the capacity of: *[insert legal capacity of person signing the Security]*

Signed: *[insert signature of person whose name and capacity are shown above]*

Duly authorized to sign the security for and on behalf of: *[insert seal and complete name of Guarantor]*

Date: *[insert date of signing]*



# SECTION-VI

## Bill of Quantities

Notes for Unit Rate Contracts :

Objectives

The objectives of the Bill of Quantities are

- (a) to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Content

The Bill of Quantities should be divided generally into the following sections:

- (a) Preamble;
- (b) Work Items (grouped into parts);
- (c) Day works Schedule;
- d) Provisional Sums; and
- (d) Summary.

Preamble

The Preamble should indicate the inclusiveness of the unit prices, and should state the methods of measurement which have been adopted in the preparation of the Bill of Quantities and which are to be used for the measurement of any part of the works.

Work Items

The items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works which by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, or phasing of the Works, or considerations of cost. General items common to all parts of the works may be grouped as a separate section in the Bill of Quantities.

Day work Schedule

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Employer of the realism of rates quoted by the Bidders, the Day work Schedule should normally comprise the following:

- (a) A list of the various classes of labor, materials, and Constructional Plant for which basic day work rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a day work basis.
- (b) Nominal quantities for each item of Day work, to be priced by each Bidder at Day work rates as bid. The rate to be entered by the Bidder against each basic Day work item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the Contract Data should state the manner in which they will be used, and under whose authority (usually the Project Manager's).

Summary

The Summary should contain a tabulation of the separate parts of the Bill of Quantities carried forward, with provisional sums for Day work, for physical (quantity) contingencies, and for price contingencies (upward price adjustment) where applicable.

These Notes for Preparing Specifications are intended only as information for the Employer or the person drafting the Bidding documents. They should not be included in the final documents.

# Bill of Quantities

Total of Procurement Items	
<b>Total Item Price</b>	
<b>VAT</b>	
<b>Grand Total</b>	