

PATAN MUNICIPALITY OFFICE
PATAN, BAITADI

REQUEST FOR TECHNICAL / FINANCIAL PROPOSAL
(RFP) DOCUMENT

FOR

PROCUREMENT / SHOPPING

OF

MINI TILLER

Proposal Submitted By

Jun., 2024



पाटन नगरपालिका नगरकार्यपालिकाको कार्यालय,

पाटन, बैतडी
सुदूरपश्चिम प्रदेश, नेपाल

प.सं. : २०७९/८०

च.नं. :

मिति : २०८१०३१०५

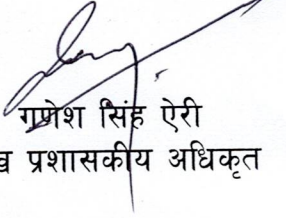
Technical Specification सहितको Request for financial proposal (RFP) पेश गर्न आह्वान गरिएको सार्वजनिक सूचना

(प्रथम पटक प्रकासन भएको मिति २०८१०३१०५)

यस कार्यालयबाट MINI TILLER खरिदका लागि क्याटलग/ब्रोसर पेश गर्न र सुचिकृत हुन मिति २०८१०२१२८ गतेको प्रकाशित सूचना अनुसार सुचिकृत भएका फर्म (उत्पादक, कम्पनि सप्लायर्स वा अधिकृत विक्रेता)हरु बाट यो सूचना प्रथम पटक प्रकाशित भएको मितिले ७ औं दिनको दिउसो १२ वजे भित्र यस कार्यालयबाट स्विकृत भएको Technical Specification सहितको Request for financial proposal (RFP) लिई वा यस कार्यालयको वेभसाइट www.patanmun.gov.np बाट Download गरी माग भएका आवश्यक कागजातहरु संलग्न गरि प्राविधिक तथा आर्थिक प्रस्ताव सहित सिलबन्दी गरी खाममा विवरण प्रष्ट खुलाई यस कार्यालयमा दर्ता गर्न सुचिकृत भएका तपशिलका फर्महरु र सम्बन्धित सबैको जानकारीको लागी यो सूचना आह्वान गरिएको छ। दर्ता भएका सिलबन्दी प्रस्तावहरु कार्यालय प्रतिनिधि तथा प्रस्तावदाता वा निजहरुका प्रतिनिधिहरुको रोहवरमा दाखीला गर्ने अन्तिम दिनको २.०० वजे खोलिने छ। प्रस्तावदाता वा निजका प्रतिनिधिहरु उपस्थित नभएपनि प्रस्ताव खोल्ने कार्यमा बाधा पर्ने छैन। रीत नपुगेको वा ढिलो गरी प्राप्त हुन आएको प्रस्ताव उपर कुनै कारवाही हुने छैन। पेश गर्ने अन्तिम दिन विदा परेमा त्यस पछि कार्यालय खुल्ने दिन पेश गर्न सकिनेछ।

सुचिकृत भएका फर्महरु तपशिल

- १: सिद्धबाबा सप्लायर्स द.न.पा. ४ शाहीलेक
- २: युनाइटेड सिड्स इन्टरनेशनल अमरगढी ५ डडेल्धुरा।


गणेश सिंह ऐरी
प्रमुख प्रशासकीय अधिकृत

तपशिल, (आवश्यक कागजातहरु)

- १: फर्म/कम्पनि, दर्ता नवीकरण प्रमाणपत्रको प्रतिलिपि।
- २: मू.अ.कर /स्था.ले.नं.दर्ता प्रमाणपत्रको प्रतिलिपि।
- ३: करचुक्ता प्रमाणपत्रको प्रतिलिपि।
- ४: उत्पादनको आधिकारीक स्पेशीफीकेसन गुणस्तर मूल्य र सुविधा सहितको विवरण (क्याटलग/ब्रोसर सक्लै)।
- ५: कम्पनि वा फर्म वा सप्लायर्सको अधिकृत वारेसनामा ()
- ६: कम्पनि बाट जारी गरीएको डिलरसिप प्रमाणपत्रको प्रतिलिपि
- ७: कार्यालय बाट जारी भएको Technical Specification सहितको Request for financial proposal (RFP) स्पष्ट भरेर, फर्मका सबै कागजपत्रहरु सिलबन्दी गरी पेश गर्नुपर्ने।

बोधार्थ

श्री सूचना प्रविधि शाखा वेभसाइटमा अपलोड गर्नहुन।

PROCUREMENT OF MINI TILLER


प्रमुख प्रशासकीय अधिकृत

**REQUEST FOR TECHNICAL & FINANCIAL PROPOSAL
(RFP)**

Contract Ref:

Date of Issue:

To

M/S

.....

Dear Sir/Madam

The **Patan Municipality Office., Baitadi** requests you to submit price and technical proposal with relevant documents for the supply of the following items:

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____

TERMS AND CONDITIONS FOR SUPPLY OF MINI TILLER

प्रमुख प्रशासकीय अधिकृत

Purchaser: Patan Municipality Office., Baitadi

Package No. 01/080/81

1. Schedules for Supply: Within 3 days from the date of agreement.
2. Fixed Price: The prices indicated in the Form of Proposal are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceedingfrom the date of signing of contract.
4. Insurance: The Machine / Equipment should be insured up to delivery place/final destination is not Compulsory.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the arbitration law or rules of the Purchaser's country.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) Manufacturer's or supplier's warranty certificate; and
 - (iii) Certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:

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

9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.


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10. **Packaging and marking Instructions:** The Supplier shall provide standard packing of the goods as required preventing their damage or deterioration during transit to their final destination, as indicated in the contract.

11. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility _____

Address _____

12. **Force Majeure:** The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

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

13. **Required Technical Specifications:** (with attachments)


- (i) General Description
- (ii) Specific details and technical standards
- (iv) Power of attorney signed and sealed
- (v) Product Specifications and Brochures catalogue duly signed and stamped.

14. Training to the Employ of Municipality Staff from 1 to 2 Person who handle vehicle

15. Spare parts and after sales service facilities:-

To support the after sales service and availability of spare parts, the bidder should propose a workshop that has capacity to provide service of MINI TILLER in near the delivery place.

15.1. Have its own well equipped workshop or have legal partnership with a workshop with capacity to provide service to MINI TILLER in near station. So the workshop


प्रमुख प्रशासकीय अधिकृत

should provide end user certificate / letter of recommendation that it has previously serviced a MINI TILLER (of their organization). The bidder should also present document evidence of the workshop area, capacity, manpower, and audit documents, relevant documents like registration, tax clearance and certification if any.

- 15.2. Authorization from the authorized service centers of the Vehicle manufacturer company it is proposing in the bid in Nepal. And audit documents, relevant documents like registration, tax clearance and certification if any.
16. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 7 day notice given by the Purchaser, without incurring any liability to the Supplier.

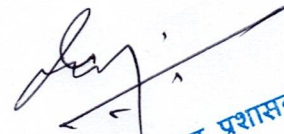
Supplier confirms compliance with above specifications.

NAME OF SUPPLIER:

Authorized Signature:

Place:

Date :


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17 If Firm / Supplier, is associated with the firm that prepared the design and specifications of the contract that is subject of this procurement, they shall be disqualified.

18.: Supplier should mention any additional facilities If any.

19. Proposal in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English/Nepali language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Nepal.

20. The deadline for receipt of proposal (s) by the Purchaser at Patan Municipality Office., Baitadi is:12:00Hrs on 2081/3/11 . The proposal shall be opened in public in the presence of office representative, Suppliers' representative who choose to attend on 2:00Hrs local time on 2081/03/11 at the mentioned address. In the absence of Suppliers' representative office will not obstruct to open the proposal.

21. Firm / Supplier shall submit only one set of proposals for the above items. Proposal must be typed or written in indelible ink and shall be signed by authorized representative. Without a signature / Seal in the Form of Technical / Financial Proposal, proposal will not be considered.

22. Proposal (s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

23. Proposal in the attach format should be signed, sealed in an envelope and addressed to the following address :

Patan Municipality Office.
Patan 6 Baitadi
Ph. no. 095 -400121

Name of Supplier:


Authorized Signature:

Place:

Date:

Chief Administrative Officer

TECHNICAL SPECIFICATION
MINI TILLER

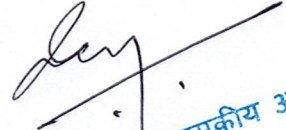

मुख्य प्रशासकीय अधिकृत

S.N.	DESCRIPTION	REQUIREMENT	Offered Specification
1	Manufacturer		
2	Country of Origin		
3	Make / Model	2024	
4	Power (Not less than)	7 HP	
5	Engine Type	1 cylinder, 4 stroke, Air cooling	
6	Fuel Type	Diesel	
7	Start System	Manual Pull	
8	Working /Cultivation width	>= 115 cm	
9	Working / Cultivation depth	>= 10 cm	
10	Fuel Tank capacity	>= 3.5 Litres	
11	Net Weight	Less than 125 kg	
12	Minimum No. of Blades	>= 32	
13	Additional requirement	Suitable to operate at Hilly region	
14	Delivery	The Mini Tiller should be delivered to Patan Municipality Office, Patan, Baitadi	

FORM OF PROPOSAL

To

Chief Administrative Officer
Patan Municipality
Office Of the Municipal Executive
Patan 6 Baitadi
Telephone: 095400121


प्रमुख प्रशासकीय अधिकृत

We offer to execute the "Shopping of "MINI TILLER", Contract Identification / Shopping PTN /AG 01/2080/81 in accordance with the Conditions of Contract accompanying this Proposal for the Contract Price of ----- (amount in words and numbers) (----- (name of currency)-----). We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices for Supply

Item No	Description of Item	Unit	Qty	Unit Price (NRs)		Total price (NRs)	
				Figures	In Words	Figures	In Words
01	MINI TILLER	No's	21				
	Sub-Total						
	Discount						
	VAT @13% (NRs)						
	Grand Total (NRs) in Figure						
	Grant Total In Words:						

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____

FORM OF CONTRACT


प्रमुख प्रशासकीय अधिकृत

THIS AGREEMENT number _____ made on _____, _____ 2022, between _____ (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for proposal for _____ (description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Proposal by the Supplier for the supply of Minitiller under Contract at the sum of _____ (hereinafter called "the Contract Price".)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Proposal; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS where of the parties here to have executed the Contract under the laws of Nepal (country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Chief Administrative Officer
Patan Municipality Baitadi

Name of Authorized Representative