

SEALED QUOTATION DOCUMENT

Procurement of Goods Sealed Quotation

Supply and Delivery of Free Essential Medicine For Patan Municipality

**Issued by:
Patan Municipality, Patan, Baitadi
Patan, Baitadi Patan Baitadi**

Sealed Quotation Number

PTNMUN/GOODS-Med/SQ/02/2079/080

Issued On

24-08-2022

Table of Contents

Section I. Invitation for Sealed Quotation	
Section II. Instructions to Bidders	
Section III. Bid data sheet.....	
Section IV. Quotation form and price Schedule	
Section V. Schedule of requirements.....	
Section VI. General Conditions of contract	
Section VII.Special Conditions of contract	
Section VIII.Contract form	

Abbreviations

BD	Bidding Document
BDF	Bidding Forms
BDS	Bid Data Sheet
BOQ	Bill of Quantities
COF	Contract Forms
DP	Development Partners
DoLI.....	Department of Local Infrastructure
ELI	Eligibility
EEC.....	Evaluation and Eligibility Criteria
GCC	General Conditions of Contract
GoN ¹	Government of Nepal
ICC	International Chamber of Commerce
IFB	Invitation for Bids
ITB	Instructions to Bidders
JV	Joint Venture
NCB	National Competitive Bidding
PAN	Permanent Account Number
PPA	Public Procurement Act
PPMO	Public Procurement Monitoring Office
PPR	Public Procurement Regulations
SBD	Standard Bidding Document
SCC	Special Conditions of Contract
TS	Technical Specifications
VAT	Value Added Tax
WRQ	Works Requirements
PTNMUN.....	Patan Municipality

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

Section - I
Invitation for Sealed Quotation

Invitation for Sealed Quotation

Name of the Office: Patan Municipality, Patan, Baitadi

Address of the Office: Patan, Baitadi Patan Baitadi

Invitation for Sealed Quotation for the procurement of Supply and Delivery of Free Essential Medicine For Patan Municipality

Sealed Quotation No: PTNMUN/GOODS-Med/SQ/02/2079/080

Date of Publication : 24-08-2022

1. The Patan Municipality, Patan, Baitadi invites sealed quotations from registered Suppliers for the Supply and Delivery of Free Essential Medicine For Patan Municipality .
2. Eligible Suppliers may obtain further information and inspect the Sealed quotation Forms at the office of Patan, Baitadi Patan Baitadi , 095400065, , ptnmun@gmail.com.
OR
[may visit PPMO website www.bolpatra.gov.np.]
3. If hard copy is allowed then a complete set of Bidding Documents may be purchased from the office Patan Municipality, Patan, Baitadi Patan, Baitadi Patan Baitadi and the office Patan Municipality, Patan, Baitadi Patan, Baitadi Patan Baitadi by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of NRs.1000.0 till 08-09-2022 12:00 during office hours.
4. Bidder who chooses to submit their bid electronically may download the bidding documents for e-submission from PPMO's e-GP i.e www.bopatra.gov.np/egp. Bidders, submitting their bid electronically, should deposit the cost of bidding document in the following account
 - i. Name of the Bank :Agricultural Development Bank Ltd.
 - ii. Name of Office :Patan Municipality, Patan, Baitadi
 - iii. Office Code no :
 - iv. Office Account No :0823901302454178
 - v. Rajaswa (revenue) Shirshak No :aantarik raajashwa
5. Sealed bids must be submitted to the office Patan Municipality, Patan, Baitadi Patan, Baitadi Patan Baitadi by hand or through e-GP system i.e www.bopatra.gov.np/egp on or before 08-09-2022 12:00. Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at 08-09-2022 14:00 at the office of Patan Municipality, Patan, Baitadi Patan, Baitadi Patan, Baitadi Sudoor Pachism Province Nepal.
Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of 40000 , which shall be valid for 30 days beyond the validity period of the bid (i.e. [Refer Clause ITB 20.1]). If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account No.[0823901302454021] at [Agricultural Development Bank Ltd. , Branch Patan] and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
7. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission
8. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

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

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.

Sl. No.	Criteria Title
1	Up to date Firm/Company Registration Certificate
2	VAT and PAN Registration Certificates
3	Tax Clearance Certificate
4	Self Declaration Letter
5	Manufacture Authorization Letter

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 Quotation 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:
1. Section I: Invitation for Sealed Quotation (SQ)
2. Section II: Instructions to Bidders
3. Section III: Bid Data Sheet
4. Section IV Quotation Forms and Price Schedule
5. Section V: Schedule of Requirements
6. Section VI: General Conditions of Contract (GCC)
7. Section VII: Special Conditions of Contract
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:
a. Quotation Form and Price Schedules
b. Bid Security
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.
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.
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.
 - 12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms:
 - (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or;
 - (b) a cash deposit voucher in the Purchaser's Account as specified in the BDSIn 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
 - 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.
 - 12.4 The Bid security shall be forfeited if:
 - (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.
 - (b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;
 - (c) a Bidder involves in fraud and corruption pursuant to clause 26;
 - (d) the successful Bidder fails to:
 - (i) furnish a performance security in accordance with clause 25;
 - (ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or
 - (iii) accept the correction of arithmetical errors pursuant to clause 19.1
 - (iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's
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:
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.
 - 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.
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
 - 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
 - (a) meets the eligibility criteria defined in Clause 2;
 - (b) has been properly signed by the authorized person;
 - (c) is accompanied by the required securities; and
 - (d) is substantially responsive to the requirements of the Bidding documents.

21. Evaluation and Comparison of Quotations	<p>21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:</p> <p>(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;</p> <p>(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</p> <p>(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.</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
22. Award of Contract	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.</p> <p>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.</p>
23. Purchaser's Right to Accept or Reject	<p>23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.</p>
24. Notification of Award and Signing of Agreement	<p>24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.</p> <p>24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
25. Performance Security	<p>25.1 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 using Sample Form for the Performance Security included in Section VIII (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 below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p>Performance Security Amount =</p> <p>$[(0.85 \times \text{Cost Estimate} - \text{Bid Price}) \times 0.5] + 5\% \text{ of Bid Price.}$</p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>

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.
- 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.
- 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 :
- give or propose improper inducement directly or indirectly,
 - distortion or misrepresentation of facts
 - engaging or being involved in corrupt or fraudulent practice
 - interference in participation of other prospective bidders.
 - 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,
 - 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..
- 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
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:
- if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,
 - 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 ,
 - if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.
 - if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,
 - Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser.,
- 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.
- Name of the procurement,
 - IFB number,
 - date and name of newspaper published the IFB notice,
 - name of the successful Bidder, and the contract price.
- 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

ITB 1	<p>The scope of Supply is :</p> <p>The number of the Invitation for Sealed Quotation (SQ) is :PTNMUN/GOODS-Med/SQ/02/2079/080The Purchaser is: Patan Municipality, Patan, Baitadi</p> <p>The Name of the Project is :Supply and Delivery of Free Essential Medicine For Patan Municipality</p>
ITB 10	<p>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 NRs.40000, which shall be valid for 30 days beyond the validity period of the bid.</p>
ITB 10(a)	<p>Cash Deposit Account for Bid Security:</p> <p>Bank Name:Agricultural Development Bank Ltd.</p> <p>Bank Address:Branch Patan</p> <p>Account holder's Name:Patan Municipality</p> <p>Account Number:0823901302454021</p>
ITB 14.1	<p>Bidders shall have the option of submitting their bids electronically. Bidders shall follow the electronic bid submission procedures specified below:</p> <p>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.</p> <p>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.</p> <p>iii. The registered bidders need to maintain their profile data required during preparation of bids.</p> <p>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.</p> <p>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.</p> <p>vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation and submission of their bids.</p> <p>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:</p> <p>1. Letter of Quotation (Mandatory)</p> <p>2.Quotation Security /Bank Guarantee (Mandatory)</p> <p>3. Company registration (Mandatory)</p> <p>4. VAT registration (Mandatory)</p> <p>5. Tax clearances certificate or evidence of tax return submission for the F/Y (Mandatory)</p> <p>6. Power of Attorney of Bid signatory (Mandatory)</p> <p>7. Completed Price Schedule (Mandatory)</p> <p>8. Bank Voucher for cost of bid document (Mandatory)</p> <p>9. Joint venture agreement (Mandatory in case of JV Bid)</p> <p>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)</p> <p>Note: The documents specified as "Mandatory" should be included in e-submission.</p> <p>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.</p> <p>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.</p> <p>x. Once Quotation is submitted, bidders won't able to modify/withdrawal their bid.</p> <p>xi. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids:</p> <p>a) The e-submitted Quotations must be readable through PDF reader.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.b) 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>
ITB 15	<p>The deadline for Sealed Quotation submission is:08-09-2022 12:00</p> <p>Address:Patan, Baitadi Patan Baitadi</p>

ITB 18	<p>The Sealed Quotation opening shall take place at : Address :Patan Municipality, Patan, Baitadi Patan, Baitadi Patan, Baitadi Sudoor Pachism Province Nepal Date and Time:08-09-2022 14:00</p> <p>a) e-GP system allows to download the Sealed Quotation response document only after bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening.</p> <p>b)The Purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders’ representatives who choose to attend</p>
--------	---

Section - IV

Sample Forms

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 Five (5) percent of the Contract Price 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.

Until a formal Contract is prepared and executed, this SQ, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any SQ 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.]

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

3. Price Schedule for Goods

Name of Bidder _____ Contract Identification Number _____

Item	Description	Country of Origin	Quantity	Unit Price ¹ EXW (in NRs)		Total Price (in NRs) (cols. 4x5)
				In Figure	In Words	
1	2	3	4	5		4x5=6
Total						
VAT						
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: _____

¹ The price shall include all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item or the customs duties and sales and other taxes paid on the previously imported item offered ex warehouse, ex showroom, or off-the-shelf. These factors should not be entered separately.

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

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

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

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

Note:

The bid security of has been counter guaranteed by the Bankon

..... (Applicable for Bid Security of Foreign Banks).

Schedule of Requirement

1. List of Goods and Related Services

1 Health and social work services			
1.1 Veteriry services			
Procument Item Details			
SL. No	Item Description	Unit of Measurement	Quantity
1	Acetylsalicylic Acid (Asprin) 75 mg	Tablet	2000.0
2	Adrenaline (Epinephrine)1mg in 1ml	Ampule	300.0
3	Albendazole 400mg	Tablet	5000.0
4	Aluminium hydroxide +Magnesium 250mg+250	Tablet	10000.0
5	Amitriptyline 25 mg	Tablet	3000.0
6	Amlodipine 5mg	Tablet	20000.0
7	Amoxicillin 500mg	capsule	5000.0
8	Amoxicillin DT 250mg	Tablet	5000.0
9	Amoxicillin DT 125mg	Tablet	5000.0
10	Ampilcillin 500mg	vial	400.0
11	Atropine 0.6mg in 1ml ampoule	Ampule	300.0
12	Azithromycin 500mg	Tablet	1000.0
13	Calamine lotion 15% W/V30ml	bottle	200.0
14	Calcium Gluconate 1mg in 10ml	Ampule	100.0
15	Cefixime 200mg	Tablet	1000.0
16	Ceftraixone 1Gm 1Gm	vial	100.0
17	Ceftraixone 500 mg 250mg	vial	100.0
18	Cetirizine HCL 10mg	Tablet	20000.0
19	Cetirizine HCL syrup 5mg/5ml	bottle	200.0
20	Charcol Activated Powder scahet 10gm	schet	20.0
21	Chlorhexidine(CHX) 4%5gm	Tube	400.0
22	Ciprofloxacin 500 mg	Tablet	5000.0

Procument Item Details			
SL. No	Item Description	Unit of Measurement	Quantity
23	Ciprofloxacin 250 mg	Tablet	5000.0
24	Ciprofloxacin eye ear drop 0.3% W/V,5ml	vial	500.0
25	Ciprofloxacin injection 200mg/100ml	bottle	200.0
26	Clotrimazole Cream 1%25gm	Tube	400.0
27	Clove oil 5ml	vial	300.0
28	Cloxacillin 500mg	capsule	3000.0
29	Cloxacillin 250mg 250mg	capsule	3000.0
30	Cotrimoxazole(Sulphamethoxazole &Trimethaoprim5:1) 400+80mg	Tablet	3000.0
31	Dexamethasone Inj 4mg in 1ml ampoule	Ampule	400.0
32	Dextrose inj 5%500ml	bottle	50.0
33	Diazepam 5mg Tablet	Tablet	1000.0
34	Diclofenac sodium Inj 25mg/ml,3ml	Ampule	300.0
35	Diclofenac sodium Tab 50 mg	Tablet	4000.0
36	Doxycycline 100mg	capsule	1000.0
37	Ferrous sulphate and Folic Acid 60mg elementrolplus400mcg folic Acid	Tablet	30000.0
38	Fluconazole 150mg	capsule	500.0
39	Folic Acid 5mg	Tablet	5000.0
40	Frusemide 40mg	Tablet	4000.0
41	Hydrocortisone injection 100mgin Vial	vial	100.0

Procument Item Details			
SL. No	Item Description	Unit of Measurement	Quantity
42	hyoscine butylbromide inj 20mg/ml	Ampule	400.0
43	hyoscine butylbromide 10mg	Tablet	5000.0
44	Metoclorpropamide 5mg/ml in 2ml	ampoule	200.0
45	Ibuprofen 400mg	Tablet	10000.0
46	Lignocaine hydrochloride 2%in30ml	vial	100.0
47	Lignocaine with adrenaline	vial	30.0
48	Metformin 500mg	Tablet	20000.0
49	Metoclorpropamide 10mg	Tablet	4000.0
50	Metronidazole 400mg	Tablet	10000.0
51	Metronidazole oral solution 200mg/5ml	bottle	200.0
52	Neomycin skin crean 2%w/w10gm	Tube	400.0
53	Nitrofurantion 100mg	Tablet	1000.0
54	Normal Saline(NS) 0.9%infussion solution 500ml	bottle	100.0
55	Oral rehydration salt(ORS) WHO Formula	Packet	2000.0
56	Oxymetazoline nasal Drop 0.005% 10ml	vial	200.0
57	Oxytocin inj 10IU/ml	Ampule	200.0
58	Paracetamol 500mg	Tablet	50000.0
59	Paracetamol 125mg/5ml/50ml	bottle	600.0
60	Permethrine lotion/ cream 5% WV30GM	Tube	250.0

Procurement Item Details			
SL. No	Item Description	Unit of Measurement	Quantity
61	Pheniramine Injection 22.75mg/ml/2ml	Ampule	300.0
62	Povidine Iodine 5% WV/500ml	bottle	100.0
63	Ranitidine 25mg /mlin 2ml	Ampule	400.0
64	Ranitidine 150mg	Tablet	30000.0
65	Ringers lactate(RL) 500ml solution	bottle	100.0
66	Salbutamol 4mg tablet	Tablet	1000.0
67	Silver sulphadiazine cream 0.2% W/V 15gm	Tube	200.0
68	Tinidazole 500mg	Tablet	3000.0
69	Vitamin B-complex Therapeutic Dose	Tablet	20000.0
70	Zinc Sulphate 20mg	Tablet	4000.0
71	Absorbent cotton Net 400mg	Role	100.0
72	Adheshive tape 4" 4 inch Role	Pieces	100.0
73	Bandage 18m*90cm	than	100.0
74	Catgut 2-0,	Pkt	200.0
75	Chlorine powder 200g/scahet	Scahet	300.0
76	Disposable syringe 3ml	Pieces	2000.0
77	Disposable syringe 5ml	Pieces	2000.0
78	Gauze 18m*90cm	Than	100.0
79	IV Canula 20G	Pieces	200.0

Procurement Item Details			
SL. No	Item Description	Unit of Measurement	Quantity
80	IV Canula 18G	Pieces	200.0
81	IV Canula 24G	Pieces	200.0
82	IV Set	Set	500.0
83	Phenol 500ml	bottle	100.0
84	Rectified Spirit 500ml	bottle	100.0
85	Rubber Catheter Different Size	PCS	100.0
86	Silk Thread	PKT	100.0
87	Surgical Blade Different Size	PCS	1000.0
88	Suture Neddle Different Size	pkt	123.0

2. Delivery and Completion Schedule

1 Health and social work services					
1.1 Veteriry services					
SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
1	Acetylsalicylic Acid (Asprin) 75 mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
2	Adrenaline (Epinephrine)1mg in 1ml	Patan Municipality Office Patan Baitadi		20 Days After Date of Agreement	
3	Albendazole 400mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
4	Aluminium hydroxide +Magnesium 250mg+250	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
5	Amitriptyline 25 mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
6	Amlodipine 5mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	

SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
7	Amoxicillin 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
8	Amoxicillin DT 250mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
9	Amoxicillin DT 125mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
10	Ampicillin 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
11	Atropine 0.6mg in 1ml ampoule	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
12	Azithromycin 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
13	Calamine lotion 15% W/V 30ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
14	Calcium Gluconate 1mg in 10ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
15	Cefixime 200mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
16	Ceftraixone 1Gm 1Gm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
17	Ceftraixone 500 mg 250mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
18	Cetirizine HCL 10mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
19	Cetirizine HCL syrup 5mg/5ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
20	Charcol Activated Powder sachet 10gm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
21	Chlorhexidine(CHX) 4% 5gm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
22	Ciprofloxacin 500 mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
23	Ciprofloxacin 250 mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
24	Ciprofloxacin eye ear drop 0.3% W/V, 5ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
25	Ciprofloxacin injection 200mg/100ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	

SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
26	Clotrimazole Cream 1%25gm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
27	Clove oil 5ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
28	Cloxacillin 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
29	Cloxacillin 250mg 250mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
30	Cotrimoxazole(Sulphamethoxazole &Trimethaoprim5:1) 400+80mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
31	Dexamethasone Inj 4mg in 1ml ampoule	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
32	Dextrose inj 5%500ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
33	Diazepam 5mg Tablet	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
34	Diclofenac sodium Inj 25mg/ml,3ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
35	Diclofenac sodium Tab 50 mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
36	Doxycycline 100mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
37	Ferrous sulphate and Folic Acid 60mg elementrolplus400mcg folic Acid	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
38	Fluconazole 150mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
39	Folic Acid 5mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
40	Frusemide 40mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
41	Hydrocortisone injection 100mg in Vial	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
42	hyoscine butylbromide inj 20mg/ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
43	hyoscine butylbromide 10mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	

SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
44	Metoclorpropamide 5mg/ml in 2ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
45	Ibuprofen 400mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
46	Lignocaine hydrochloride 2%in30ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
47	Lignocaine with adrenaline	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
48	Metformin 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
49	Metoclorpropamide 10mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
50	Metronidazole 400mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
51	Metronidazole oral solution 200mg/5ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
52	Neomycin skin crean 2%w/w10gm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
53	Nitrofurantion 100mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
54	Normal Saline(NS) 0.9%infussion solution 500ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
55	Oral rehydration salt(ORS) WHO Formula	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
56	Oxymetazoline nasal Drop 0.005%10ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
57	Oxytocin inj 10IU/ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
58	Paracetamol 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
59	Paracetamol 125mg/5ml/50ml	Patan Municipality Office Patan Baitadi	After Date of Agreement t	20 Days After Date of Agreement	
60	Permethrine lotion/ cream 5%WV30GM	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
61	Pheniramine Injection 22.75mg/ml/2ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
62	Povidine Iodine 5%WV/500ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	

SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
63	Ranitidine 25mg /mlin 2ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
64	Ranitidine 150mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
65	Ringers lactate(RL) 500ml solution	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
66	Salbutamol 4mg tablet	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
67	Silver sulphadiazine cream 0.2% W/V 15gm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
68	Tinidazole 500mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
69	Vitamin B-complex Theraputic Dose	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
70	Zinc Sulphate 20mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
71	Absorbent cotton Net 400mg	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
72	Adheshive tape 4" 4 inch Role	Patan Municipality Office Patan Baitadi	After Date of Agreement t	20 Days After Date of Agreement	
73	Bandage 18m*90cm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
74	Catgut 2-0,	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
75	Chlorine powder 200g/scahet	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
76	Disposable syringe 3ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
77	Disposable syringe 5ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
78	Gauze 18m*90cm	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
79	IV Canula 20G	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
80	IV Canula 18G	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
81	IV Canula 24G	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	

SL. No	Description of Goods	Final Destination	Earliest Delivery Date	Acceptable Delivery Date	Bidder's offered Delivery
82	IV Set	Patan Municipality Office Patan Baitadi	After Date of Agreement t	20 Days After Date of Agreement	
83	Phenol 500ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
84	Rectified Spirit 500ml	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
85	Rubber Catheter Different Size	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
86	Silk Thread	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
87	Surgical Blade Different Size	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	
88	Suture Neddle Different Size	Patan Municipality Office Patan Baitadi	After Date of Agreement	20 Days After Date of Agreement	

Technical Specifications

1 Health and social work services
1.1 Veteriry services

Sl. No.	Description of Goods	Particulars	Requirements	Bidder's Offer
1	Acetylsalicylic Acid (Asprin) 75 mg	Acetylsalicylic Acid (Asprin) 75 mg	2000	
2	Adrenaline (Epinephrine) 1mg in 1ml	Adrenaline (Epinephrine) 1mg in 1ml	300	
3	Albendazole 400mg	Albendazole 400mg	5000	
4	Aluminium hydroxide +Magnesium 250mg+250	Aluminium hydroxide +Magnesium 250mg+250	10000	
5	Amitriptyline 25 mg	Amitriptyline 25 mg	3000	
6	Amlodipine 5mg	Amlodipine 5mg	20000	
7	Amoxicillin 500mg	Amoxicillin 500mg	5000	
8	Amoxicillin DT 250mg	Amoxicillin DT 250mg	5000	
9	Amoxicillin DT 125mg	Amoxicillin DT 125mg	5000	
10	Ampicillin 500mg	Ampicillin 500mg	400	
11	Atropine 0.6mg in 1ml ampoule	Atropine 0.6mg in 1ml ampoule	300	
12	Azithromycin 500mg	Azithromycin 500mg	1000	
13	Calamine lotion 15% W/V 30ml	Calamine lotion 15% W/V 30ml	200	
14	Calcium Gluconate 1mg in 10ml	Calcium Gluconate 1mg in 10ml	100	
15	Cefixime 200mg	Cefixime 200mg	1000	
16	Ceftriaxone 1Gm 1Gm	Ceftriaxone 1Gm 1Gm	100	
17	Ceftriaxone 500 mg 250mg	Ceftriaxone 500 mg 250mg	100	
18	Cetirizine HCL 10mg	Cetirizine HCL 10mg	20000	
19	Cetirizine HCL syrup 5mg/5ml	Cetirizine HCL syrup 5mg/5ml	200	
20	Charcol Activated Powder sachet 10gm	Charcol Activated Powder sachet 10gm	20	
21	Chlorhexidine(CHX) 4% 5gm	Chlorhexidine(CHX) 4% 5gm	400	
22	Ciprofloxacin 500 mg	Ciprofloxacin 500 mg	5000	
23	Ciprofloxacin 250 mg	Ciprofloxacin 250 mg	5000	
24	Ciprofloxacin eye ear drop 0.3% W/V, 5ml	Ciprofloxacin eye ear drop 0.3% W/V, 5ml	500	

Sl. No.	Description of Goods	Particulars	Requirements	Bidder's Offer
25	Ciprofloxacin injection 200mg/100ml	Ciprofloxacin injection 200mg/100ml	200	
26	Clotrimazole Cream 1%25gm	Clotrimazole Cream 1%25gm	400	
27	Clove oil 5ml	Clove oil 5ml	300	
28	Cloxacillin 500mg	Cloxacillin 500mg	3000	
29	Cloxacillin 250mg 250mg	Cloxacillin 250mg 250mg	3000	
30	Cotrimoxazole(Sulphamethoxazole &Trimethaoprim5:1) 400+80mg	Cotrimoxazole (Sulphamethoxazole &Trimethaoprim5:1) 400+80mg	3000	
31	Dexamethasone Inj 4mg in 1ml ampoule	Dexamethasone Inj 4mg in 1ml ampoule	400	
32	Dextrose inj 5%500ml	Dextrose inj 5%500ml	50	
33	Diazepam 5mg Tablet	Diazepam 5mg Tablet	1000	
34	Diclofenac sodium Inj 25mg/ml,3ml	Diclofenac sodium Inj 25mg/ml,3ml	300	
35	Diclofenac sodium Tab 50 mg	Diclofenac sodium Tab 50 mg	4000	
36	Doxycycline 100mg	Doxycycline 100mg	1000	
37	Ferrous sulphate and Folic Acid 60mg elementrolplus400mcg folic Acid	Ferrous sulphate and Folic Acid 60mg elementrolplus400mcg folic Acid	30000	
38	Fluconazole 150mg	Fluconazole 150mg	500	
39	Folic Acid 5mg	Folic Acid 5mg	5000	
40	Frusemide 40mg	Frusemide 40mg	4000	
41	Hydrocortisone injection 100mgin Vial	Hydrocortisone injection 100mgin Vial	100	
42	hyoscine butylbromide inj 20mg/ml	hyoscine butylbromide inj 20mg/ml	400	
43	hyoscine butylbromide	hyoscine butylbromide	5000	

Sl. No.	Description of Goods	Particulars	Requirements	Bidder's Offer
	10mg	10mg		
44	Metoclorpropamide 5mg/ml in 2ml	Metoclorpropamide 5mg/ml in 2ml	200	
45	Ibuprofen 400mg	Ibuprofen 400mg	10000	
46	Lignocaine hydrochloride 2%in30ml	Lignocaine hydrochloride 2%in30ml	100	
47	Lignocaine with adrenaline	Lignocaine with adrenaline	30	
48	Metformin 500mg	Metformin 500mg	20000	
49	Metoclorpropamide 10mg	Metoclorpropamide 10mg	4000	
50	Metronidazole 400mg	Metronidazole 400mg	10000	
51	Metronidazole oral solution 200mg/5ml	Metronidazole oral solution 200mg/5ml	200	
52	Neomycin skin crean 2%w/w10gm	Neomycin skin crean 2% w/w10gm	400	
53	Nitrofurantion 100mg	Nitrofurantion 100mg	1000	
54	Normal Saline(NS) 0.9%infussion solution 500ml	Normal Saline(NS) 0.9%infussion solution 500ml	100	
55	Oral rehydration salt(ORS) WHO Formula	Oral rehydration salt(ORS) WHO Formula	2000	
56	Oxymetazoline nasal Drop 0.005% 10ml	Oxymetazoline nasal Drop 0.005% 10ml	200	
57	Oxytocin inj 10IU/ml	Oxytocin inj 10IU/ml	200	
58	Paracetamol 500mg	Paracetamol 500mg	50000	
59	Paracetamol 125mg/5ml/50ml	Paracetamol 125mg/5ml/50ml	600	
60	Permethrine lotion/ cream 5% WV30GM	Permethrine lotion/ cream 5% WV30GM	250	
61	Pheniramine Injection	Pheniramine Injection	300	

Sl. No.	Description of Goods	Particulars	Requirements	Bidder's Offer
	22.75mg/ml/2ml	22.75mg/ml/2ml		
62	Povidine Iodine 5% WV/500ml	Povidine Iodine 5% WV/500ml	100	
63	Ranitidine 25mg /mlin 2ml	Ranitidine 25mg /mlin 2ml	400	
64	Ranitidine 150mg	Ranitidine 150mg	30000	
65	Ringers lactate(RL) 500ml solution	Ringers lactate(RL) 500ml solution	100	
66	Salbutamol 4mg tablet	Salbutamol 4mg tablet	1000	
67	Silver sulphadiazine cream 0.2% W/V 15gm	Silver sulphadiazine cream 0.2% W/V 15gm	200	
68	Tinidazole 500mg	Tinidazole 500mg	3000	
69	Vitamin B-complex Theraputic Dose	Vitamin B-complex Theraputic Dose	20000	
70	Zinc Sulphate 20mg	Zinc Sulphate 20mg	4000	
71	Absorbent cotton Net 400mg	Absorbent cotton Net 400mg	100	
72	Adheshive tape 4" 4 inch Role	Adheshive tape 4" 4 inch Role	100	
73	Bandage 18m*90cm	Bandage 18m*90cm	100	
74	Catgut 2-0,	Catgut 2-0,	200	
75	Chlorine powder 200g/scahet	Chlorine powder 200g/scahet	300	
76	Disposable syringe 3ml	Disposable syringe 3ml	2000	
77	Disposable syringe 5ml	Disposable syringe 5ml	2000	
78	Gauze 18m*90cm	Gauze 18m*90cm	100	
79	IV Canula 20G	IV Canula 20G	200	

Sl. No.	Description of Goods	Particulars	Requirements	Bidder's Offer
80	IV Canula 18G	IV Canula 18G	200	
81	IV Canula 24G	IV Canula 24G	200	
82	IV Set	IV Set	500	
83	Phenol 500ml	Phenol 500ml	100	
84	Rectified Spirit 500ml	Rectified Spirit 500ml	100	
85	Rubber Catheter Different Size	Rubber Catheter Different Size	100	
86	Silk Thread	Silk Thread	100	
87	Surgical Blade Different Size	Surgical Blade Different Size	1000	
88	Suture Neddle Different Size	Suture Neddle Different Size	123	

Conditions of Contract

Section VI. General Conditions of Contract

1. Definitions	<p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">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;b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;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;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.e. "The Purchaser" means the procuring entity purchasing the goods;f. "The Supplier" means the organization supplying the goods and services under this contract.
2. Technical Specification	<p>2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.</p>
3. Patent Right	<p>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.</p>

4. Performance Security	<p>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 Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
5. Inspection and Tests	<p>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</p> <p>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.</p>
6. Packing	<p>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.</p> <p>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.</p> <p>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.</p>
7. Delivery of Goods	<p>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.</p>
8. Insurance	<p>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.</p>

9. Warranty	<p>9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.</p> <p>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year 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.</p> <p>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>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.</p>
10. Payment	<p>10.1 Payment shall be made in the Nepalese currency as specified in the SCC</p> <p>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.</p>
11. Prices	<p>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.</p>
12. Changed Order	<p>12.1 Where the Purchaser desires to make changes in Schedule of Requirement, it shall not exceed more than 15 percent.</p>
13. Liquidated Damages	<p>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.</p>
14. Resolution of Disputes	<p>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.</p> <p>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.</p> <p>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</p>

	<p>commenced prior to or after delivery of the Goods under the Contract.</p> <p>14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <ul style="list-style-type: none"> a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and b. the Purchaser shall pay the Supplier any monies due the Supplier.
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	<p>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</p> <p>17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.</p>
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	<p>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.</p> <p>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 :</p> <ul style="list-style-type: none"> a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging or being involved in corrupt or fraudulent practice d. interference in participation of other prospective bidders. e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,

	<ul style="list-style-type: none"> 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.. 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	<p>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:</p> <ul style="list-style-type: none"> a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2, b. if the supplier fails to sign an agreement pursuant to ITB Clause 24, 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 , d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract. <p>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.</p>

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.]

GCC 1.1.1 (e)	The Purchaser shall be: Patan Municipality, Patan, Baitadi											
GCC 4.1	<p>The Currency of of the performance Security shall be in Nepalese Rupees.The amount of the performance security shall be as follows:</p> <p>(i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>(ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p>(iii) Performance Security Amount =[(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>											
GCC 9.1	The warranty period shall be : [Expiry Date Should not be less than 18 month from date of Supply.]											
GCC 10	<p>The terms of payment to be made to the Supplier under the contract shall be as follows: Through accounts division/unit of the Purchaser</p> <p>Payments shall be made in Nepalese Rupees in the following manner:</p> <p>Sample provisions:</p> <p>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.</p> <p>On Delivery and acceptance:[Hundred (100) 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. Advance payment shall be deducted and settled in this payment.</p> <p>or</p> <p>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.</p> <p>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</p> <p>or</p> <p>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</p> <p>TDS shall be deducted as per the prevailing rules and regulations.</p> <p>[Delete those not appropriate]</p> <p>Payments shall be made in Nepalese Rupees in the following manner:.</p> <table><tr><th>SL No</th><th>Milestone Name</th><th>Payment Percentage</th></tr><tr><td>1</td><td>Advance payment</td><td>0</td></tr><tr><td>2</td><td>Delivery to site</td><td>100.0</td></tr></table>			SL No	Milestone Name	Payment Percentage	1	Advance payment	0	2	Delivery to site	100.0
SL No	Milestone Name	Payment Percentage										
1	Advance payment	0										
2	Delivery to site	100.0										
GCC 17.1	<p>For notices, the Purchaser’s address shall be:</p> <p>Attention: Patan Municipality, Patan, Baitadi</p> <p>Address: Patan, Baitadi Patan Baitadi</p> <p>Designation:</p> <p>Telephone: 095400065 Facsimile Number:</p> <p>Electronic Mail Address:</p>											

GCC 17.1	<p>For notices, the Suppliers’s address shall be:</p> <p>Attention:</p> <p>Address:</p> <p>Designation:</p> <p>Telephone: Facsimile Number:</p> <p>Electronic Mail Address:</p>
GCC 19.1	<p>The Supplier shall supply [1]number of copies manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC.</p>

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

Name:

Designation:

Sign:

Seal:

On behalf of the Supplier

Name:

Designation:

Sign:

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.

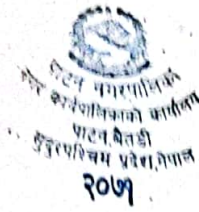
Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]



खण्ड १: दरभाउपत्र सम्बन्धी सूचना

मुख्य प्रशासक अधिकृत

पाटन नगरपालिका
नगर कार्यपालिकाको कार्यालय
पाटन, बैतडी

अत्यावश्यक औषधि खरिद सम्बन्धी दरभाउपत्र आह्वान गरिएको सूचना

सिलबन्दी दरभाउपत्र नं. PTNMUN/ GOODS-Med/SQ/ 02/ 2079/080

(प्रथम पटक प्रकाशित मिति : २०७९/०५/०८)

पाटन नगरपालिका नगर कार्यपालिकाको कार्यालयको आ.व.२०७९/०८० को स्वीकृत कार्यक्रम अनुसार यस कार्यालय अन्तर्गतका सम्पूर्ण स्वास्थ्य संस्थाहरु मार्फत निःशुल्क औषधी वितरणको लागि अत्यावश्यक औषधी तथा सर्जिकल सामग्रीहरु e-Bidding को माध्यमबाट खरिद गर्नुपर्ने भएको हुँदा इच्छुक ईजाजत प्राप्त कम्पनी, फर्म तथा सप्लायर्स हरूबाट देहायका शर्तहरुको अधिनमा रही सिलबन्दी दरभाउपत्र e-Bid द्वारा पेश गर्न यो सूचना प्रकाशित गरिएको छ ।

१. पहिलो पटक राष्ट्रिय स्तरको दैनिक पत्रिकामा सूचना प्रकाशित भएको मितिले १५ औं दिन भित्र दरभाउपत्र दस्तुर रु १,०००।००, (पछि फिर्ता नहुने गरी) यस कार्यालयको कृषि विकास बैंक शाखा पाटनमा रहेको खाता नं.०८२३९०१३०२४५४९७८ मा जम्मा गरेको भौचर सहित आ.व.०७८/७९ का लागि नविकरण भएको ईजाजत पत्र, आयकर प्रमाण पत्र, मूल्य अभिवृद्धि प्रमाण पत्र, फर्म दर्ताको प्रमाण पत्र, खरीद कार्यवाहीमा भाग लिन अयोग्य नभएको लिखित घोषणापत्र, आ.व.०७७/०७८को कर चुक्ता गरेको प्रमाणपत्र संलग्न गरि www.bolpatra.gov.np/egp बाट मिति २०७९/०५/२३ गते (१६ औं दिन) दिनको १२:०० बजे भित्र पेश गर्न सकिने छ ।

२. खरिद गरेको दरभाउपत्रमा भर्नुपर्ने सबै महल प्रष्ट सफा, शुद्ध संग (केरमेट नगरी) लेखी, रीतपूर्वक भरी प्रत्येक पानामा आधिकारिक हस्ताक्षर गर्ने र सप्लायर्सको प्रस्ट देखिने छाप लगाई, दरभाउपत्र खरिदका लागि रु १०००। तिरेको सक्कलै रसिद, आ.व.२०७८/२०७९ का लागि नविकरण भएको फर्म दर्ता प्रमाणपत्र, औषधी व्यवसायी दर्ता (थोक) प्रमाणपत्र, कम्पनी दर्ता प्रमाणपत्र, स्थायी लेखा तथा मु.अ.कर दर्ता प्रमाणपत्र, आ.व.०७७/०७८ को आयकर चुक्ताको प्रमाणपत्र लगायत आवश्यक कागजातहरुका प्रमाणित प्रतिलिपी, खरीद कार्यवाहीमा भाग लिन अयोग्य नभएको लिखित घोषणापत्र र तोकिएको धरौटी रकम खुल्ने सक्कलै कागजातहरु सहित, पहिलो पटक सूचना प्रकाशित भएको मितिले १६ औं दिनको दिउसो १२:०० बजेभित्र www.bolpatra.gov.np/egp मार्फत पाटन नगरपालिका, नगरकार्यपालिकाको कार्यालय पाटन बैतडीमा दरभाउपत्र दर्ता गराई सक्नु पर्नेछ । दर्ता भएका दरभाउपत्रहरु सोही दिनको २:०० बजे दरभाउपत्रदाता वा निजको प्रतिनिधिको रोहवरमा पाटन नगरपालिका, नगरकार्यपालिकाको कार्यालय पाटन बैतडीमा खोलिनेछ । दरभाउपत्रदाता वा निजको प्रतिनिधि उपस्थित नभए पनि दरभाउपत्र खोल्न बाधा पर्ने छैन ।

३. दरभाउ-पत्र साथ धरौटी वापतको रकम पाटन नगरपालिकाको कार्यालय पाटन बैतडीको नाममा, कृषि विकास बैंक पाटन बैतडीमा रहेको धरौटी खाता नं. ०८२३९०१३०२४५४०२१ मा जम्मा गरेको सक्कलै बैंक भौचर वा यस कार्यालयको नाममा जारी गरीएको दरभाउपत्र पेश गर्ने अन्तिम मितिबाट कम्तीमा ७५ (पचहत्तर) दिन म्याद भएको नेपाल राष्ट्र बैंकबाट स्वीकृती प्राप्त बैंकबाट जारी भएको बैंक ग्यारेन्टी (बिडबण्ड) को सक्कलै प्रति पेश गर्नु पर्नेछ ।

४. दरभाउपत्र दर्ता गर्ने अन्तिम दिन सार्वजनिक बिदा पर्न गएमा सो को भोलिपल्ट कार्यालय खुल्ने दिन लाई अन्तिम दिन मानिनेछ ।

५. म्याद नाघी र रित नपुगी प्राप्त भएको दरभाउपत्र उपर कुनै कारवाही हुने छैन ।

६. प्राप्त दरभाउपत्रहरु पूर्ण वा आंशिक, स्वीकृत गर्ने वा नगर्ने सम्पूर्ण अधिकृत यस कार्यालयमा सुरक्षित रहनेछ ।
७. विश्व स्वास्थ्य संगठनको कुशल उत्पादक प्रक्रिया भएको प्रमाणित प्रमाणपत्र भएको (WHO-GMP Certified) उत्पादनकर्ताबाट उत्पादित औषधी मात्र सप्लाइ गर्नु पर्नेछ ।

८. दरभाउपत्र दाताले दरभाउपत्रमा भएको BOQ फाराम भर्ने अघि दरभाउपत्रमा भएको दरभाउपत्र दाता लाई दिईएको निर्देशन अनिवार्य रूपमा अध्ययन गरी सोही बमोजिम भर्नु पर्ने छ ।

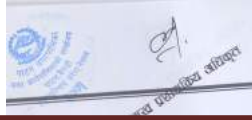
९. यस सम्बन्धि विस्तृत जानकारीको लागि दरभाउपत्र फाराम अध्ययन गर्न हुन र थप बुझ्न आवश्यक भएमा यस कार्यालयको फोन नं. ०१५४०००५७ मा कार्यालय समय भित्र, सम्पर्क गर्न सकिने छ ।

१०. यो सूचनामा उल्लेख हुन छुट भएका अन्य कुराहरु सार्वजनिक खरिद ऐन २०६३, सार्वजनिक खरिद नियमावली २०६४, पाटन नगरपालिकाको खरिद नियमावली २०७६ तथा अन्य प्रचलित नेपाल ऐन, नियम कानून बमोजिम हुनेछ ।

तपसिल:

सि.नं.	सिलबन्दी दरभाउपत्र नं.	विवरण	ल.ई.रकम(भ्याट सहित)	घरौटी रकम	कैफियत
१.	PTNMUN/ GOODS- Med/SQ/ 02/ 2079/080	Supply and Delivery of Free Essential Medicine For Patan Municipality	१४,७५,०००।	४०,०००।	

प्रमुख प्रशासकीय अधिकृत
प्रमुख प्रशासकीय अधिकृत



**अत्यावश्यक औषधी खरिद सम्बन्धी
दरभाउपत्र**

(दरभाउ पत्र नं. : PTNMUN/ GOODS-Med/SQ/ 02/ 2079/080)



पाटन नगरपालिका
नगरकार्यपालिकाको कार्यालय
पाटन, बैतडी
सुदूरपश्चिम प्रदेश
नेपाल



विषय सूची

खण्ड १: दरभाउपत्र आह्वान सम्बन्धि सूचना

खण्ड २: दरभाउपत्रदाता लाई निर्देशन

खण्ड २ (क): प्राविधिक प्रस्तावना

खण्ड २ (ख): आर्थिक प्रस्तावना

खण्ड ३: ठेक्काका शर्तहरू

खण्ड ४: आपूर्ति गर्नुपर्ने मालसामानको सूची (Bill of Quantity)

खण्ड ५: नमूना फारामहरू

१. निवेदन फाराम

२. Manufacturer's Authorization Form

खण्ड ६: प्राविधिक स्पेसिफिकेशन (Technical Specification)

खण्ड ७: सम्झौता फाराम



खण्ड १: दरभाउपत्र सम्बन्धी सूचना

पाटन नगरपालिका नगर कार्यपालिकाको कार्यालय पाटन, बैतडी

अत्यावश्यक औषधि खरिद सम्बन्धी दरभाउपत्र आह्वान गरिएको सूचना

सिलबन्दी दरभाउपत्र नं. PTNMUN/ GOODS-Med/SQ/ 02/ 2079/080

(प्रथम पटक प्रकाशित मिति : २०७९/०५/०८)

पाटन नगरपालिका नगर कार्यपालिकाको कार्यालयको आ.व.२०७९/०८ को स्वीकृत कार्यक्रम अनुसार यस कार्यालय अन्तर्गतका सम्पूर्ण स्वास्थ्य संस्थाहरु मार्फत निःशुल्क औषधि वितरणको लागी अत्यावश्यक औषधि तथा सर्जिकल सामग्रीहरु e-Bidding को माध्यमबाट खरिद गर्नुपर्ने भएको हुँदा इच्छुक ईजाजत प्राप्त कम्पनी, फर्म तथा सप्लायर्स हरूबाट देहायका शर्तहरुको अधिनमा रही सिलबन्दी दरभाउपत्र e-Bid द्वारा पेश गर्न यो सूचना प्रकाशित गरिएको छ ।

१. पहिलो पटक राष्ट्रिय स्तरको दैनिक पत्रिकामा सूचना प्रकाशित भएको मितिले १५ औं दिन भित्र दरभाउपत्र दस्तुर रु १,०००।००, (पछि फिर्ता नहुने गरी) यस कार्यालयको कृषि विकास बैंक शाखा पाटनमा रहेको खाता नं.०८२३९०१३०२४५४९७८ मा जम्मा गरेको भौचर सहित आ.व.०७८/७९ का लागि नविकरण भएको ईजाजत पत्र, आयकर प्रमाण पत्र, मुल्य अभिवृद्धि प्रमाण पत्र, फर्म दर्ताको प्रमाण पत्र, खरीद कार्यवाहीमा भाग लिन अयोग्य नभएको लिखित घोषणापत्र, आ.व.०७७/०८ को कर चुक्ता गरेको प्रमाणपत्र संलग्न गरि www.bolpatra.gov.np/egp बाट मिति २०७९/०५/२३ गते (१६ औं दिन) दिनको १२:०० बजे भित्र पेश गर्न सकिने छ ।

२. खरिद गरेको दरभाउपत्रमा भर्नुपर्ने सबै महल प्रष्ट सफा, शुद्ध संग (केरमेट नगरी) लेखी, रीतपूर्वक भरी प्रत्येक पानामा आधिकारिक हस्ताक्षर गर्ने र सप्लायर्सको प्रष्ट देखिने छाप लगाई, दरभाउपत्र खरिदका लागि रु १०००। तिरेको सक्कलै रसिद, आ.व.२०७८/२०७९ का लागि नविकरण भएको फर्म दर्ता प्रमाणपत्र, औषधि व्यवसायी दर्ता (थोक) प्रमाणपत्र, कम्पनी दर्ता प्रमाणपत्र, स्थायी लेखा तथा मु.अ.कर दर्ता प्रमाणपत्र, आ.व.०७७/०८ को आयकर चुक्ताको प्रमाणपत्र लगायत आवश्यक कागजातहरुका प्रमाणित प्रतिलिपी, खरीद कार्यवाहीमा भाग लिन अयोग्य नभएको लिखित घोषणापत्र र तोकिएको धरौटी रकम खुल्ने सक्कलै कागजातहरु सहित, पहिलो पटक सूचना प्रकाशित भएको मितिले १६ औं दिनको दिउसो १२:०० बजेभित्र www.bolpatra.gov.np/egp मार्फत पाटन नगरपालिका, नगरकार्यपालिकाको कार्यालय पाटन बैतडीमा दरभाउपत्र दर्ता गराई सक्नु पर्नेछ । दर्ता भएका दरभाउपत्रहरु सोही दिनको २:०० बजे दरभाउपत्रदाता वा निजको प्रतिनिधिको रोहवरमा पाटन नगरपालिका, नगरकार्यपालिकाको कार्यालय पाटन बैतडीमा खोलिनेछ । दरभाउपत्रदाता वा निजको प्रतिनिधि उपस्थित नभए पनि दरभाउपत्र खोल्न बाधा पर्ने छैन ।

३. दरभाउ-पत्र साथ धरौटी वापतको रकम पाटन नगरपालिकाको कार्यालय पाटन बैतडीको नाममा, कृषि विकास बैंक पाटन बैतडीमा रहेको धरौटी खाता नं. ०८२३९०१३०२४५४०२९ मा जम्मा गरेको सक्कलै बैंक भौचर वा यस कार्यालयको नाममा जारी गरीएको दरभाउपत्र पेश गर्ने अन्तिम मितिबाट कम्तीमा ७५ (पचहत्तर) दिन म्याद भएको नेपाल राष्ट्र बैंकबाट स्वीकृती प्राप्त बैंकबाट जारी भएको बैंक ग्यारेन्टी (बिडबण्ड) को सक्कलै प्रति पेश गर्नु पर्नेछ ।



४. दरभाउपत्र दर्ता गर्ने अन्तिम दिन सार्वजनिक बिदा पर्न गएमा सो को भोलिपल्ट कार्यालय खुल्ने दिन लाई अन्तिम दिन मानिनेछ ।
५. म्याद नाघी र रित नपुगी प्राप्त भएको दरभाउपत्र उपर कुनै कारवाही हुने छैन ।
६. प्राप्त दरभाउपत्रहरु पूर्ण वा आंशिक, स्वीकृत गर्ने वा नगर्ने सम्पूर्ण अधिकार यस कार्यालयमा सुरक्षित रहनेछ ।
७. विश्व स्वास्थ्य संगठनको कुशल उत्पादक प्रक्रिया भएको प्रमाणित प्रमाणपत्र भएको (WHO-GMP Certified) उत्पादनकर्ताबाट उत्पादित औषधी मात्र सप्लाइ गर्नु पर्नेछ ।
८. दरभाउपत्र दाताले दरभाउपत्रमा भएको BOQ फाराम भर्न अघि दरभाउपत्रमा भएको दरभाउपत्र दाता लाई दिईएको निर्देशन अनिवार्य रुपमा अध्ययन गरी सोही बमोजिम भर्नु पर्ने छ ।
९. यस सम्बन्धि विस्तृत जानकारीको लागि दरभाउपत्र फाराम अध्ययन गर्न हुन र थप बुझ्न आवश्यक भएमा यस कार्यालयको फोन नं. ०१५४०००५७ मा कार्यालय समय भित्र, सम्पर्क गर्न सकिने छ ।
१०. यो सूचनामा उल्लेख हुन छुट भएका अन्य कुराहरु सार्वजनिक खरिद ऐन २०६३, सार्वजनिक खरिद नियमावली २०६४ ,पाटन नगरपालिकाको खरीद नियमावली २०७६ तथा अन्य प्रचलित नेपाल ऐन, नियम कानून बमोजिम हुनेछ ।

तपसिल:

सि.नं.	सिलबन्दी दरभाउपत्र नं.	विवरण	ल.ई.रकम(भ्याट सहित)	धरौटी रकम	कैफियत
१.	PTNMUN/ GOODS- Med/SQ/ 02/ 2079/080	Supply and Delivery of Free Essential Medicine For Patan Municipality	१४,७५,०००।	४०,०००।	

प्रमुख प्रशासकीय अधिकृत



खण्ड: २ दरभाउपत्रदातालाई निर्देशन (Instructions to Bidder)

खण्ड: २ (क) प्राविधिक प्रस्तावना

१) दरभाउपत्रदाताले आ.व. २०७९/०८० का लागि नवीकरण गरेको कम्पनी वा फर्म दर्ता प्रमाणपत्र वा औषधी व्यवसायी दर्ता (थोक) प्रमाणपत्र, आयकर तथा मुल्य अभिवृद्धि दर्ता प्रमाणपत्र, आ.व.२०७७/०७८ को कर चुक्ता गरेको प्रमाण-पत्र र खरिद कारवाहीमा भाग लिन अयोग्य नभएको भन्ने स्व:घोषणा-पत्र दरभाउपत्र साथ पेश गर्नुपर्ने छ। उपर्युक्त उल्लेखित कागजातहरू पेश नगरेको दरभाउपत्र दाताहरूको दरभाउपत्र उपर कुनै कार्यवाही हुने छैन।

२) दरभाउपत्र फाराम पहिलो पटक राष्ट्रिय स्तरको दैनिक पत्रिकामा सूचना प्रकाशित भएको मितिले १५ औं दिन भित्र दरभाउपत्र दस्तुर रु १,०००।००, (पछि फिर्ता नहुने गरी) यस कार्यालयको कृषि विकास बैंक शाखा पाटनमा रहेको खाता नं.०८२३९०१३०२४५४९७८ मा जम्मा गरेको भौचर सहित आ.व.०७८/७९ का लागि नवीकरण भएको ईजाजत पत्र,आयकर प्रमाण पत्र, मुल्य अभिवृद्धि प्रमाण पत्र,फर्म दर्ताको प्रमाण पत्र,खरिद कार्यवाहीमा भाग लिन अयोग्य नभएको लिखित घोषणापत्र, आ.व.०७७/०७८को कर चुक्ता गरेको प्रमाणपत्र संलग्न गरि www.bolpatra.gov.np/egp बाट मिति २०७९।०५।२३ गते (१६ औं दिन) दिनको १२:०० बजे भित्र पेश गर्न सकिने छ।

३). खरिद गरेको दरभाउपत्रमा भर्नुपर्ने सबै महल प्रष्ट सफा,शुद्ध संग (केरमेट नगरी) लेखि, रितपूर्वक भरी प्रत्येक पानामा आधिकारिक हस्ताक्षर गर्ने र सप्लायर्सको प्रस्ट देखिने छाप लगाई, दरभाउपत्र खरिदका लागि रु १०००। तिरेको सक्कलै रसिद, आ.व.२०७८/२०७९ का लागि नवीकरण भएको फर्म दर्ता प्रमाणपत्र, औषधी व्यवसायी दर्ता (थोक) प्रमाणपत्र, कम्पनी दर्ता प्रमाणपत्र, स्थायी लेखा तथा मु.अ.कर दर्ता प्रमाणपत्र , आ.व.०७७/०७८ को आयकर चुक्ताको प्रमाणपत्र लगायत आवश्यक कागजातहरूका प्रमाणित प्रतिलिपी, खरिद कारवाहीमा भाग लिन अयोग्य नभएको लिखित घोषणापत्र र प्रोप्राइटर स्वयं उपस्थित नभएमा निजको मन्जुरीनामाको सक्कलै निवेदन सहितको ईच्छापत्र, तोकिएको धरौटी रकम खुल्ने सक्कलै कागजातहरु सहित, पहिलो पटक सूचना प्रकाशित भएको मितिले १६ औं दिनको दिउसो १२:०० बजेभित्र www.bolpatra.gov.np/egp मार्फत पाटन नगरपालिका,नगरकार्यपालिकाको कार्यालय पाटन बैतडीमा सिलबन्दी दरभाउपत्र दर्ता गराई सक्नु पर्नेछ। । दरभाउपत्रदाता वा निजको प्रतिनिधि उपस्थित नभए पनि दरभाउपत्र खोल्न बाधा पर्ने छैन।

४) दरभाउपत्र पेश गर्दा लाग्ने सम्पूर्ण खर्च दरभाउपत्र दाता आफैले व्यहोर्नु पर्नेछ। दरभाउपत्रको प्रकृयाको नतिजा जे सुकै भएता पनि वा जसरी भएता पनि दरभाउपत्र दाताको खर्च प्रति यस कार्यालयको जवाफदेहिता वा जिम्मेवारी रहने छैन।

५) औषधिहरु दरभाउपत्र फारामको आपूर्ति गर्नुपर्ने मालसामानको सुची (Bill of Quantity) मा उल्लेख भए बमोजिमको परिमाण सम्झौता भए पश्चात तोकिएको अवधि भित्र यस कार्यालयको जिन्सी शाखामा दरभाउपत्रदाताले आफ्नै तर्फबाट हुवानी गरी बुझाउनु पर्नेछ।

६) दरभाउपत्र को मान्य अवधि ४५ दिनको हुने छ। प्राप्त हुन आएका दरभाउपत्र प्याकेजमा पूर्ण रूपमा स्वीकार गर्ने, आंशिक रूपमा स्वीकार गर्ने अथवा पूर्ण रूपमा रद्द गर्ने सम्पूर्ण अधिकार यस कार्यालयमा निहित रहनेछ। प्राप्त दरभाउपत्रको मुल्यांकन सार्वजनिक खरिद ऐन २०६३ को दफा २४, २५,२६ र २७ एवं प्रचलित नियमको आधारमा सोही ऐनको दफा ४०(५) बमोजिम हुनेछ।

७) खरिद हुने औषधिको **Expiry Date** स्टोर दाखिला भएको दिनबाट कम्तीमा १८ महिना बाँकी भएको हुनुपर्नेछ र १८ महिना भन्दा कम **Self-life** भएका औषधिहरुको हकमा स्टोर दाखिला भएको मितिले कम्तीमा ७५ प्रतिशत म्याद बाँकी हुनुपर्नेछ।



८) विश्व स्वास्थ्य संगठनको कुशल उत्पादक प्रक्रिया भएको प्रमाणित प्रमाणपत्र भएको (WHO-GMP Certified) उत्पादनकर्ताबाट उत्पादित औषधी मात्र सप्लाई गर्नुपर्नेछ । सो प्रमाणपत्रको प्रमाणित प्रतिलिपिहरु सिलबन्दी दरभाउपत्र साथ अनिवार्य रुपमा पेश गर्नुपर्नेछ ।

९) दरभाउपत्र दाताले दरभाउपत्र फारामको प्रत्येक पानाहरूमा नमेटिने मसिले सही गरी फर्म वा कम्पनीको छाप समेत प्रस्ट संग देखिने गरी लगाउनु पर्नेछ । यसो नगरिएका दरभाउपत्र लाई रीत पुगेको मानिने छैन ।

१०) दरभाउपत्रदाताले आफूले पेश गरेको दरभाउपत्रको विवरणमा दरभाउ पत्र नं. PTNMUN/ GOODS-Med/SQ/ 02/ 2079/080 अत्यावश्यक औषधी खरीद सम्बन्धी दरभाउपत्र भनी उल्लेख गर्नुपर्नेछ साथै स्पष्ट रूपमा दरभाउपत्र दाताले आफ्नो नाम र ठेगाना ,सम्पर्क नं.समेत उल्लेख गरी पेश गर्नुपर्नेछ ।

११) प्राप्त हुन आएका दरभाउपत्रहरूको मूल्यांकन दरभाउपत्र सम्बन्धी सूचना र दरभाउपत्र आव्हान फाराम साथ संलग्न शर्तहरु अनुसार गरिनेछ ।

१२) काबु बाहिरको परिस्थिति पर्न गई तोकिएको समयमा काम सम्पन्न हुन नसकेमा र यस्तो कारण परी समयमा काम सम्पन्न हुन नसक्ने भनी स्वीकृत दरभाउपत्र दाताले आफूले सप्लाई गर्ने सामानहरूको Work Plan तथा Progress Report समेत संलग्न राखी लिखित रूपमा अनुरोध गरेमा तथा उक्त व्यहोरा यस कार्यालयलाई मनासिब लागेमा नियमानुसार सम्झौताको म्याद थप गर्न सकिनेछ । उपर्युक्त लिखित अनुरोध सम्झौताको म्याद समाप्त हुन अगावै स्वीकृत दरभाउपत्रदाताले यस कार्यालयमा पेश गर्नुपर्नेछ । साथै काबु बाहिरको परिस्थिति परेको कारणबाट दरभाउपत्र दाता उपर पर्न गएको क्षतिको हकमा यो कार्यालय जिम्मेवार हुनेछैन ।

१३) सप्लाई हुने औषधिको प्रत्येक पत्ता (Strip), बोतल, भायल, ट्युब र सो को प्याकिङमा समेत उत्पादन मिति, म्याद नाघ्ने मिति, ब्याच नम्बर तथा *“निःशुल्क वितरणको लागि”* भन्ने वाक्यांश अनिवार्य रुपमा उल्लेख भएको हुनुपर्नेछ ।

१४) ठेक्का सम्झौता बमोजिम काम शुरु नगरेमा वा काम शुरु गरि बीचमा छोडेमा वा सम्झौता बमोजिम कामको प्रगति नगरेमा ठेक्का तोड्न सकिने छ । सम्झौताको म्यादभित्र यस कार्यालयको स्टोरमा औषधि दाखिला गर्न नसकेको खण्डमा प्रचलित कानुन बमोजिम कारवाही हुनेछ । प्याकेजमा भएका सबै आईटमहरु प्राप्त भएपछि मात्रै दाखिला गरिने र भुक्तानी हुने छ ।

१५) दरभाउपत्र दाताले कबोल गरेको दर रेट अंक र अक्षरमा केरमेट नगरी स्पष्ट रूपमा उल्लेख गर्नुपर्नेछ । अंक र अक्षरमा फरक परेमा अक्षरमा लेखिएको दरलाई मान्यता दिइनेछ । कतै केरमेट वा थपघट गर्नुपर्ने भए केरमेट वा थपघट गरेको अंक/अक्षर बुझिने गरि काटिएको, थपिएको ठाउँमा दाँया बाँया आधिकारिक व्यक्तिको हस्ताक्षर र फर्मको छाप समेत लगाएको हुनुपर्नेछ ।

१६) दरभाउपत्र दाताले दरभाउपत्र फाराममा उल्लेखित शर्तहरूको पूर्ण रुपले पालना गर्नुपर्ने छ र उपलब्ध गराउन भनिएको विवरण अनिवार्य रुपले समयमै पेश गर्नु पर्नेछ ।

१७) दरभाउपत्र दाताले ईकाई दर पेश गर्दा कर, भन्सार शुल्क, अन्तिम गन्तव्य सम्मको ढुवानी सहितको मुल्य पेश गर्नु पर्ने छ । (भ्याट नलाग्ने आईटमको हकमा भ्याट बाहेककै दर रेट पेश गर्ने र भ्याट लाग्ने आईटममा भने अनिवार्य रुपमा भ्याट सहितको दर रेट पेश गर्नु पर्ने छ ।

१८) सप्लाई गरिने सामानहरूको बिमा सप्लाई गर्ने कम्पनीले स्वयंले आफ्नै खर्चमा गर्नुपर्ने छ र सप्लाई गरेका औषधी हरूको गुणस्तर परिक्षण गर्नुपर्ने भएमा परिक्षण गर्न लाग्ने शुल्क औषधी तथा सामानको नमुना संकलन,लागायतका खर्च सम्बन्धित आपूर्तिकर्ताले नै व्यहोर्न पर्ने छ ।

१९) यसमा उल्लेख हुन छुट भएका कुराहरू सार्वजनिक खरिद ऐन २०६३ र सार्वजनिक खरिद नियमावली २०६४ , पाटन नगरपालिकाको खरीद नियमावली २०७६ तथा प्रचलित नेपाल कानुन अनुसार हुनेछन ।



प्राविधिक मुल्यांकनका पक्षहरूको सारांश

(दरभाउपत्र दाताहरूले अनिवार्य रूपमा भर्नुपर्ने)

१. कम्पनी दर्ता, फर्म दर्ता प्रमाणपत्र संलग्न भएको/नभएको ? र आ. व. २०७९/०८० को लागि नविकरण भएको/नभएको ? (उल्लेख गर्ने)
जारी मिति तथा नविकरण गरिएको अवधी : (उल्लेख गर्ने)
२. औषधि व्यवसायी दर्ता प्रमाणपत्र संलग्न भएको / नभएको ? (उल्लेख गर्ने),
जारी मिति तथा नविकरण गरिएको अवधी : (उल्लेख गर्ने)
३. भ्याट तथा आयकर दर्ता प्रमाणपत्र संलग्न भएको/नभएको ? (उल्लेख गर्ने)
जारी मिति तथा नविकरण गरिएको अवधी : (उल्लेख गर्ने)
४. लेखापरिक्षण प्रतिवेदन संलग्न भएको/नभएको ? (उल्लेख गर्ने)
(कुन, कुन आ.व.को उल्लेख गर्ने).....
५. दरभाउपत्र मा माग भए बमोजिमको सक्कल Authority Letter संलग्न राखेको/नराखेको ?
(उल्लेख गर्ने),
अलग अलग कम्पनिको संलग्न राखेको भए कम्पनिहरूको नाम र Authority letter को संख्या समेत (उल्लेख गर्ने)
६. अन्य (कुनै उल्लेख गर्नु छ भने)
.....
माथि उल्लेखित कागजातहरू सिलबन्दी दरभाउपत्र साथ संलग्न राखेको हुनुपर्नेछ ।



खण्ड २ (ख): आर्थिक प्रस्तावना

- १) सूचनामा उल्लेख भए बमोजिम दरभाउपत्रदाताले धरौटी वापत रु ४०,०००। (चालिस हजार मात्र) रकम दाखिला गरेको सक्कलै भौचर (पाटन नगरपालिकाको कार्यालय पाटन बैतडीको नाममा, कृषि विकास बैंक पाटन बैतडीमा रहेको धरौटी खाता नं. ०८२३९०९३०२४५४०२९ मा जमानत वापत नगद रकम जम्मा गरेको भौचरको अर्धकट्टी) वा कम्तीमा ७५ दिन म्याद भएको (बोलपत्र खोलिने मिति देखि) बैंक ग्यारेन्टी (विडवन्ड) दरभाउपत्र साथ पेश गर्नुपर्नेछ। विदेशी बैंकको Bank Guarantee नेपाली बैंकबाट Endorse भएको हुनुपर्नेछ। घटी म्याद वा घटी रकम समावेश भएको दरभाउपत्र उपर कुनै कारवाही हुने छैन। साथै दरभाउपत्र स्वीकृत भई संभौता सम्बन्धी कार्य सम्पन्न भएपछि मात्र धरौटी वा विडवन्डलाई नियमानुसार फिर्ता गरिनेछ।
- २) दरभाउपत्र स्वीकृत भएको सूचना प्राप्त गरेको मितिले ७ (सात) दिनभित्र स्वीकृत दरभाउपत्र दाताले सार्वजनिक खरिद -दोस्रो संशोधन) ऐन २०७३ को दफा २७ (४) बमोजिम राख्नुपर्ने कार्य सम्पादन जमानत वापतको रकम - पाटन नगरपालिकाको कार्यालय पाटन बैतडीको नाममा, कृषि विकास बैंक पाटन बैतडीमा रहेको धरौटी खाता नं. ०८२३९०९३०२४५४०२९ मा जम्मा गरेको सक्कलै बैंक भौचर वा परफरमेन्स बण्ड (सप्लाई गर्ने सामानको डेलिभरी अवधि तथा वारेण्टी अवधि समेत समेट्ने म्याद भएको) साथ संभौता गर्न आउनु पर्नेछ। यसरी म्यादभित्र संभौता गर्न नआएमा नगद जमानत वा विडवन्ड जफत गरिनेछ। संभौता बमोजिमका सम्पूर्ण कार्य सम्पन्न भए पश्चात उक्त परफरमेन्स बण्ड प्रचलित नियम अनुसार फुकुवा गरिनेछ।
- ३) प्राप्त हुन आएका औषधि तथा सर्जिकल सामग्रीहरूको भुक्तानी प्रकृया निम्नानुसारको हुनेछः
 - क) सम्भौता बमोजिमका सबै माल सामानहरू यस कार्यालयको जिन्सी शाखामा आपूर्ति गरिसके पश्चात दाखिला प्रतिवेदन, यस कार्यालयको नाममा जारी भएको विल-बिजक लगायतका आवश्यक कागजातहरू पेश गरिसके पश्चात यस कार्यालयको आर्थिक प्रशासन शाखाबाट भुक्तानी हुनेछ। तर सम्भौता बमोजिमका सबै माल -सामानहरू आपूर्ति नहुदा सम्म रकम भुक्तानी गर्न बाध्य हुने छैन।
- ख) कुल सम्भौता रकमको कर कट्टी प्रचलित नियमानुसार गरिनेछ।
- ४) दरभाउपत्र साथ संलग्न शर्तमा उल्लेख भएका कुराहरूको हकमा उल्लेख भए बमोजिम हुने र यसमा नपरेका कुराहरूको हकमा प्रचलित ऐन नियम अनुसार हुनेछ। साथै दरभाउपत्र आह्वान सम्बन्धि पत्रिकामा प्रकाशित सूचना पनि यसै दरभाउपत्रको अभिन्न अंग मानिनेछ।



आर्थिक मुल्यांकनका पक्षहरूको सारांश
(दरभाउपत्र दाताहरूले अनिवार्य रूपमा भर्नुपर्ने)

१. बैंक जमानत संलग्न भएको/नभएको ? (बैंकको नाम र ठेगाना समेत उल्लेख गर्ने)
.....
.....
२. बैंक जमानत रकम तथा अवधि (उल्लेख गर्ने)
.....
३. Credit Line सक्कल पत्र संलग्न भएको/नभएको ? (बैंकको नाम, ठेगाना र रकम उल्लेख गर्ने)
.....
.....
४. लेखा परिक्षण प्रतिवेदन भएको/नभएको.....(कुनकुन आ.व.को उल्लेख गर्ने)
.....
५. दरभाउपत्र फाराममा उल्लेख गरेको भुक्तानीको प्रकृया आफूलाई पूर्ण मान्य छ / छैन ?
(उल्लेख गर्ने)
.....
६. दरभाउपत्र फाराममा उल्लेख गरेको विडवण्ड तथा परफरमेन्स वण्ड फुकुवा सम्बन्धी प्रकृया आफूलाई पूर्ण मान्य छ / छैन ? (उल्लेख गर्ने)
.....
.....
७. अन्य (केही उल्लेख गर्नुछ भने)



माथि उल्लेखित कागजातहरू अनिवार्य सिलबन्दी दरभाउपत्र साथ संलग्न राखेको हुनुपर्नेछ ।

खण्ड ३ : ठेक्काका शर्तहरू (Conditions of Contract)

१. परिभाषाहरू

१.१ यो ठेक्कामा निम्न शब्दहरू र अभिव्यक्तिको निम्न प्रकारको अर्थ लाग्ने छ :

- (क) “ठेक्का” भन्नाले खरीदकर्ता र आपूर्तिकर्ता बीच भएको सम्झौता भन्ने बुझिन्छ जुन हस्ताक्षर भएको ठेक्का फाराममा लिपिवद्ध भएको हुन्छ । यसमा संलग्न परिशिष्ट र त्यसमा नाम दर्शाइएको दस्तावेज समेत समावेश गरिएको सम्झनु पर्दछ ।
- (ख) “ठेक्का रकम” भन्नाले ठेक्काको शर्त अनुसार ठेक्काको दायित्व पूर्णरूपले उचित तरिकाबाट सम्पन्न गरे बापत आपूर्तिकर्ताले भुक्तानी पाउनुपर्ने रकमलाई जनाउँछ ।
- (ग) “मालसामान” भन्नाले ठेक्काको शर्तअनुसार आपूर्तिकर्ताले खरीदकर्तालाई उपलब्ध गराउने मेशिनरी, औजार, यन्त्र, उपकरण, औषधी तथा अन्य मालसामानहरू लाई समेत जनाउँदछ ।
- (घ) “सेवा” भन्नाले मालसामान आपूर्ति गर्दा आवश्यक पर्ने सबै प्रकारका सेवाहरू जस्तै :- ढुवानी तथा विमा, जडान कमिश्नीड, आपूर्ति गरिएका उपकरणको संचालन तथा संभार सम्बन्धी तालिम समेतलाई जनाउँछ ।
- (ङ) “खरीदकर्ता” भन्नाले ठेक्का सम्झौता अनुसार मालसामान खरीद गर्ने संस्थालाई जनाउँछ ।
- (च) “आपूर्तिकर्ता” भन्नाले यस ठेक्का अन्तर्गत मालसामान आपूर्ति गर्ने संस्थालाई जनाउँदछ ।

२. प्राविधिक स्पेसिफिकेशनहरू

२.१ यस ठेक्का अनुसार आपूर्ति गरिने मालसामानहरू (औषधि) प्राविधिक स्पेसिफिकेशनहरू खण्ड ७ मा तोकिए बमोजिमको मापदण्डसँग मेल खाने हुनुपर्दछ ।

३. निरीक्षण र परीक्षणहरू

३.१ खरीदकर्ता वा निजको प्रतिनिधिले आफ्नो हाताभित्र ल्याई पुर्‍याइएको मालसामानहरूको प्राविधिक स्पेसिफिकेशन र कार्य सम्पादनको गुणस्तर बमोजिम छ कि छैन भनेर निरीक्षण तथा परीक्षण गर्न पाउने छ ।

४. प्याकिङ

४.१ ठेक्का सम्झौतामा उल्लेख गरिए अनुसार आपूर्तिकर्ताले मालसामान गन्तव्य ठाउँसम्म सुरक्षित पुर्‍याउन र कुनै पनि क्षति वा नोक्सानी हुन नदिन मालसामानलाई चाहिदो तरिकाले प्याकिङ्ग गर्नुपर्ने छ । बोतल को प्रयोग हुने औषधीका लागी प्लाटिकको बोतल प्रयोग गर्नुपर्ने छ ।

४.२ यस्तो प्याकेजिङ्ग मालसामान ओसार-पसार गर्दा वा खुला भण्डारमा यथेष्ट रूपमा, विना कुनै अपवाद, रफ ट्यान्डलिङ्ग, तापक्रम, लवण र वर्षामा खुला रहँदा समेत पर्याप्त सुरक्षित हुनुपर्दछ ।



- ४.३ प्याकिङ्को बाक्स, साइज र तौल मालसामान पुऱ्याउनु पर्ने अन्तिम ठाँउको दुर्गमतालाई र त्यस्ता ठाउँमा गह्रौँ सामान उचाल्ने यन्त्रहरूको अनुउपलब्धता समेतलाई ध्यानमा राखी निश्चित गर्नुपर्नेछ ।
- ४.४ अन्तर्राष्ट्रिय मापदण्ड र प्रचलनमा खुलस्त गरे अनुसार भित्री-बाहिरी प्याकिङ्क सांकेतिक चिन्ह तथा कागजपत्र विशेष आवश्यकता हेरी कडी-कडाईका साथ पालना गर्नु पर्ने छ ।
- ४.५ सप्लाई हुने औषधिको प्रत्येक पत्ता (Strip), बोतल, भायल, ट्युब र सो को प्याकिङमा समेत उत्पादन मिति, म्याद नाघ्ने मिति, ब्याच नम्बर तथा “निःशुल्क वितरणको लागि” भन्ने वाक्यांश अनिवार्य रुपमा उल्लेख भएको हुनुपर्नेछ ।
५. मालसामान पुऱ्याउने काम
- ५.१ खरीदकर्ताले आफ्नो आवश्यकताहरूको सूचीमा दर्शाइएको शर्त अनुसार आपूर्तिकर्ताले औषधी तथा मालसामान यस कार्यालयको स्टोरमा सम्म पुर्याउदा को ढुवानी ,लोडअनलोड ,गणना खर्च स्वयं बेहोर्नु पर्ने छ । र गणना गरि बुझाउन पर्नेछ ।
६. वारेन्टी
- ६.१ आपूर्तिकर्ताले सम्झौता अनुसार उपलब्ध गराउने सम्पूर्ण मालसामानहरू सम्झौताको स्पेसिफिकेसन अनुसारको भौतिक,जैविक रसायनिक गुणस्तर कायम भएको र कुनै त्रुटी नरहेको विश्वास दिलाउनु पर्दछ ।
- ६.२ ठेक्कामा उल्लेख भए बमोजिम मालसामान तोकिएको ठाउँमा पुगि Expiry /Warranty Period को अवधिसम्म यस्तो वारेन्टी मान्य रहनु पर्नेछ ।
- ६.३ यस्तो वारेन्टी अनुसार कुनै पनि कुराको दावी गर्नु परेमा खरीदकर्ताले आपूर्तिकर्तालाई तुरुन्त लिखित सूचना दिनु पर्दछ ।
- ६.४ आपूर्तिकर्ताले यस्तो सूचना प्राप्त गरेपछि मुनासिव समयभित्रै त्रुटिपूर्ण सामानहरू खरीदकर्तालाई खर्चभार नपर्ने गरि बदली दिनुपर्नेछ । आपूर्तिकर्ताले आफ्नै खर्चमा र जोखिममा त्रुटिपूर्ण सामान हटाउनु पर्नेछ ।
- ६.५ खरिद हुने औषधिहरूको म्यादको सम्बन्धमा खण्ड ६ को प्राविधिक स्पेसिफिकेसनमा उल्लेख भए अनुसार manufacturing date बाट expiray date कम्तिमा १८ महिना वा १८ महिना भन्दा कम म्याद हुने औषधीको हकमा स्टोरमा दाखिला हुदा self life को कम्तिमा पनि ७५% म्याद बाँकी हुनु पर्ने छ । सो भन्दा घटी म्याद भएका औषधिहरू ग्राह्य हुने छैनन् ।
७. भुक्तानी
- ७.१ सम्झौता अनुसारको औषधी तथा सरसामान यस कार्यालयको स्टोरमा प्राप्त भै नियमानुसार स्टोर दाखिला भएपछि सामान बुझाएको इन्भ्वाइस तथा दाखिला प्रतिवेदन लगायतका आवश्यक



कागजात हरुको आधारमा पाटन नगरकार्यपालिका पाटन बैतडीको आर्थिक प्रशासन शाखाद्वारा बोलपत्रमा ठेक्का मूल्य तोकिएको मुद्रा (नेपाली रुपैया) मा भुक्तानी हुनेछ ।

७.२ कुल सम्भौता रकमको नियमानुसार कर कट्टी गरिनेछ ।

८. मूल्य

८.१ ठेक्का सम्भौता अनुसार उपलब्ध गराएको मालसामान वापत दावी गरेको मूल्य सिलबन्दी दरभाउपत्र मा आपूर्तिकर्ताले उल्लेख गरेको मूल्य भन्दा फरक गर्न पाइने छैन ।

९. आदेशमा परिवर्तन

९.१ खरीदकर्ताले चाहेमा आपूर्ति लिने मालसामानको सूची परिवर्तन गर्न सक्नेछ, तर यसरी १५ प्रतिशत भन्दा ज्यादा बढाउन भने पाइने छैन ।

१०. लिक्विडेटेड (Liquidated) क्षति

१०.१ यदि आपूर्तिकर्ताले ठेक्कामा तोकिएको समयावधिभित्र आपूर्ति गर्नुपर्ने मालसामानको केहि अंश अथवा सम्पूर्ण सामान नै बुझाउन सकेन भने सार्वजनिक खरिद ऐन २०६३ र सार्वजनिक खरिद नियमावली २०६४ बमोजिम क्षति बापत कारवाही गरिनेछ ।

११. विवादहरू समाधान गर्ने

११.१ ठेक्का कार्यान्वयनको सिलसिलामा खरीदकर्ता र आपूर्तिकर्ताको बीचमा उत्पन्न कुनै पनि असमझदारी अथवा विवादको द्विपक्षीय सहमतिद्वारा अथवा प्रचलित कानून बमोजिम विवाद समाधान गर्ने प्रयास गर्नु पर्नेछ ।

१२. आधिकारीक भाषा

१२.१ नेपाली भाषा हुनेछ ।

१३. प्रचलित कानून

१३.१ नेपालको कानूनलाई नै प्रचलित कानून मानिनेछ ।

१४. सूचनाहरू

१४.१ खरीदकर्ताको पत्राचार गर्ने ठेगाना : पाटन नगरकार्यपालिकाको कार्यालय बैतडी ।

१४.२ आपूर्तिकर्ताले अनिवार्य रुपमा लेख्नुपर्ने
आपूर्तिकर्ताको पत्राचार गर्ने ठेगाना :

फोन नं.:

e-mail address::

१५. कर तथा भन्सार शुल्कहरू

१५.१ नेपाल सरकारले लगाएको सम्पूर्ण कर, शुल्क, लाईसेन्स फी तथा अन्य शुल्कहरू आपूर्तिकर्ताले नै व्यहोर्नु पर्नेछ ।



खण्ड ४: आपूर्ति गर्नुपर्ने मालसामानको सूची (Bill of Quantity)

सिलबन्दी दरभाउपत्र नं. : PTNMUN/ GOODS-Med/SQ/ 02/ 2079/080 (अत्यावश्यक औषधी खरीद)

दररेट पेश गर्ने संस्था/कम्पनि/ फर्मको नाम : ठेगाना :-

स्थायी लेखा नं.

आईटम नं.	खरिद गरिने औषधि तथा सामग्रीको नाम	Specification/Strength	ईकाई	परिमाण	आपूर्तिकर्ताले दिने औषधि तथा सामग्रीको		दर		जम्मा रकम	
					ब्यापारिक नाम	कम्पनी	अंकमा	अक्षरमा	अंकमा	अक्षरमा
1	Acetylsalicylic Acid (Asprin)	75 mg	Tablet	2000						
2	Adrenaline (Epinephrine)	1mg in 1ml	Ampule	300						
3	Albendazole	400mg	Tablet	5000						
4	Aluminium hydroxide +Magnesium	250mg+250	Tablet	10000						
5	Amitriptyline	25 mg	Tablet	3000						
6	Amlodipine	5mg	Tablet	20000						
7	Amoxicillin	500mg	capsule	5000						



8	Amoxicillin DT	250mg	Tablet	5000						
9	Amoxicillin DT	125mg	Tablet	5000						
10	Ampicillin	500mg	vial	400						
11	Atropine	0.6mg in 1ml ampoule	Ampule	300						
12	Azithromycin	500mg	Tablet	1000						
13	Calamine lotion	15%W/V30ml	bottle	200						
14	Calcium Gluconate	1mg in 10ml	Ampule	100						
15	Cefixime	200mg	Tablet	1000						
16	Ceftraixone 1Gm	1Gm	vial	100						
17	Ceftraixone 500 mg	250mg	vial	100						
18	Cetizine HCL	10mg	Tablet	20000						
19	Cetizine HCL syrup	5mg/5ml	bottle	200						
20	Charcol Activated	Powder scahet 10gm	schet	20						
21	Chlorhexidine(CHX)	4%5gm	Tube	400						



22	Ciprofloxacin	500 mg	Tablet	5000						
23	Ciprofloxacin	250 mg	Tablet	5000						
24	Ciprofloxacin eye ear drop	0.3%W/V,5ml	vial	500						
25	Ciprofloxacin injection	200mg/100ml	bottle	200						
26	Clotrimazole Cream	1%25gm	Tube	400						
27	Clove oil	5ml	vial	300						
28	Cloxacillin	500mg	capsule	3000						
29	Cloxacillin 250mg	250mg	capsule	3000						
30	Cotrimoxazole(Sulphamethoxazole & Trimethoprim 5:1)	400+80mg	Tablet	3000						
31	Dexamethasone Inj	4mg in 1ml ampoule	Ampule	400						
32	Dextrose inj	5%500ml	bottle	50						
33	Diazepam	5mg Tablet	Tablet	1000						
34	Diclofenac sodium Inj	25mg/ml,3ml	Ampule	300						
35	Diclofenac sodium Tab	50 mg	Tablet	4000						



36	Doxycycline	100mg	capsule	1000						
37	Ferrous sulphate and Folic Acid	60mg elementrolplus400mcg folic Acid	Tablet	30000						
38	Fluconazole	150mg	capsule	500						
39	Folic Acid	5mg	Tablet	5000						
40	Frusemide	40mg	Tablet	4000						
41	Hydrocortisone injection	100mg in Vial	vial	100						
42	hyoscine butylbromide	inj 20mg/ml	Ampule	400						
43	hyoscine butylbromide	10mg	Tablet	5000						
44	Ibuprofen	400mg	Tablet	10000						
45	Lignocaine hydrochloride	2% in 30ml	vial	100						
46	Lignocaine with adrenaline	0	vial	30						
47	Metformin	500mg	Tablet	20000						
48	Metoclorpropamide	10mg	Tablet	4000						



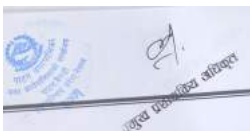
49	Metoclorpropamide	5mg/ml in 2ml	Ampule	200						
50	Metronidazole	400mg	Tablet	10000						
51	Metronidazole oral solution	200mg/5ml	bottle	200						
52	Neomycin skin cream	2%w/w10gm	Tube	400						
53	Nitrofurantion	100mg	Tablet	1000						
54	Normal Saline(NS)	0.9%infussion solution 500ml	bottle	100						
55	Oral rehydration salt(ORS)	WHO Formula	Packet	2000						
56	Oxymetazoline nasal Drop	0.005%10ml	vial	200						
57	Oxytocin inj	10IU/ml	Ampule	200						
58	Paracetamol	500mg	Tablet	50000						
59	Paracetamol	125mg/5ml/50 ml	bottle	600						
60	Permethrine lotion/cream	5%WV30GM	Tube	250						
61	Pheniramine Injection	22.75mg/ml/2 ml	Ampule	300						
62	Povidine Iodine	5%WV/500ml	bottle	100						



63	Ranitidine	25mg /mlin 2ml	Ampule	400						
64	Ranitidine	150mg	Tablet	30000						
65	Ringers lactate(RL)	500ml solution	bottle	100						
66	Salbutamol	4mg tablet	Tablet	1000						
67	Silver sulphadiazine cream	0.2%W/V 15gm	Tube	200						
68	Tinidazole	500mg	Tablet	3000						
69	Vitamin B-complex	Theraputic Dose	Tablet	20000						
70	Zinc Sulphate	20mg	Tablet	4000						
71	Absorbent cotton	Net 400mg	Role	100						
72	Adheshive tape 4"	4 inch Role	Pieces	100						
73	Bandage	18m*90cm	than	100						
74	Catgut	2-0,	Pkt	200						
75	Chlorine powder	200g/scahet	Scahet	300						
76	Disposable syringe	3ml	Pieces	2000						



77	Disposable syringe	5ml	Pieces	2000						
78	Gauze	18m*90cm	Than	100						
79	IV Canula	20G	Pieces	200						
80	IV Canula	18G	Pieces	200						
81	IV Canula	24G	Pieces	200						
82	IV Set	0	Set	500						
83	Phenol	500ml	bottle	100						
84	Rectified Spirit	500ml	bottle	100						
85	Rubber Catheter	Different Size	PCS	100						
86	Silk Thread	36557	PKT	100						
87	Surgical Blade	Different Size	PCS	1000						
88	Suture Neddle	Different Size	pkt	123						
	Total Rs.									
	Vatable Amout.									



	VAT Rs.						
	Grand total Rs.						
<p>नोट : दरभाउपत्रदाताले ईकाई मूल्य दर पेश गर्दा कर,भन्सारशुल्क, अन्तिम गन्तव्य सम्मको ढुवानी सहितको मुल्य पेश गर्नुपर्ने छ। साथै भ्याट नलाग्ने आईटमको हकमा भ्याट बाहेकको र भ्याट लाग्ने आईटममा भ्याट सहितको दररेट पेश गर्नुपर्ने छ ।</p>							

संस्था/कम्पनि/ फर्मको नाम :

संस्था/कम्पनि/ फर्मको आधिकारीक व्यक्तिको

नामथर :

दस्तखत

संस्था/कम्पनि/ फर्मको छाप



आपूर्ति तालिका

(आपूर्तिकर्ता ले अनिवार्य रूपमा भर्नु पर्ने)

दरभाउपत्र नं. : ०२ / ०७९ / ०८० , कार्य : अत्यावश्यक औषधी तथा सामाग्री खरिद सम्बन्धि दरभाउ पत्र

(खरिद सम्झौता भएको मितिले २० दिन भित्र आपूर्ति गरि सक्नु पर्ने)

आईटम हरु	औषधि तथा सामाग्रीको नाम	स्पेसिफिकेशन	इकाई	परिमाण	आपूर्ति गर्ने परिणाम र समय		
				 गते सम्म आपूर्ति गर्नुपर्ने परिमाण गते सम्म आपूर्ति गर्नुपर्ने परिमाण	कैफियत
	As per BOQ	As per BOQ	As per BOQ	As per BOQ			

आपूर्तिकर्ता कम्पनि, संस्था, फर्मको आधिकारीक व्यक्तीको

नाम :

हस्ताक्षर :

कम्पनि , संस्था, फर्मको छाप :



खण्ड ५: नमूना फारामहरू (Sample Forms)

१. निवेदन फाराम

मिति :-

श्रीमान् प्रमुख प्रशासकिय अधिकृत ज्यू
पाटन नगरपालिकाको कार्यालय
बैतडी ।

महोदय,

हामी तल सहीछाप गर्नेले दरभाउपत्र दस्तावेज राम्रोसँग जाँची अध्ययन गर्थौं र **औषधीहरू खरीद सम्बन्धी दरभाउपत्र** दस्तावेजहरूमा दिइएको शर्तहरू अनुसार आपूर्ति गर्न र तोकिएको ठाउँमा पुर्‍याउन इच्छुक भएकोले रु. (अंकमा) (अक्षरमा) अथवा यस्तै अरु रकम जुन यस दरभाउपत्र सँग संलग्न मूल्यसूची अनुसार निर्धारण हुन सक्नेछ समेतलाई मान्य छ भनि प्रस्ताव जाहेर गर्दछौं ।

यदि हाम्रो दरभाउपत्र स्वीकृत भएमा तोकिएको कार्यतालिका अनुसार मालसामान पुर्‍याउने अभिभारा बहन गर्ने छौं ।

यदि हाम्रो दरभाउपत्र स्वीकृत भयो भने ठेक्का सम्पादनका लागि ठेक्का मूल्यको प्रतिशतले हुन आउने रकम बराबरीको बैंक ग्यारन्टी खरीदकर्ताले तोकेको ढाँचा बमोजिम बुझाउने छौं ।

दरभाउपत्र खोल्ने मिति देखि दिन सम्मका लागि यो दरभाउपत्र को मान्यता कायम गर्न हामी राजी छौं, सो मान्यता अवधि हामीलाई बाध्यात्मक हुनेछ र अन्तिम म्याद भुक्तान हुनुभन्दा पहिले कुनै पनि बेला स्वीकृत गर्न सकिनेछ ।

आधिकारीक रूपमा ठेक्का तयार भई क्रियाशिल नभएसम्मको लागि यो दरभाउपत्र, तपाईंले लेख्नु भएको स्वीकृत पत्र र काम प्रदान भएको सूचनापत्रहरूले हाम्रो बीच हुने ठेक्का सरह बाध्यात्मक हुनेछ । सबैभन्दा घटी दरभाउपत्र अथवा कुनै दरभाउपत्र पनि स्वीकृत गर्न तपाईंलाई बाध्यता छैन भन्ने हामीले बुझ्नेका छौं ।

मिति साल..... महिना..... गते

फर्मको नाम:-

फर्मको छाप:-

आधिकारिक व्यक्तिको नाम:-

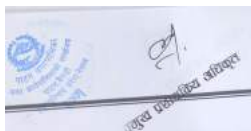
.....
(सहिच्छाप)

.....
(पद)

सम्पर्क नं.:-



.....का निमित्त र तर्फबाट दरभाउपत्र सहिछाप गर्ने अधिकार प्राप्त गरेको ।



२. **Manufacturer's Authorization Form**

Date:

To,

Patan municipality Office

Patan ,Baitadi.

WHEREAS [.....] who are established and reputable manufacturers of [.....] having factories at [.....]/We hereby authorize [.....] to submit a Siled Quotation, and subsequently negotiate and sign the Contract with you against Siled Quotation No. 02-076/077 for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 1 of the Technical Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Siled Quotations..

Name and address of local agent.....

Percentage of commission given to the local agent

Mode of payment

Currency.....

.....
[signature for and on behalf of Manufacturer]

Name :

Title:

Note: *This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its Bid*



खण्ड ६:

प्राविधिक स्पेशिफिकेशन (Technical Specification)

1. **Manufacturer:** WHO GMP Certified Company
2. **Standard:** IP or BP or USP or other equivalent Pharmacopoeia
3. **Packing and Container Type:**

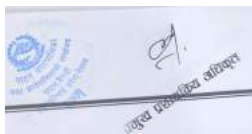
Tablets/Capsules: Paper Box of adequate quality and strength (minimum 350 gsm) in Aluminium Strip or Blister Packing

Injectible Preparations: Paper Box with separators for vials/Ampules of adequate quality and strength (minimum 350 gsm) or packed in plastic strip

Intra-Venous Solutions: Plastic Bottles packed in a Cardboard Box of minimum 5 ply with medium corrugation and with separators

Oral Suspension: Plastic Bottles packed in a Cardboard Box of minimum 5 ply with medium corrugation and with separators

4. **Expiry Date:** from the date of delivery to the designated store;
 - At least 18 months, if self-life is more than 18 months
 - 75% if self-life is less than 18 months



खण्ड - ७

करारसंग सम्बन्धित फारमहरू

आशयपत्र (Letter of Intent)

(खरिदकर्ताको लेटर प्याडमा)

मिति

श्री

विषय : ठेक्का प्रदान गर्ने आशयपत्र जारी गरिएका बारे ।

हाम्रो मिति को दरभाउपत्र आव्हानको सूचना अनुसार कार्यान्वयन गर्न तपाईंले पेश गर्नु भएको, रु कबोल मूल्य भएको, र दरभाउपत्र दातालाई निर्देशनमा उल्लेख भए बमोजिम सच्याइ र संशोधन गरि रु कायम भएको, दरभाउपत्र सारभूत रूपमा प्रभावग्राही न्यूनतम मूल्याङ्कित भई ठेक्का प्रदान गर्न छानिएको हुँदा, तपाईंलाई ठेक्का प्रदान गर्ने हाम्रो आशय रहेको यो सूचनाद्वारा जानकारी गराउँदछौं ।

हस्ताक्षर:

नाम:

पद:

बोधार्थ:

(आशयपत्रको सम्बन्धमा नोट:

यो आशयपत्र जारी गर्नुको उद्देश्य, खरिदकर्ताले दरभाउपत्र प्रक्रियामा सफल भएको दरभाउपत्र र दरभाउपत्रदाताको बारेमा जानकारी दिनुका साथै दरभाउपत्रमा सहभागी अरू असफल दरभाउपत्रदाताहरूलाई खरिद प्रक्रियाको परिणामको बारेको सूचना दिनु पनि हो । सारभूत रूपमा प्रभावग्राही न्यूनतम मूल्यांकित दरभाउपत्र छनौट गरपछि मात्र, आशयपत्रको यो नमूनाभरि सफल दरभाउपत्रदातालाई पठाउनु पर्दछ ।)



स्वीकृति पत्र (Letter of Acceptance)

(खरिदकर्ताको लेटर प्याडमा)

मिति

श्री

विषय : स्वीकृतिको सूचना

हाम्रो मिति को दरभाउपत्र आव्हानको सूचना अनुसार कार्यान्वयन गर्न तपाईंले पेश गर्नु भएको र दरभाउपत्रदातालाई निर्देशनमा उल्लेख भए बमोजिम सच्याइएको र संशोधन गरिएको रु कबोल मूल्य भएको दरभाउपत्र स्वीकृत गरिएको व्यहोरा यो सूचनाद्वारा जानकारी गराउँदछौं ।

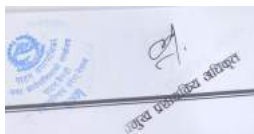
औपचारिक रुपमा करार सम्झौतामा हस्ताक्षर गर्न यो पत्रको मितिले पन्ध्र (१५) दिनभित्र यस कार्यालयमा उपस्थित हुन तपाईंलाई सूचित गरिन्छ । बोलपत्र सम्बन्धी कागजातको खण्ड ८, करारका शर्तहरू बमोजिम, करार सम्बन्धी फारमहरूमा राखिएको ढाँचा अनुरूपको बैंक ग्यारेण्टी सहितको करारका विषेश शर्तहरूमा तोकिए अनुसारको कार्य-सम्पादन जमानत पेश गर्नु पर्ने व्यहोरा पनि तपाईंलाई जानकारी गराईन्छ ।

माथि तोकिएको म्यादभित्र कार्य-सम्पादन जमानत पेश गर्न र करार सम्झौतामा हस्ताक्षर गर्न तपाईं सफल नभएमा तपाईंले पेश गर्नु भएको दरभाउपत्र जमानत खरिदकर्ताले जफत गर्ने व्यहोरा पनि तपाईंलाई जानकारी गराईन्छ ।

हस्ताक्षर:

नाम:

पद:



सम्झौता फारम (Agreement Form)

यो सम्झौता मिति का दिन श्री (यसपछि खरिदकर्ता भनिने) र श्री (यसपछि आपूर्तिकर्ताभनिने) बीच, मालसामान र सम्बद्ध सेवाहरु अर्थात् को लागि दरभाउपत्र आव्हान गरेको र आपूर्तिकर्ताले मालसामान र सम्बद्ध सेवाहरु रु (यसपछि सम्झौता मूल्यभनिने) मा आपूर्ति गर्ने गरी पेश गरेको दरभाउपत्र खरिदकर्ताले स्वीकृत गरेको हुँदा, खरिदकर्ता र आपूर्तिकर्ता यो सम्झौतालाई निम्न अनुसार कार्यान्वयन गर्न सहमत भएकाछन्:

१. यस सम्झौतामा प्रयोग भएका शब्द र कथनको अर्थ, यो सम्झौतासंग सम्बन्धित करारका शर्तहरुले निर्दिष्ट गरे बमोजिम हुनेछ।
२. निम्न लिखित कागजातहरु यो सम्झौताको अंगको रूपमा रहेका छन् र तिनीहरुलाई यो सम्झौतासंगै पढिने र अर्थ लगाईनेछः
 - (क) खरिदकर्ताले आपूर्तिकर्तालाई दिएको ठेक्का स्वीकृतिको सूचना;
 - (ख) आपूर्तिकर्ताको बोलपत्र पेश गरेको निवेदन र मालसामानको मूल्य विवरण;
 - (ग) करारका विशेष शर्तहरु;
 - (घ) करारका सामान्य शर्तहरु;
 - (ङ) आवश्यकता सम्बन्धी विवरण; र
 - (च) अन्य.....

प्राथमिकताक्रममा यो करार सम्झौता, करार सम्बन्धी अन्य कागजातहरुभन्दा माथि हुनेछ र करार सम्बन्धी अन्य कागजातहरुमाथि यो प्रभावी हुनेछ। करार सम्बन्धीकागजातहरुमा कुनै भिन्नता भएमा वा परस्परमा बाझिएमा, माथि दिईए अनुसार कै प्राथमिकताक्रममा तिनीहरु प्रभावी वा मान्य हुनेछन्।

३. यो सम्झौतामा उल्लेख भए बमोजिम खरिदकर्ताले आपूर्तिकर्तालाई भुक्तानी गरेकोमा, आपूर्तिकर्ता करारमा भएको व्यवस्था बमोजिम मालसामान र सम्बद्ध सेवाहरु र तिनीहरुमा रहेका त्रुटीहरु सच्याउने आफ्नो सहमति व्यक्त गर्दछ।
४. आपूर्तिकर्ताले मालसामान र सम्बद्ध सेवाहरु र तिनीहरुमा रहेका त्रुटीहरु सच्याईदिएकोमा, सम्झौता मूल्य वा करारका अन्य प्रावधान बमोजिम तोकिए अनुसारको समय र प्रक्रिया अनुरूप आपूर्तिकर्तालाई भुक्तानी दिन खरिदकर्ता आफ्नो सहमति व्यक्त गर्दछ।

माथि उल्लेख भएको मितिमा, माथि नाम उल्लेख गरिएका पक्षहरुबीच, नेपालको कानून बमोजिम यो सम्झौता कार्यान्वयन गर्न, तल उल्लेखित साक्षीको रोहवरमा, यो सम्झौता भएको छ।

हस्ताक्षर: (खरिदकर्ताको लागि)

हस्ताक्षर: (आपूर्तिकर्ताको लागि)



कार्य-सम्पादन जमानत (Performance Security)

दरभाउपत्र नं. : ०२ / ०७९ / ०५० अत्यावश्यक औषधी खरिद कार्यक्रम

श्री

श्री (जसलाई यसपछि “आपूर्तिकर्ता” भनिनेछ) ले (जसलाई यसपछि “ठेक्का” भनिनेछ) कार्यान्वयनको लागि ठेक्का स्वीकृतिको सूचना प्राप्त गरेको र सो सूचना बमोजिम आपूर्तिकर्ताले करार अन्तर्गत आफूले पूरा गर्नु पर्ने दायित्वको प्रत्याभूतिको लागि, तपाईं समक्ष प्रतिष्ठित बैंकद्वारा जारी गरिएको तोकिए अनुसारको रकमको जमानत, पेश गर्नु पर्ने हुँदा, मा आधिकारिक ठेगाना भएको, (जसलाई यसपछि “बैंक” भनिनेछ) आपूर्तिकर्ताको तर्फबाट जमानत दिन मञ्जुर भएकोछ ।

उल्लिखित सन्दर्भमा, हामी तपाईं समक्ष घोषणा गर्दछौं कि हामी जमानी बसेकोले, अब उपरान्त आपूर्तिकर्ताको तर्फबाट जम्मा तपाईंलाई भुक्तानी दिने जिम्मेवारी हामीले लिएका छौं र करार अन्तर्गत आपूर्तिकर्ताले आफ्नो कर्तव्य पूरा नगरेको भनि तपाईंले लिखित रुपमा माग गरेको पहिलो पत्र प्राप्त हुने बित्तिकै, विना अवरोध वा वादविवाद, सम्मको रकम पुरै वा सोको केही अंश, माथि उल्लेख गरिए अनुसार, तपाईंबाट कुनै प्रमाण नमागिकन वा कारण नसोधिकन तपाईंलाई भुक्तानी दिने छौं ।

यो जमानत सम्मको लागि मान्य हुनेछ ।

नाम:

दर्जा:

हस्ताक्षर:

श्री को तर्फबाट यो जमानत पत्रमा हस्ताक्षर गर्न अधिकार प्राप्त ।

मिति:



अग्रिम पेशकी भुक्तानी जमानत(Advance Payment Security)

दरभाउपत्र नं. PTNMUN/ GOODS-Med/SQ/ 02/ 2079/080 (अत्यावश्यक औषधी खरिद कार्यक्रम)

.....(खरिदकर्ता)

करारमा रहेको भुक्तानी सम्बन्धी व्यवस्था बमोजिम, अग्रिम पेशकी भुक्तानीको सिलसिलामा, श्री (जसलाई यसपछि “आपूर्तिकर्ता” भनिनेछ) ले खरिदकर्ता समक्ष, उचित र ईमानदारी पूर्वक करारको सम्बन्धित दफामा उल्लेख भए अनुसारको आफ्नो दायित्व पूरा गर्न जम्मा जमानत पेश गर्नु पर्ने हुँदा,मा आधिकारिक ठेगाना भएको,(जसलाई यसपछि “बैंक” भनिनेछ) ले, आपूर्तिकर्ताले अनुरोध गरे अनुसार निःशर्त र अपरिवर्तनीय रहने गरी मुख्य जमानिकर्ताको हैसियतमा, तपाईंले लिखित रुपमा माग गरेको पहिलो पत्र प्राप्त हुने बित्तिकै, विना अबरोध वा वादविवाद, सम्मको रकम पुरै वा सोको केही अंश तपाईंलाई भुक्तानी दिने छौं ।

यो जमानत, करार अन्तर्गत आपूर्तिकर्ताले अग्रिम पेशकी भुक्तानी पाएको मितिदेखिसम्मकोलागि मान्य र पूर्ण प्रभावी रहनेछ ।

नाम:

दर्जा:

हस्ताक्षर:

श्री को तर्फबाट यो जमानत पत्रमा हस्ताक्षर गर्न अधिकार प्राप्त ।

मिति:.....

