# Quotation Document

# Procurement of Goods

**Procurement of stationery and sanitary related goods with delivery .**

**Contract .ID.** ***Re/06/G/SQ/ AKRM/2083.84***

Sealed Quotation

**Aanbookhaireni Rural Municipality**

Issued on: **2083-06-13**





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# Introduction and Instructions

## Introduction

1. This Standard Bidding Documents has been prepared by Government of Nepal (GON), Public Procurement Monitoring Office (PPMO) for use in the procurement of Goods (value upto NRs.2.00 million/ for Health equipment and drugs upto NRs.5.00 Million through Sealed Quotation.
2. This Introduction and Instruction part of the SBD should not be incorporated into the bidding documents of Public Entities (PEs) that may be issued to the Supplier as a part of bid documents. This part is only for the use of Purchaser in order to prepare a proper bidding document.
3. If any provision of this document is inconsistent with Public Procurement Act (PPA). 2063 or Public Procurement Regulations (PPR), 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

**Aanbookhaireni Rural Municipality**

# Office of Rural Municipal Executive

**Aanbookhaireni, Tanahun**

## Invitation for sealed Quotation

**First Date of publication: 2083-06-13**

This Office invites sealed quotations under public procurement system from eligible Nepalese suppliers for the following packages of goods mentioned below under competitive procurement procedures. Quotation document can be purchased from office of Aanbookhaireni Rural municipality . All eligible suppliers are requested to submit sealed quotations as per instructions mentioned in the document within mentioned period. The Purchaser reserves the right to accept or reject all the quotations wholly or partly with or without assigning any reason .Any information otherwise stated in this notice will be as per Public Procurement Act-2063(with Amendment) , Public procurement Regulations 2064 ( with Amendment ) and public procurement regulations of this office .

| Contract .ID. | Description of Works | Last Date of Quotation document Purchasing | Last Date of submission for Sealed quotation | Date of Bid Opening | Quotation Security Amount (NRs.) | Validity Period of Quotation security (Days) | Quotation Docume Details (NRs.) |
|---|---|---|---|---|---|---|---|
| ***Re/06/G/SQ/AKRM/2083.84*** | Procurement of stationery and sanitary related goods with delivery. | ***19th Ashoj 2083*** | ***20th Ashoj 2083 @ 12:00*** | ***20th Ashoj 2083 @ 13:00*** | ***31,000/-*** | ***75*** | ***1000/-*** |
| | *Bank Details :*<br>➢ *Quotation Document Fee must be deposit in Machhapuchhre bank Ltd.Tanahun , Aantarik Rajaswa Khata A/C No: 0170061845400028, A/C Name : Aanbookhaireni Gaupalika office,Tanahun oR, May submit in revenue Section of this office*<br>➢ *Quoatation security amount must be deposit in Machhapuchhre bank Ltd.Tanahun , Dharauti Khata , A/C No: 0170061845400101 , A/C Name : Aanboo Gaupalika office,Tanahun in case of cash deposit OR may submit Bank Guarantee with sufficient validity period .*<br>**Chief Administrative Officer** | | | | | | |

## Section II. Instructions to Bidders

# Notes on the Instructions to Bidders

*This section of the bidding documents should provide the information necessary for Interested Suppliers to prepare responsive bids, in accordance with the requirements of the Purchaser. It should also give information on bid submission, opening and evaluation, and award of Contract.*

*These Instructions to Bidders shall not be part of the Contract and shall cease to have effect once the Contract is signed.*

# Section II. **Instructions to Bidder**

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| **1. Scope of Works** | 1.1 The Purchaser stated in the BDS for the procurement of Goods as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS. |
| **2. Eligible Bidder** | 2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.<br>a) Up to date Firm/Company Registration Certificate<br>b) VAT and PAN Registration Certificates<br>c) Tax Clearance Certificate for the Fiscal Year 2081/82<br>d) Business registration certificate ( if required)<br>e) Power of Attorney to sign the Sealed Quotation<br>f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV.Other<br>g) Documents as needed [Please specify]<br>2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP. |
| 3. One Quotation per Bidder | 3.1 Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified. |
| 4. Cost of Bidding | 4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotatio and the Purchaser shall in no case be liable for those costs. |
| 5. Site Visit | 5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Goods. |
| **6. Content of Quotation Form** | 6.1 The Quotation Form comprise the documents listed below:<br>1. Section I: Invitation for Sealed Quotation (SQ)<br>2. Section II: Instructions to Bidders<br>3. Section III: Bid Data Sheet<br>4. Section IV Quotation Forms and Price Schedule<br>5. Section V: Schedule of Requirements<br>6. Section VI: General Conditions of Contract (GCC) |

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| | 7. Section VII: Special Conditions of Contract<br>8. Section VIII: Contract Form |
| **7. Clarification** | 7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation. |
| **8. Language of Quotation** | 8.1 All documents relating to the Quotation shall be in English or in Nepali. |
| **9. Documents Comprising Quotation** | 9.1 The Quotation by the Bidder shall comprise the following:<br>a. Quotation Form and Price Schedules<br>b. Bid Security<br>c. Schedule of Requirements |
| **10. Quotation Prices** | 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all items of the goods to be supplied under the contract.<br>10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.<br>10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account. |
| **11. Quotation Validity** | 11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive. |
| **12. Quotation/Bid Security** | 12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security **as specified in the BDS.** In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-Sealed Quotation should be the same otherwise the Sealed Quotation shall be non-responsive.<br><br>12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms:<br>(a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or;<br>(b) a cash deposit voucher in the Purchaser's Account as specified in **the BDS**<br>In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid |





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| | 12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as nonresponsive. In case of e-Submission, if the scanned copy of an acceptable Bid Security letter is not uploaded with the electronic Bid then Bid shall be rejected.<br>12.4 The Bid security shall be forfeited if:<br>(a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline.<br>(b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;<br>(c) a Bidder involves in fraud and corruption pursuant to clause 26;<br>(d) the successful Bidder fails to:<br>(i) furnish a performance security in accordance with clause 25;<br>(ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or<br>(iii) accept the correction of arithmetical errors pursuant to clause 19.1<br>(iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification |
| **13. Format and Signing of Quotations** | 13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialled by the same authorized person. |
| **14. Sealing and Marking of Quotations** | 14.1 Bidders may submit their bids by manually or by electronically. When so **specified in the BDS**. Procedures for submission, sealing and marking are as follows:<br>Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation.<br>14.2 Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in the BDS |
| **15. Deadline for Submission of Quotations** | 15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS. |
| **16. Late Quotation** | 16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request. |





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| **17. Modification And Withdrawal** | 17.1 Sealed Quotations once submitted shall not be withdrawn or modified. |
| **18. Bid Opening** | 18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS<br>18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present. |
| **19. Process to be Confidential** | 19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation. |
| **20. Examination of Quotations** | 20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation<br>(a) meets the eligibility criteria defined in Clause 2;<br>(b) has been properly signed by the authorized person;<br>(c) is accompanied by the required securities; and<br>(d) is substantially responsive to the requirements of the Bidding documents. |
| **21. Evaluation and Comparison of Quotations** | 21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:<br>(a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;<br>(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<br>(c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected.<br>(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. |

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| | 21.2 In case of e-submission of bid, upon notification from the Purchaser, the bidder shall also submit the original of documents comprising the Sealed Quotation as per ITB 9 for verification of submitted documents for acceptance of the e-submitted bid. If a Bidder does not provide original of document of its Sealed Quotation by the date and time set in the Purchaser's request for clarification, its bid may be rejected.<br>21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.<br>21.4 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. |
| **22. Award of Contract** | 22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.<br>22.2 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. |
| **23. Purchaser's Right to Accept or Reject** | 23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders. |
| **24. Notification of Award and Signing of Agreement** | 24.1The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.<br>24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.<br>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder. |
| **25. Performance Security** | 25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract |





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| | using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.<br>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.<br>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:<br>**Performance Security Amount =**<br>**[(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.**<br>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax. |
| 26. Corrupt or Fraudulent Practices | 26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.<br>26.2 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. |
| 27. Conduct of Bidders | 27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.<br>27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :<br>a) give or propose improper inducement directly or indirectly,<br>b) distortion or misrepresentation of facts<br>c) engaging or being involved in corrupt or fraudulent practice<br>d) interference in participation of other prospective bidders.<br>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,<br>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..<br>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract |

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| **28. Blacklisting Bidder** | 28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:<br>a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,<br>b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,<br>c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.<br>d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,<br>e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser.,<br>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO. |
| **29. Publication of contract award notice** | 29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of ***District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office***, Such notice shall also be posted in its website and PPMO's website.<br>a. Name of the procurement,<br>b. IFB number,<br>c. date and name of newspaper published the IFB notice,<br>d. name of the successful Bidder, and the contract price.<br>29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected. |
| **30. Provision of PPA and PPR** | 30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail. |

SECTION - III

# Bid Data Sheet

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| ITB 1 | The scope of Supply is: **Procurement of stationery and sanitary related goods with delivery.**<br><br>The number of the Invitation for Sealed Quotation (SQ) is : ***Re/06/G/SQ/ AKRM/2083.84***<br><br>The Purchaser is: **Aanbookhaireni Rural municipality**<br><br>The name of the Project is: **Procurement of stationery and sanitary related goods with delivery.** |
| ITB 12.1 | The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of ***[insert amount (2 to 3 % of estimated amount)]***, which shall be valid for 30 days beyond the validity period of the bid. |
| ITB 12.2 (b) | Cash Deposit Account for Bid Security: 31,000-/<br><br>➢ *Quoatation security amount must be deposit in Machhapuchhre bank Ltd.Tanahun , Dharauti Khata , A/C No: 0170061845400101 , A/C Name : Aanbookhaireni Gaupalika office,Tanahun in case of cash deposit OR may submit Bank Guarantee with sufficient validity period .* |
| ITB 14.1 | Bidders ***shall not*** have the option of submitting their bids electronically.<br><br>Electronic submission procedure shall be : ***N/A***<br><br>"Bidders shall follow the electronic bid submission procedures specified below:<br><br>i. The bidder is required to register in the e-GP system *https://www.bolpatra.gov.np/egp* following the procedure specified in e-GP guideline.<br>ii. Interested bidders may either purchase the bidding document from the Purchaser's office as specified in the BDS or may download the from e-GP system.<br>iii. The registered bidders need to maintain their profile data required during preparation of bids.<br>iv. In order to submit their bids electronically the cost of the bidding document shall be deposited in the account specified in IFQ. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the bid.<br>v. The bidder can prepare the their bids using data and documents maintained in bidder's profile and forms/format provided in Sealed Quotation Document by |

Purchaser. 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.

vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation and submission of their 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 Quotation | Mandatory | PDF |
| 2 | Quotation Security/Bank Guarantee | Mandatory | PDF |
| 3 | Company registration | Mandatory | PDF |
| 4 | VAT registration | Mandatory | PDF |
| 5 | Tax clearances certificate or evidence of tax return submission for the F/Y …….. | Mandatory | PDF |
| 6 | Power of Attorney of Bid signatory | Mandatory | PDF |
| 7 | Completed Price Schedule | Mandatory | PDF |
| 8 | Bank Voucher for cost of bid document | Mandatory | PDF |
| 9 | Joint venture agreement/intent of JV | Mandatory in case of JV Bids Only | PDF |
| 10 | Additional documents specified in Bidding Document (any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO) | If applicable | PDF |

viii. After providing all the details and documents, bid response documents 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 in the registered email address of the bidder. System will validate the OTP and allow bidder to submit their bid.

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| | x. Once Quotation is submitted, bidders won't able to modify/withdrawal their bid.<br>xi. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids;<br><br>The e-submitted Quotations must be readable through PDF reader.<br><br>The facility for submission of Quotation electronically through 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 Purchaser shall be held liable for Bidder's inability to use this facility.<br><br>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." |
| ITB 15 | The deadline for Sealed Quotation submission is:<br><br>Date: 20***th Ashoj 2083 @ 13:00***<br><br>Address: Aanbookhaireni Rural municipality |
| ITB 18 | The Sealed Quotation opening shall take place at :<br><br>Address : Aanbookhaireni Rural municipality<br><br>Date 20***th Ashoj 2083 @ 13:00*** |

# Section IV. Quotation Form and Price Schedule

## 1. Quotation and Price Schedules

Date:

To: *[name and address of the Purchaser]*

Gentlemen and/or Ladies:

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to supply and deliver ***[description of goods and services]*** in conformity with the said SQ documents for the sum of ***[total SQ amount in words and figures]*** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

We undertake, if our SQ is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to the amount as stated in the ITB Clause 25 for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this SQ for a Period of ***45*** days from the date fixed for SQ opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that this SQ, 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.

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

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

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

Dated this _____ day of _____ 20_____.

_____ _____

*[signature]* *[in the capacity of]*

Duly authorized to sign SQ for and on behalf of _____





## 2. Bidder's Information Form

*[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted. In case of joint venture, each partner shall fill the information in separate form.]*

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





## BOQ ( Bill of Quantity )

| क्र.सं. | सामग्री | स्पेशिफिकेशन | इकाइ | परिमाण | दर | | जम्मा | कैफियत |
|---|---|---|---|---|---|---|---|---|
| **A** | **स्टेशनरी सामग्री** | | | | **In Figure** | **In Word** | | |
| १ | फोटोकपि पेपर | A4/ 80 gsm-500 sheet per rim paper, ultra smooth white (210*297) | बक्स | ८० | | | | |
| २ | फोटोकपि पेपर | A4/ 80 gsm-500 sheet per rim paper, ultra smooth, Yellow colour (210*297) | रिम | 15 | | | | |
| ३ | फोटोकपि पेपर | A5/80grm/148*210 mm/ 500 sheets per rim, smooth/ white colour | रिम | 100 | | | | |
| ४ | इन्डेक्स फाइल | Lever Arch File A4-PP,Size:A4 full coated cover with PP material, Cover and ring pack separately | थान | 200 | | | | |
| ५ | रेकर्ड फाइल | A4 size /thick card board cover/Label-Front मा फाइल नाम लेख्न मिल्ने/ Capacity-300 to 500 sheets | थान | 1000 | | | | |
| ६ | डटपेन | 0.5mm to 0.6mm, rubber grip, Black Ink, smooth and easy writing | थान | ८०० | | | | |
| ७ | रजिष्टर | 5 no./Ultra smooth paper page, Standard Size with hard cover page | थान | 60 | | | | |
| ८ | रजिष्टर | 5nm/ Red cloth bound, Standard size with hard cover | थान | 30 | | | | |
| ९ | जेल पेन | 0.5mm to 0.6mm, rubber grip, Black liquid Ink, smooth and easy writing | थान | ३०० | | | | |
| १० | मेटाकार्ड | A6 size,105*148mm/180-250gsm/quality card paper/Smooth/Rectangular/multicolour | प्याकेट | ५ | | | | |
| ११ | टीपेक्स | Standard correction pen, quick drying-white colour /8 ml | पिस | १०० | | | | |
| १२ | नेपाली कागज | Plane/A4 size/20 gsm, प्रिन्टरमा नअड्किने, 100 sheet per rim paper | रिम | ३० | | | | |
| १३ | कैँची | 12-17 CM Length, Sharp Scissor For Cutting Paper | पिस | 20 | | | | |
| १४ | पंचिङ मेशिन | DP 900 /metal body | पिस | ५ | | | | |
| १५ | पंचिङ मेशिन | heavey high punching capacity/metal body | पिस | २ | | | | |
| १६ | स्ट्याबलर मेशिन | Stapler Machine no. 10/ Regular | पिस | 50 | | | | |





| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| १७ | स्ट्याबलर मेशिन | HD-1224 | पिस | २ | | | | |
| १८ | स्ट्याबलर पिन | HD-1225/23/24 | प्याकेट | १५ | | | | |
| १९ | स्ट्याबलर पिन | Stapler Machine no. 10/ Regular | प्याकेट | ३० | | | | |
| २० | झण्डा | 12 feet National Flag | पिस | ३ | | | | |
| २१ | झण्डा | 7 inch Table national flag/double sided | पिस | 60 | | | | |
| २२ | फोटो पेपर | A4/115grmm/40 sheets/210mm*297mm waterproof glossy/Proffessional Inkjet Photo Paper | प्याकेट | १० | | | | |
| २३ | पारदर्शी टेप | Trasnparent tape 800grm | पिस | २० | | | | |
| २४ | डायरी | medium /A5 size(148*210mm)/ 160 to 200 pages/ white paper/Inner content-DMY, note/book mark ribbon/Hard,Neavy blue colour cover | पिस | ५० | | | | |
| २५ | कोब्रा फाइल | A4 size /PVC plastic cover/Label-Front मा फाइल नाम लेख्न मिल्ने/ Capacity-100 to 200 sheets/Closure-metal clip/ Green colour | पिस | १०० | | | | |
| २६ | क्लियर ब्याग | Material: Ploypropylene/Office Use for loose sheet/bottom folder type | पिस | २४ | | | | |
| २७ | चिठि खाम | 110*220mm envelop/Brown colour/100-150gsm | पिस | १००० | | | | |
| २८ | लेटर प्याड | /NepaliA4/ 80 gsm-100sheet per rim paper, ultra smooth white (210*297) with logo watermark | रिम | २० | | | | |
| २९ | लेटर प्याड | English/ A4/ 80 gsm-100sheet per rim paper, ultra smooth white (210*297) with logo watermark | रिम | १० | | | | |
| ३० | सि.टी.मार्कर | twin/non toxic | पिस | ३०० | | | | |
| ३१ | परमानेन्ट मार्कर | permanent marker 400 | पिस | ४०० | | | | |
| ३२ | बोर्ड मार्कर | erasable with duster or dry cloth | पिस | १०० | | | | |
| ३३ | कलर मसी | Brother DCP-T420 | सेट | २ | | | | |
| ३४ | ,, | G 2010 cannon | सेट | १ | | | | |
| ३५ | ,, | Epson M200 B774 | सेट | २ | | | | |



| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ३६ | ,, | G 3730 cannon | सेट | २ | | | | |
| ३७ | ,, | Brother DCP-T220 | सेट | २ | | | | |
| ३८ | ,, | Brother DCP-T230 | सेट | ३ | | | | |
| ३९ | ,, | Cannon GX 7070 | सेट | १ | | | | |
| ४० | | Brother DCP-T230 | सेट | २ | | | | |
| ४१ | डबल टेप | double sided foam type (large) | प्याकेट | ५० | | | | |
| | | | | | | | | |
| B | **सरसफाइजन्य सामग्री** | | | | | | | |
| १ | Utensil bar soap | solid bar/weight 200 grm per bar/individually wraped packaging | पिस | ४८ | | | | |
| २ | cleaning liquid | multi purpose cleaning liquid/size-1ltr/colour as per manufacture | पिस | १६० | | | | |
| ३ | फिनेल | Nepal made, 1ltr bottle of plastic made | पिस | १६० | | | | |
| ४ | handwash | minimun 200ml pump bottle in a gel form | पिस | २०० | | | | |
| ५ | cleaning pouder | weight 1 kg/ suitable for cleaing utensil kitchen, or washable surface | के.जि | १४ | | | | |
| ६ | Plastic waste bin | capacity 20 kg/colur black | के.जि | ३०० | | | | |
| ७ | प्लास्टिक झोला | 1/4 kg/ plane transperant bag/multicolour | के.जि | ३ | | | | |
| ८ | प्लास्टिक झोला | 1/2 kg/plane transperant bag/multicolour | के.जि | ३ | | | | |
| ९ | प्लास्टिक झोला | 1 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १० | प्लास्टिक झोला | 2 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| ११ | प्लास्टिक झोला | 3 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १२ | प्लास्टिक झोला | 4 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १३ | प्लास्टिक झोला | 5 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १४ | चिनि | refined white sugar/dry free flowing crystals form/size-1kg | के.जि | ५० | | | | |





| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| १५ | चियापत्ति | CTC black tea/net weight -1kg/ clear product label/fresh and pleasant aroma | के.जि | ५० | | | | |
| १६ | डस्टविन | HDPE plastic dustibin in green colour/capacity 120 ltrs | थान | ५ | | | | |
| १८ | Insect killet spray | Multi insect killer spray/500ml | थान | ८ | | | | |
| १९ | पन्जा | Reuseable/meterial-Rubber/waterproof/dot pattern | जोडि | ५ | | | | |
| २० | ताल्चा/चाबी | stainless steel/rust-resistant with 2-3 keys/ size-60mm | थान | १० | | | | |
| २१ | Detergent Poweder | moisture-proof packaging/net weight 1kg | प्याकेट | ३० | | | | |
| २२ | पोछा | भुई पुछ्न प्रयोग हुने सुतिको धागो भएको स्टिल डण्डी भएको | थान | २० | | | | |
| २३ | झाडु/खरेटो | coconut stick / suitable for indoor and outdoor/ hand held type | थान | ५० | | | | |
| २४ | कुचो | अम्रिसोबाट बनेको कुचो | थान | २० | | | | |
| २५ | ट्वाइलेट ब्रस | Plastic meterial/strong two sided bristles | थान | २० | | | | |
| २६ | ओडोनिल | 50 grms/ long lasting fragrance(upto 30 days) | थान | १०० | | | | |
| २७ | टिस्यु पेपर | colour white/dry form/2 ply,18-20gsm per ply in 200 sheet per box | थान | १०० | | | | |
| | | | | | | | | |
| **Sub-Total** | | | | | | | | |
| **Vat 13%** | | | | | | | | |
| **Grand Total** | | | | | | | | |

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

**[If there are more than one lot/slice/package, prepare Price Schedule form for each lot/slice/package]**

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Sealed Quotation for and on behalf of _____

Date: _____





# 4. Bid Security

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

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

Beneficiary: ..... name and address of Employer.....
Date:.....
Bid Security No.: .....

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

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

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

(a) has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
(c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.
(d) is involved in fraud and corruption in accordance with the ITB

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

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

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

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

**Note:**

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

# Section V. Schedule of Requirements

## 1. Delivery and Completion Schedule

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for delivery to the Project Site or to another common place.

### Delivery and Completion Schedule

| क्र.सं. | सामग्री | स्पेशिफिकेशन | इकाइ | परिमाण | Required Delivery Schedule (In Days/weeks/months from the date of signing the contract) | Bidder's offered Delivery date [to be provided by the bidder] |
|---|---|---|---|---|---|---|
| A | स्टेशनरी सामग्री | | | | | |
| १ | फोटोकपि पेपर | A4/ 80 gsm-500 sheet per rim paper, ultra smooth white (210*297) | बक्स | ८० | 15 days after contract aggrement | |
| २ | फोटोकपि पेपर | A4/ 80 gsm-500 sheet per rim paper, ultra smooth, Yellow colour (210*297) | रिम | 15 | | |
| ३ | फोटोकपि पेपर | A5/80grm/148*210 mm/ 500 sheets per rim, smooth/ white colour | रिम | 100 | | |
| ४ | इन्डेक्स फाइल | Lever Arch File A4-PP,Size:A4 full coated cover with PP material, Cover and ring pack separately | थान | 200 | | |
| ५ | रेकर्ड फाइल | A4 size /thick card board cover/Label-Front मा फाइल नाम लेख्न मिल्ने/ Capacity-300 to 500 sheets | थान | 1000 | | |
| ६ | डटपेन | 0.5mm to 0.6mm, rubber grip, Black Ink, smooth and easy writing | थान | ८०० | | |
| ७ | रजिष्टर | 5 no./Ultra smooth paper page, Standard Size with hard cover page | थान | 60 | | |
| ८ | रजिष्टर | 5nm/ Red cloth bound, Standard size with hard cover | थान | 30 | | |
| ९ | जेल पेन | 0.5mm to 0.6mm, rubber grip, Black liquid Ink, smooth and easy writing | थान | ३०० | | |
| १० | मेटाकार्ड | A6 size,105*148mm/180-250gsm/quality card paper/Smooth/Rectangular/ | प्याकेट | ५ | | |





| | | | | | | |
|---|---|---|---|---|---|---|
| | | multicolour | | | | |
| ११ | टीपेक्स | Standard correction pen, quick drying-white colour /8 ml | पिस | १०० | | |
| १२ | नेपाली कागज | Plane/A4 size/20 gsm, प्रिन्टरमा नअड्किने, 100 sheet per rim paper | रिम | ३० | | |
| १३ | कैँची | 12-17 CM Length, Sharp Scissor For Cutting Paper | पिस | 20 | | |
| १४ | पंचिङ मेशिन | DP 900 /metal body | पिस | ५ | | |
| १५ | पंचिङ मेशिन | heavey high punching capacity/metal body | पिस | २ | | |
| १६ | स्ट्याबलर मेशिन | Stapler Machine no. 10/ Regular | पिस | 50 | | |
| १७ | स्ट्याबलर मेशिन | HD-1224 | पिस | २ | | |
| १८ | स्ट्याबलर पिन | HD-1225/23/24 | प्याकेट | १५ | | |
| १९ | स्ट्याबलर पिन | Stapler Machine no. 10/ Regular | प्याकेट | ३० | | |
| २० | झण्डा | 12 feet National Flag | पिस | ३ | | |
| २१ | झण्डा | 7 inch Table national flag/double sided | पिस | 60 | | |
| २२ | फोटो पेपर | A4/115grmm/40 sheets/210mm*297mm waterproof glossy/Proffessional Inkjet Photo Paper | प्याकेट | १० | | |
| २३ | पारदर्शी टेप | Trasnparent tape 800grm | पिस | २० | | |
| २४ | डायरी | medium /A5 size(148*210mm)/ 160 to 200 pages/ white paper/Inner content-DMY, note/book mark ribbon/Hard,Neavy blue colour cover | पिस | ५० | | |
| २५ | कोब्रा फाइल | A4 size /PVC plastic cover/Label-Front मा फाइल नाम लेख्न मिल्ने/ Capacity-100 to 200 sheets/Closure-metal clip/ Green colour | पिस | १०० | | |
| २६ | क्लियर ब्याग | Material: Ploypropylene/Office Use for loose sheet/bottom folder type | पिस | २४ | | |





| | | | | | | |
|---|---|---|---|---|---|---|
| २७ | चिठि खाम | 110*220mm envelop/Brown colour/100-150gsm | पिस | १००० | | |
| २८ | लेटर प्याड | /NepaliA4/ 80 gsm-100sheet per rim paper, ultra smooth white (210*297) with logo watermark | रिम | २० | | |
| २९ | लेटर प्याड | English/ A4/ 80 gsm-100sheet per rim paper, ultra smooth white (210*297) with logo watermark | रिम | १० | | |
| ३० | सि.टी.मार्कर | twin/non toxic | पिस | ३०० | | |
| ३१ | परमानेन्ट मार्कर | permanent marker 400 | पिस | ४०० | | |
| ३२ | बोर्ड मार्कर | erasable with duster or dry cloth | पिस | १०० | | |
| ३३ | कलर मसी | Brother DCP-T420 | सेट | २ | | |
| ३४ | ,, | G 2010 cannon | सेट | १ | | |
| ३५ | ,, | Epson M200 B774 | सेट | २ | | |
| ३६ | ,, | G 3730 cannon | सेट | २ | | |
| ३७ | ,, | Brother DCP-T220 | सेट | २ | | |
| ३८ | ,, | Brother DCP-T230 | सेट | ३ | | |
| ३९ | ,, | Cannon GX 7070 | सेट | १ | | |
| ४० | | Brother DCP-T230 | सेट | २ | | |
| ४१ | डबल टेप | double sided foam type (large) | प्याकेट | ५० | | |
| | | | | | | |
| B | **सरसफाइजन्य सामग्री** | | | | | |
| १ | Utensil bar soap | solid bar/weight 200 grm per bar/individually wraped packaging | पिस | ४८ | 15 days after contract aggrement | |
| २ | cleaning liquid | multi purpose cleaning liquid/size-1ltr/colour as per manufacture | पिस | १६० | | |
| ३ | फिनेल | Nepal made, 1ltr bottle of plastic made | पिस | १६० | | |
| ४ | handwash | minimun 200ml pump bottle in a gel form | पिस | २०० | | |
| ५ | cleaning pouder | weight 1 kg/ suitable for cleaing utensil kitchen, or washable surface | के.जि | १४ | | |





| | | | | | | |
|---|---|---|---|---|---|---|
| ६ | Plastic waste bin | capacity 20 kg/colur black | के.जि | ३०० | | |
| ७ | प्लास्टिक झोला | 1/4 kg/ plane transperant bag/multicolour | के.जि | ३ | | |
| ८ | प्लास्टिक झोला | 1/2 kg/plane transperant bag/multicolour | के.जि | ३ | | |
| ९ | प्लास्टिक झोला | 1 kg/plane transperant bag/multicolour | के.जि | २ | | |
| १० | प्लास्टिक झोला | 2 kg/plane transperant bag/multicolour | के.जि | २ | | |
| ११ | प्लास्टिक झोला | 3 kg/plane transperant bag/multicolour | के.जि | २ | | |
| १२ | प्लास्टिक झोला | 4 kg/plane transperant bag/multicolour | के.जि | २ | | |
| १३ | प्लास्टिक झोला | 5 kg/plane transperant bag/multicolour | के.जि | २ | | |
| १४ | चिनि | refined white sugar/dry free flowing crystals form/size-1kg | के.जि | ५० | | |
| १५ | चियापत्ति | CTC black tea/net weight -1kg/ clear product label/fresh and pleasant aroma | के.जि | ५० | | |
| १६ | डस्टविन | HDPE plastic dustibin in green colour/capacity 120 ltrs | थान | ५ | | |
| १८ | Insect killet spray | Multi insect killer spray/500ml | थान | ८ | | |
| १९ | पन्जा | Reuseable/meterial-Rubber/waterproof/dot pattern | जोडि | ५ | | |
| २० | ताल्चा/चाबी | stainless steel/rust-resistant with 2-3 keys/ size-60mm | थान | १० | | |
| २१ | Detergent Poweder | moisture-proof packaging/net weight 1kg | प्याकेट | ३० | | |
| २२ | पोछा | भुई पुछ्न प्रयोग हुने सुतिको धागो भएको स्टिल डण्डी भएको | थान | २० | | |
| २३ | झाडु/खरेटो | coconut stick / suitable for indoor and outdoor/ hand held type | थान | ५० | | |
| २४ | कुचो | अम्रिसोबाट बनेको कुचो | थान | २० | | |
| २५ | ट्वाइलेट ब्रस | Plastic meterial/strong two sided bristles | थान | २० | | |
| २६ | ओडोनिल | 50 grms/ long lasting fragrance(upto 30 days) | थान | १०० | | |
| २७ | टिस्यु पेपर | colour white/dry form/2 ply,18-20gsm per ply in 200 sheet per box | थान | १०० | | |





## 2. Technical Specifications

The purpose of the Technical Specifications (TS) is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The TS, as a part of the schedule of Requirements (SR), constitute a Contract document and are, therefore, a part of the Contract. The Purchaser must prepare the TS and include them as a part of the Procurement Document, as applicable to each Contract.

## Purchaser Requirement

| क्र.सं. | सामग्री | स्पेशिफिकेशन | इकाइ | परिमाण | Bidders proposed | Reference page/ no./ Catlogue page/ no. | The bidder shall state as Fully complaint/ Partially complaint/ Non complaint | |
|---|---|---|---|---|---|---|---|---|
| | | | | | Particulars | details | | |
| A | स्टेशनरी सामग्री | | | | | | | |
| १ | फोटोकपि पेपर | A4/ 80 gsm-500 sheet per rim paper, ultra smooth white (210*297) | बक्स | ८० | | | | |
| २ | फोटोकपि पेपर | A4/ 80 gsm-500 sheet per rim paper, ultra smooth, Yellow colour (210*297) | रिम | 15 | | | | |
| ३ | फोटोकपि पेपर | A5/80grm/148*210 mm/ 500 sheets per rim, smooth/ white colour | रिम | 100 | | | | |
| ४ | इन्डेक्स फाइल | Lever Arch File A4-PP,Size:A4 full coated cover with PP material, Cover and ring pack separately | थान | 200 | | | | |
| ५ | रेकर्ड फाइल | A4 size /thick card board cover/Label-Front मा फाइल नाम लेख्न मिल्ने/ Capacity-300 to 500 sheets | थान | 1000 | | | | |
| ६ | डटपेन | 0.5mm to 0.6mm, rubber grip, Black Ink, smooth and easy writing | थान | ८०० | | | | |
| ७ | रजिष्टर | 5 no./Ultra smooth paper page, Standard Size with hard cover page | थान | 60 | | | | |
| ८ | रजिष्टर | 5nm/ Red cloth bound, Standard size with hard cover | थान | 30 | | | | |
| ९ | जेल पेन | 0.5mm to 0.6mm, rubber grip, Black liquid Ink, smooth and easy writing | थान | ३०० | | | | |
| १० | मेटाकार्ड | A6 size,105*148mm/180-250gsm/quality card paper/Smooth/Rectangular/multicolour | प्याकेट | ५ | | | | |





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| ११ | टीपेक्स | Standard correction pen, quick drying-white colour /8 ml | पिस | १०० | | | | |
| १२ | नेपाली कागज | Plane/A4 size/20 gsm, प्रिन्टरमा नअड्किने, 100 sheet per rim paper | रिम | ३० | | | | |
| १३ | कैँची | 12-17 CM Length, Sharp Scissor For Cutting Paper | पिस | 20 | | | | |
| १४ | पंचिङ मेशिन | DP 900 /metal body | पिस | ५ | | | | |
| १५ | पंचिङ मेशिन | heavey high punching capacity/metal body | पिस | २ | | | | |
| १६ | स्ट्याबलर मेशिन | Stapler Machine no. 10/ Regular | पिस | 50 | | | | |
| १७ | स्ट्याबलर मेशिन | HD-1224 | पिस | २ | | | | |
| १८ | स्ट्याबलर पिन | HD-1225/23/24 | प्याकेट | १५ | | | | |
| १९ | स्ट्याबलर पिन | Stapler Machine no. 10/ Regular | प्याकेट | ३० | | | | |
| २० | झण्डा | 12 feet National Flag | पिस | ३ | | | | |
| २१ | झण्डा | 7 inch Table national flag/double sided | पिस | 60 | | | | |
| २२ | फोटो पेपर | A4/115grmm/40 sheets/210mm*297mm waterproof glossy/Proffessional Inkjet Photo Paper | प्याकेट | १० | | | | |
| २३ | पारदर्शी टेप | Trasnparent tape 800grm | पिस | २० | | | | |
| २४ | डायरी | medium /A5 size(148*210mm)/ 160 to 200 pages/ white paper/Inner content-DMY, note/book mark ribbon/Hard,Neavy blue colour cover | पिस | ५० | | | | |
| २५ | कोब्रा फाइल | A4 size /PVC plastic cover/Label-Front मा फाइल नाम लेख्न मिल्ने/ Capacity-100 to 200 sheets/Closure-metal clip/ Green colour | पिस | १०० | | | | |
| २६ | क्लियर ब्याग | Material: Ploypropylene/Office Use for loose sheet/bottom folder type | पिस | २४ | | | | |
| २७ | चिठि खाम | 110*220mm envelop/Brown colour/100-150gsm | पिस | १००० | | | | |





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| २८ | लेटर प्याड | /NepaliA4/ 80 gsm-100sheet per rim paper, ultra smooth white (210*297) with logo watermark | रिम | २० | | | | |
| २९ | लेटर प्याड | English/ A4/ 80 gsm-100sheet per rim paper, ultra smooth white (210*297) with logo watermark | रिम | १० | | | | |
| ३० | सि.टी.मार्कर | twin/non toxic | पिस | ३०० | | | | |
| ३१ | परमानेन्ट मार्कर | permanent marker 400 | पिस | ४०० | | | | |
| ३२ | बोर्ड मार्कर | erasable with duster or dry cloth | पिस | १०० | | | | |
| ३३ | कलर मसी | Brother DCP-T420 | सेट | २ | | | | |
| ३४ | ,, | G 2010 cannon | सेट | १ | | | | |
| ३५ | ,, | Epson M200 B774 | सेट | २ | | | | |
| ३६ | ,, | G 3730 cannon | सेट | २ | | | | |
| ३७ | ,, | Brother DCP-T220 | सेट | २ | | | | |
| ३८ | ,, | Brother DCP-T230 | सेट | ३ | | | | |
| ३९ | ,, | Cannon GX 7070 | सेट | १ | | | | |
| ४० | | Brother DCP-T230 | सेट | २ | | | | |
| ४१ | डबल टेप | double sided foam type (large) | प्याकेट | ५० | | | | |
| | | | | | | | | |
| B | **सरसफाइजन्य सामग्री** | | | | | | | |
| १ | Utensil bar soap | solid bar/weight 200 grm per bar/individually wraped packaging | पिस | ४८ | | | | |
| २ | cleaning liquid | multi purpose cleaning liquid/size-1ltr/colour as per manufacture | पिस | १६० | | | | |
| ३ | फिनेल | Nepal made, 1ltr bottle of plastic made | पिस | १६० | | | | |
| ४ | handwash | minimun 200ml pump bottle in a gel form | पिस | २०० | | | | |
| ५ | cleaning pouder | weight 1 kg/ suitable for cleaing utensil kitchen, or washable surface | के.जि | १४ | | | | |
| ६ | Plastic waste bin | capacity 20 kg/colur black | के.जि | ३०० | | | | |
| ७ | प्लास्टिक | 1/4 kg/ plane transperant bag/multicolour | के.जि | ३ | | | | |





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| | झोला | | | | | | | |
| ८ | प्लास्टिक झोला | 1/2 kg/plane transperant bag/multicolour | के.जि | ३ | | | | |
| ९ | प्लास्टिक झोला | 1 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १० | प्लास्टिक झोला | 2 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| ११ | प्लास्टिक झोला | 3 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १२ | प्लास्टिक झोला | 4 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १३ | प्लास्टिक झोला | 5 kg/plane transperant bag/multicolour | के.जि | २ | | | | |
| १४ | चिनि | refined white sugar/dry free flowing crystals form/size-1kg | के.जि | ५० | | | | |
| १५ | चियापत्ति | CTC black tea/net weight -1kg/ clear product label/fresh and pleasant aroma | के.जि | ५० | | | | |
| १६ | डस्टविन | HDPE plastic dustibin in green colour/capacity 120 ltrs | थान | ५ | | | | |
| १८ | Insect killet spray | Multi insect killer spray/500ml | थान | ८ | | | | |
| १९ | पन्जा | Reuseable/meterial-Rubber/waterproof/dot pattern | जोडि | ५ | | | | |
| २० | ताल्चा/चाबी | stainless steel/rust-resistant with 2-3 keys/ size-60mm | थान | १० | | | | |
| २१ | Detergent Poweder | moisture-proof packaging/net weight 1kg | प्याकेट | ३० | | | | |
| २२ | पोछा | भुई पुछ्न प्रयोग हुने सुतिको धागो भएको स्टिल डण्डी भएको | थान | २० | | | | |
| २३ | झाडु/खरेटो | coconut stick / suitable for indoor and outdoor/ hand held type | थान | ५० | | | | |
| २४ | कुचो | अम्रिसोबाट बनेको कुचो | थान | २० | | | | |
| २५ | ट्वाइलेट ब्रस | Plastic meterial/strong two sided bristles | थान | २० | | | | |
| २६ | ओडोनिल | 50 grms/ long lasting fragrance(upto 30 days) | थान | १०० | | | | |
| २७ | टिस्यु पेपर | colour white/dry form/2 ply,18-20gsm per ply in 200 sheet per box | थान | १०० | | | | |
| | | | | | | | | |

**[Provide information on Column 1 to Column 4]**





Bidders shall mention each and every proposed technical details as specified in the technical details.

# Section VI. General Conditions of Contract

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|---|---|---|
| **1. Definitions** | 1.1 | In this contract, the following terms shall be interpreted as indicated:<br>a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;<br>b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;<br>c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;<br>d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.<br>e. "The Purchaser" means the procuring entity purchasing the goods;<br>f. "The Supplier" means the organization supplying the goods and services under this contract. |
| **2. Technical Specification** | 2.1 | The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification. |
| **3. Patent Right** | 3.1 | The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country. |





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| **4. Performance Security** | 4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documentsfor the due performance of the Contract in the amounts specified in the SCC.<br>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.<br>4.3 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.<br>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.<br>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier. |
| **5. Inspection and Tests** | 5.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises<br>5.2 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. |
| **6. Packing** | 6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.<br>6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.<br>6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice. |
| **7. Delivery of Goods** | 7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements. |
| **8. Insurance** | 8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified. |
| **9. Warranty** | 9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.<br>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year |





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| | after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.<br>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.<br>9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods. |
| **10. Payment** | 10.1 Payment shall be made in the Nepalese currency as specified in the SCC<br>10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser. |
| **11. Prices** | 11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation. |
| **12. Changed Order** | 12.1 Where the Purchaser desires to make changes in **Schedule of Requirement**, it shall not exceed more than 15 percent. |
| **13. Liquidated Damages** | 13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract. |
| **14. Resolution of Disputes** | 14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.<br>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of it's intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.<br>14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.Arbitration may be commenced prior to or after delivary of the Goods under the Contract.<br>14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).<br>14.3 Notwithstanding any reference to arbitration herein,<br>a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and<br>b. the Purchaser shall pay the Supplier any monies due the Supplier. |





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| **15. Governing Language** | 15.1 The Governing Language shall be: Nepali or English |
| **16. Applicable Law** | 16.1 The applicable law shall be Laws of Nepal. |
| **17. Notices** | 17.1 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 written form with proof of receipt<br>17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later. |
| **18. Taxes and Duties** | 18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GON. |
| **19. Operation, Maintenance and Spare-parts Manuals** | 19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC.. |
| **20. Conduct of Suppliers** | 20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN's Procurement Act and Regulations.<br>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :<br>a. give or propose improper inducement directly or indirectly,<br>b. distortion or misrepresentation of facts<br>c. engaging or being involved in corrupt or fraudulent practice<br>d. interference in participation of other prospective bidders.<br>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,<br>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..<br>g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract |
| **21. Blacklisting Supplier** | 21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:<br>a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2, |





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| | b. if the supplier fails to sign an agreement pursuant to ITB Clause 24,<br>c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,<br>d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.<br><br>21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal. |





## Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

*[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder shall complete the following information before submitting his Sealed Quotation.]*

| Clause | Item |
|---|---|
| **GCC** 1.1.1 (e) | The Purchaser is: Aanbookhaireni Rural municipality |
| **GCC 4.1** | The Currency of of the performance Security shall be in Nepalese Rupees.<br>The amount of the performance security shall be as follows:<br>(i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.<br>(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:<br>(iii)<br>Performance Security Amount =<br>[(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.<br>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax. |
| **GCC 9.1** | The warranty period shall be 75 days |
| **GCC 10** | The terms of payment to be made to the Supplier under the contract shall be as follows:<br>**1. The payment shall be made:**<br>**(a) through accounts division/unit of the Purchaser or**<br>**(b) Through the District Treasury Controller Office.**<br>**[Delete those not appropriate]** |
| **GCC 10** | **2. Payments shall be made in Nepalese Rupees in the following manner:**<br>**Sample provisions:**<br>**Advance Payment: ……[Usually not more than twenty (20)] percent of the contract price shall be paid within thirty (30) days of signing of the contract, and upon submission of request for advance and a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law for equivalent amount valid until the goods are delivered and accepted and in the form provided in the Bidding Document.**<br>**On Delivery and acceptance: ….[Hundred (100) percent. of the Contract Price of the Goods and related services (**installation and |





| Clause | Item |
|---|---|
| | commissioning of goods (if applicable)) to the satisfaction of the Purchaser **delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s. Advance payment shall be deducted and settled in this payment.**<br>or<br>**On Delivery [Usually eighty (80)] percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and upon submission of Tax Invoice.**<br>**On acceptance: ….[Usually eighty (20)] percent. of the Contract Price of the Goods and related services (**installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. **delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s**<br>**or**<br>**On Delivery and acceptance: One Hundred (100)] percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and related services (**installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. **and upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s**<br>**TDS shall be deducted as per the prevailing rules and regulations.**<br>**[Delete those not appropriate]** |
| **GCC 17.1** | For **notices**, the Purchaser's address shall be:<br>Attention: Bikash Chandra Sharma , Er Ishwor Bhandari<br>Address: Tanahun Tanahun Gandaki Province Ambukhaireni<br>Telephone: 065540082<br>Facsimile number:<br>Electronic mail address: akruralmunicipality73@gmail.com |
| | |





| Clause | Item |
|---|---|
| | For **notices**, the Suppliers's address shall be: **[*insert full name and address of Suppliers including telephone number, facsimile number and electronic mail address (if applicable)]*** <br> Name and Address of the Supplier: <br> Telephone number: <br> Facsimile number: <br> e-mail Address: |
| GCC 19.1 | The Supplier shall supply N/A manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC. |

## Section VIII. Contract Form

# 1. Letter of Acceptance

*[on letterhead paper of the Purchaser]*

*Date……..*

To: ***name and address of the Contractor***

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

This is to notify that your Sealed Quotation dated . . . . 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 7 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 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:





# 2. Contract Agreement

THIS AGREEMENT made the _____ day of _____ 20_____ between *[name of Purchaser]* (hereinafter called "the Purchaser") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Sealed Quotation for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a SQ by the Supplier for the supply of those goods and services in the sum of ……. *[contract price in words and figures]* (hereinafter called "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. Form of Agreement
   b. The Purchaser's Notification of Award
   c. The General Conditions of Contract;
   d. Special Conditions of Contract
   e. Quotation Form and the Price Schedule submitted by the Supplier;
   f. The Schedule of Requirements;
   .
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and 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 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 their respective laws the day and year first above written.

| | |
|---|---|
| On behalf of the Purchaser | On behalf of the Supplier |
| Name: | Name: |
| Designation: | Designation: |
| Sign: | Sign: |
| Seal: | Seal: |





## 3. Performance Security

Date :

To: ***[name and address of the 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**]





# 4. Bank Guarantee for Advance Payment

To: ***[name of the Purchaser]***

***[name of Contract]***

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, ***[name and address of Supplier]*** (hereinafter called "the Supplier") shall deposit with the Purchaser a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ***[amount of guarantee in figures and words]***.

We, the ***[bank or financial institution]***, 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 ***[amount of guarantee in figures and words]***.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

The validity period of the guarantee shall be 30 days beyond the period scheduled for repayment of the advance payment and the guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the Purchaser receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal of the Guarantors

_____

***[name of bank or financial institution]***

_____

***[address]***

_____

[date]