National Competitive Bidding (NCB)

STANDARD BIDDING DOCUMENT
For Procurement of Goods/Services

Contract ID: HRDC/NCB/2083/84/01

Issued by:

Friend of Disabled (FOD)

Hospital and Rehabilitation Centre for Disabled Children (HRDC)

Adhikari Gaon, Banepa -11, Kavre

2083/04/12 (July 28, 2026)

Issued on:

Issued to:

विकलाङ्ग मित्र समुह
अपाङ्ग बाल अस्पताल तथा पुनर्स्थापन केन्द्र
बनेपा - ११, अधिकारी गाउँ
फोन: ०११ ६६१६६६/६६१८८८

शिलबन्दी बोलपत्र आव्हानको सूचना

(प्रथम पटक प्रकाशित २०८३/०४/१२)

Contract ID: HRDC/NCB/2083/84/01

यस संस्थाका लागि आवश्यक पर्ने तपशिलमा उल्लेखित वस्तु/सेवा शिलबन्दी कोटेशन मार्फत खरिद तथा आपूर्ति गर्नुपर्ने भएकोले इच्छुक कम्पनी/फर्मले यो सुचना प्रकाशित मितिले २१ दिनभित्र तोकिएको शर्त अधिनमा रही यस अस्पतालको प्रशासन विभागमा शिलबन्दी दरभाउ पेश गर्न आव्हान गरिएको छ ।

सामग्रीहरुको सम्पूर्ण विवरणसहितको फाराम यस संस्थाको प्रशासन विभागबाट प्रति प्याकेज रु. १,०००.०० (रु. एक हजार मात्र) (पछि फिर्ता नहुने) शुल्क तिरी लिनुपर्ने छ । म्याद नाघी वा अपुरो दरखास्तलाई मान्यता दिइने छैन ।

तपशिल

प्याकेज १: खाद्यान्न तथा साग सब्जी, मासु **क) खाद्यान्न** **ख) सागसब्जी** **ग) मासु तथा अण्डा**	**प्याकेज ३: औषधी** **प्याकेज ४: स्टेशनरी सामाग्रीहरु (मस्लन्द तथा विविध)**
प्याकेज २: मेडीकल सर-सामान तथा Sutures **क) मेडीकल सर-सामान** **ख) Sutures** **ग) Lab Reagent**	**प्याकेज ५: Personal Hygine** **प्याकेज ६: छपाईसम्बन्धी कार्यहरु**

Invitation for Bids

Name of the Office: Friends of the Disabled/Hospital and Rehabilitation Centre for Disabled Children (FOD/HRDC)

Address of the Office: Banepa – 11, Kavre

Invitation for Sealed Bids for the procurement of Goods and Services.

Sealed Quotation No: HRDC/NCB/82/83-01
Date of first Publication: 2083/04/12

The Hospital and Rehabilitation Center for Disabled Children (HRDC) invites sealed bids from eligible bidders for the supply and delivery of Goods and Services. Bidders may obtain further information from FOD/HRDC, Banepa-11, Kavre during Office hours. Contact Details: 011-661666, 661888, Email: Procurement.hrdc@gmail.com

1. A complete set of Bidding Documents may be purchased from the FOD/HRDC, Banepa-11, Kavre by eligible Bidders on the submission of a written application, along with a copy of company/firm registration certificate, and upon payment of a non-refundable fee of NRs. 1,000.00 till 2083/05/02 during office hours.
2. Sealed bids must be submitted to the FOD/HRDC, Banepa-11, Kavre by hand on or before 12:00 Hours on 2083/05/03. Bids received after this deadline will be rejected.
3. The bids will be opened in the presence of Bidders' representatives who choose to attend at 14:00 Hours on 2083/05/03 at the FOD/HRDC, Banepa-11, Kavre.
4. The delivery of goods and services should be done at HRDC Office at the address mentioned above as per HRDC requirement. Bids should comply in all respects with the Instruction to Bidder included in the Bid Document. Non-compliance with these instructions shall result in disqualification.
5. FOD/HRDC reserves the right to accept or reject, wholly or partly any or all the bids without assigning a reason, whatsoever. Conditional bids are not allowed.

Important Notice to Bidders

Bidders are requested to study the bid document carefully.

The absence of any of the following documents will result in the rejection of the Bid.

a) All the pages of bid document containing General Conditions of Contract, Special Conditions of Contract, Schedule of Supply and Technical Specification must be signed and stamped with an official seal by the bidder (authorized person).
b) Sealed Bids Form duly filled and signed with date by the authorized person and stamped with an official seal as per **the "Sealed Bid Form"** of section IV: **Sealed Bid Forms** enclosed in the sealed Bid document.
c) Price schedule duly signed with the date by an authorized person and stamped with the official seal in accordance with section IV: Sealed Bid Forms.
d) "Self-Declaration of Due Performance, Non-involvement in Bankruptcy and Submission of Manufacturer's Document"
e) Detailed technical description and performance characteristics of the offered items shall be included along with the bid document.
f) The Technical Specification Form enclosed in the bid document must be filled with the Bidder's Remarks and the page no. In order to assist the evaluation process, the bidders shall mention the relevant clause No., Page No., Chapter /Section/Volume of the offered bid document and/or the brochure & catalog, wherever applicable, for the purpose of verification of their Technical Compliance.
g) The bidder shall submit the quality assurance certificates and/or any other verification documents relating to the product offered.
h) Audit reports of bidder and manufacturer as mentioned in section III: Eligibility Information, Evaluation and Qualification Requirements.

All the pages of bid document containing General Conditions of Contract, Special Conditions of Contract, Schedule of Requirement, and Technical Specification must be signed and stamped with an official seal by the bidder (authorized person). The signature specimen of the authorized person (Power of Attorney) in a separate sheet shall be submitted along with the Bid.

Abbreviations

BD ....Bidding Document

SB ....Sealed Bid

BDF.................................. Bidding Forms

BDS...................................Bid Data Sheet

BOQ................................ Bill of Quantities

COF ....Contract Forms

DP.................................... Development Partners

ELI................................... Eligibility

FOD ....Friends of the Disabled

GCC................................. General Conditions of Contract

GoN................................ Government of Nepal

HRDC ....Hospital and Rehabilitation Centre for Disabled Children

ICC................................. International Chamber of Commerce

IFQ …........................…Invitation for Quotations

ITB................................. Instructions to Bidders

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 Requirement

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Section I. Instruction to Bidders (ITB)

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.

1. Scope of Works	1.1. The Purchaser stated in the BDS for the procurement of goods and services as detailed in the attached bill of quantities provided herein. The name of the *Purchaser, name of the project, and contract identification number of Contracts* are **provided in the BDS**.
2. Eligible Bidder	2.1. Eligible Bidder: This Invitation for Bids is open to all registered contractors with eligibility criteria specified in section III Eligibility Information, Evaluation and Qualification Criteria. A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO), and the DP, shall be ineligible to bid for a contract during the period determined by the GoN, PPMO, and the DP.
3. One Bid 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 bid 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 comprises the documents listed below: 1. Section I: Instructions to Bidders 2. Section II: Bid Data Sheet 3. Section III: Eligibility Information, Evaluation and Qualification Criteria 4. Section IV: Sealed Bid Forms 5. Section V: General Conditions of Contract (GCC) 6. Section VI: Special Conditions of Contract (SCC) 7. Section VII: Contract Forms
7. Clarification	7.1 A prospective Bidder/ Supplier may obtain clarification on the Quotation Form from the Purchaser on or before 3 days prior to the deadline for submission of quotation.
8. Language of Bid	8.1. All documents relating to the bid shall be in English /Nepali.
9. Documents Comprising Bid	The bid by the Bidder shall comprise the following: • Sealed Bid Forms

10. Bid 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. Bid Validity	11.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
12. Bid Security	12.1 The Bidder shall furnish as part of its bid, in original form, bid security **as specified in the BDS.**
13. Format and Signing of Bids	13.1. The bid 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 initialed by the same authorized person.
14. Sealing and Marking of Bids	14.1. Bidders may submit their bids by hand copy. Procedures for submission, sealing, and marking are as follows: Bidders submitting bids by hand copy: The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser specified in the Invitation for Quotation and shall bear the name and identification number of the quotation.
15. Deadline for Submission of Bids	15.1 Bids shall be delivered to the HRDC at the address no later than the time and date **specified in BDS.**
16. Late Bids	16.1 Any bid received by the HRDC after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17.Modification And Withdrawal of Bids	17.1 Bids once submitted shall not be withdrawn or modified.
18. Bid Opening	18.1 The Purchaser shall open the bids in the presence of the Bidders' representatives who choose to attend at the time and in the place **as specified in the BDS**.
19. The process to be Confidential	19.1 Information relating to the examination, evaluation, and comparison of bids 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 bid evaluation, bid comparison, or contract award decisions may result in rejection of the Bidder's bid.
20.Examination of	20.1 Prior to the detailed evaluation of bids, the Purchaser shall determine whether

Bids	each bid (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed; (c) is accompanied by the required securities, and (d) is substantially responsive to the requirements of the Bidding Documents.
21. Evaluation and Comparison of Bids	21.1. The Purchaser shall evaluate each Bid that has been determined, up to this stage of the evaluation, to be substantially responsive; the evaluation will be done for Items or Lots, as **specified in the BDS;** 21.2. In evaluating the Bids, the Purchaser shall determine for each bid the evaluated Bid Price by adjusting any corrections for errors. Bids shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows: (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; (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 (c) If there is a discrepancy between the bid 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. (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. 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 bid security shall be forfeited. 21.4. If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded during the evaluation. 21.5. To evaluate a Bid, the Purchaser shall only use all the criteria and methodologies defined in this Clause and **Section III, Eligibility Information, Evaluation and Qualification Criteria.** No other criteria or methodology shall be permitted.
22. Award of Contract	22.1 The Purchaser shall decide the award of the contract to the Bidder whose bid is within the approved estimate and who has offered the lowest evaluated Bid Price within the Bid validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2. 22.2 If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural

	Person or Board of Director of the firm/institution/company or any partner of JV such bidder's bid shall be rejected.
23. Purchaser's Right to Accept any Bid and to reject any or all bids	23.1 The Purchaser reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.
24. Notification of Award and Signing of Agreement	24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser. 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 consideration of the execution, completion, and maintenance of the works as described by the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall sign the Agreement. 24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in cancellation of the Contract Award and forfeiture of the Bidder's Bid Security, upon which the Contract shall then be awarded to the next successive successful Bidder.
25.Corrupt or Fraudulent Practices	25.1 The Purchaser shall reject a bid for an 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.Conduct of Bidders	26.1The Bidder shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act, and Regulations. 26.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement : a) give or propose improper inducement directly or indirectly, b) distortion or misrepresentation of facts c) engaging or being involved in corrupt or fraudulent practice d) Interference in the participation of other prospective bidders. e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings, f) The 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 the open competitive bid price. 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

SECTION - II

Bid Data Sheet

ITB 1.1	The scope of work is the ***Procurement of Goods/Services.*** The number of the Invitation for Sealed Bid is : Contract ID: HRDC/NCB/2083/84/01 The Purchaser is: Friends of the Disabled (FOD)/ Hospital and Rehabilitation Centre for Disabled Children (HRDC)
ITB 11.1	The bid validity period shall be: **Fiscal Year 2083/84**
ITB 12.1	Bid Security : N/A
ITB 15.1	The deadline for bid submission is: Address: Banepa- 11, Kavre Date: 2083/05/03 Time: 12:00 hrs.
ITB 18.1	The bid opening shall take place at : Address : Banepa- 11 Kavre Date: 2083/05/03 Time: 14: 00 hrs. The Purchaser shall conduct the opening of the bid at the address on the same date and time as specified in the bidding document in the presence of Bidders' representatives who choose to attend.
ITB 21	The evaluation will be done as per following Package 1 (sub package Ka, Kha and Ga): - Lot basis for each sub package. Package 2, 3, 4, 5 and 6 :- Item basis

Section- III: Eligibility Information, Evaluation and Qualification Criteria

A. Eligibility Information

Eligibility Requirements of Bidder:

1. All Bidders shall submit following documents as pre-requisites for eligibility:
   a. Firm/Company Registration Certificate: [attach copy]
   b. Business Registration Certificate (License): [attach copy]
   c. PAN/VAT Registration Certificate: [attach copy]
   d. Tax Clearance Certificate/ Extension Letter/Tax return submission.
2. If the Bidder is an individual then the individual must be a citizen of and have a principal place of business in Nepal. OR

   If the Bidder is a privately owned commercial firm then the privately-owned commercial corporation or partnership must be incorporated or legally organized under the laws of Nepal have its principal place of business in a country or area included in Nepal.
3. A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:
   a. Have controlling shareholders in common; or
   b. Receive or have received any direct or indirect subsidy from any of them; or
   c. Have the same legal representative for purposes of this Bid; or
   d. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
   e. A Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
   f. A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

Firms shall be excluded in any of the cases if the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges

B. Evaluation Criteria

Bids shall be considered non-responsive, if;

1. The bid is not submitted in the bid document issued by HRDC.
2. The bid is not sealed
3. The bid is not submitted with the Bid Form duly filled and signed in the document.
4. The bid is not submitted within the specified date /time for submission of bids.
5. The bid does not comply with the instructions as specified in the Invitation for Bid and Notice published.
6. Terms of payment and Destination of Delivery of the goods supplied are different from those specified in the Bid Document.
7. All prices quoted are either not firm or conditional or not valid for the period specified in the Bid Document.
8. There is a major deviation in the specification of goods proposed by the bidder specified in the technical specifications.

Criteria for bid evaluation shall be on the base of:

1. Technical Specification and Quality of Product
2. The total cost including Inland transportation from EXW/port of entry/border point to HRDC, Adhikari Gaun, Banepa-11, Kavre (Including all taxes and customs).
3. Delivery Schedule: Relevant parameters of delivery: as indicated in SOR and Technical Specifications.
   No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive.

Reduction in Bid Price for Deviation in payment schedule: **N/A**
Cost of spare parts: **N/A**
Spare parts and after-sales service facilities: **N/A**
Operating and maintenance costs: **N/A**

C. Qualification Criteria

The bidder must furnish documentary evidence to demonstrate that it meets the following experience requirement (s).

a) The bidder shall furnish the list of users who had purchased the same/similar goods/equipment in the last 3 years. They will be used as references to check the performance of the offered model, if necessary.

b) The minimum production capacity or the availability of the goods is/are: N/A

c) The minimum supply value of goods under a single contract in the last three years: N/A

d) The average annual turnover during the last three years: N/A

e) The Net worth of the Bidder should be positive as at the end of Fiscal year 2081/82 or 2082/83 to justify the reputation and financial worthiness of the Bidder.

f) Documents of having examined the production capabilities of the bidder by the concerned Public Entity itself or on its behalf by the competent authority.

g) A certificate is drawn up after inspecting the goods to be procured by the competent quality control institution or recognized agency with respect to the specifications and quality of such goods.

Section- IV: Sealed Bid Forms

Quotation and Price Schedule

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

Date: ....

Name of the contract: ....

Invitation for Bid No.: ....

To: ……………………………………………………………………………………………………….....

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents.
(b) We offer to execute in conformity with the Bidding Documents the following Works:
(c) The total price of our Bid, excluding any discounts offered in item (d) below is: …………………………
(d) The discounts offered and the methodology for their application are: ………………………………………
(e) Our bid shall be valid for a period of Fiscal Year 2083/84 from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period;
(f) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed;
(g) We declare that we have not been blacklisted and no conflict of interest in the proposed procurement proceedings, and we have not been punished for an offense relating to the concerned profession or business.
(h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
(i) If awarded the contract, the person named below shall act as the Contractor's Representative:
(j) We agree to permit the Purchaser/DP or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Purchaser.

Name: ....

In the capacity of ....

Signed ………………………………………………………...

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

Date ……………………………………………………….....

Notes to Bidders

The information to be filled in by Bidders in the following pages shall be used for purposes of eligibility and evaluation. This information shall not be incorporated in the Contract. Attach additional pages as necessary.

Bidder Information Form

Date: ………………………………………………………..

NCB No.: ……………………………………………………..

Page ________ of_ ______ pages

1. Bidder's Legal Name :
2. In case of JV, legal name of each party:
3. Bidder's actual or intended 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. Attached are copies of original documents of: ☐ Firm Registration Certificate ☐ Authorization to represent the Firm ☐ Tax Clearance Certificate of FY 2081/82 or 2082/83

Financial Situation Form

Financial Data for Previous 3 Years (in NRs)		
Year 1:	**Year 2:**	**Year 3:**

Information from the Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

❑ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three or above years, as indicated above, complying with the following conditions?

- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Friend of Disabled

Hospital & Rehabilitation Centre for Disabled Children

Banepa 11, Kavre

For Supply of Printing materials (Package 06)

S.No	Particulars	Unit	Total Estimated	Brand name	Rate	Amount	VAT Amount	Total Amount	Remarks
1	A4 Size Envelope	Pcs	500						
2	ADL Monitoring Form	Pad	20						
3	Admission Counselling Form	Pad	50						
4	Admission Counselling Register	Pad	1						
5	Anesthesia Form	Pad	20						
6	Biochemistry	Pad	20						
7	C.P. assesment Form(Each Set contain 4 Different Pad)	Pad	20						
8	Camp Form (GIF Form)/Mobile Camp Form	Pad	60						
9	Cardex (Doctor Order)	Pad	20						
10	Cash Receipt	Pad	4						
11	CBR Contact Form	Pad	25						
12	CBR Continuation Sheet (Blue)	Pad	30						
13	Child Protection Annx - 2	Pad	15						
14	Consent Form	Pad	30						

S.No	Particulars	Unit	Total Estimated	Brand name	Rate	Amount	VAT Amount	Total Amount	Remarks
15	Continuation Sheet (Medical Record)	Pad	60						
16	Contribution Form	Pad	10						
17	Contribution Slip POD	Pad	20						
18	Counseling Register (New Children)	Nos	2						
19	Daily Census Form	Pad	5						
20	Dermatome Sheet	Pad	5						
21	Discharge Summary	Pad	30						
22	Doctor Orders Nurshing Notes	Pad	30						
23	Domestic Register	Nos	1						
24	Envelope Air Mail-HRDC Printed	Pcs	500						
25	Extra Session Form	Pad	5						
26	Financial Contribution Form	Pad	20						
27	Form-Expenditure Statement	Pad	2						
28	Goods Received Note	Pad	6						
29	Grouping Cross Form	Pad	10						
30	Haematology Pad	Pad	40						
31	Implant Form	Pad	10						
32	Intake and Output Record	Pad	15						
33	IPD Record	Pad	20						

S.No	Particulars	Unit	Total Estimated	Brand name	Rate	Amount	VAT Amount	Total Amount	Remarks
34	Khaja Coupon	Pad	700						
35	Lab Record Book	Nos	1						
36	Letter Head	Pad	20						
37	Lunch Coupon (Patient-Escort, Staff, Visitor)	Pad	300						
38	Medical Conselling Form	Pad	25						
39	Medication Form	Pad	5						
40	Micro Biology Form	Pad	10						
41	MMT Sheet UE/LE (Each Set Contain 2 Different Pad)	Pad	10						
42	OPD Followup Form	Pad	40						
43	OPD Form (New Patient Form)	Pad	30						
44	Operation Record Form	Pad	5						
45	Ortho Delivery Register	Nos	1						
46	Ortho Register	Nos	1						
47	OT Book Register	Nos	1						
48	OT Check List	Pad	15						
49	OT Consent Form	Pad	5						
50	Pathology Form (Cytology Biopsy)	Pad	10						
51	Pediatric Counselling Form	Pad	20						
52	Pediatric Note	Pad	10						

S.No	Particulars	Unit	Total Estimated	Brand name	Rate	Amount	VAT Amount	Total Amount	Remarks
53	Physio Therapy Register (2 Type Big Size 12X18)	Pad	2						
54	Physio-Pink Card	Pcs	3000						
55	Physiotherapy Bill Form	Pad	50						
56	PIF Form	Pad	35						
57	Plan Card	Nos	300						
58	Planning Form 1st Page	Pad	10						
59	Planning Form 2nd Page	Pad	10						
60	POD Bill Form	Pad	35						
61	Ponseti Form/Clubfoot Form (Each Set contain 5 Different Pad)	Pad	50						
62	Ponseti Record Register/Clubfoot Register	Nos	1						
63	Procurement Register	Nos	1						
64	Progress Chart	Pad	20						
65	Reporting Form (Monthly home visit report, data form)	Pad	2						
66	Reporting Form (Patients home visit report)	Pad	40						
67	Requisition Form	Pad	20						
68	Rough Pad	Pad	60						
69	Rx. Pad	Pad	60						
70	Stool Pad	Pad	20						
71	Store Requisition	Pad	5						

S.No	Particulars	Unit	Total Estimated	Brand name	Rate	Amount	VAT Amount	Total Amount	Remarks
72	Temperature Sheet/TRP Sheet	Nos	45						
73	Ticket (OPD Registration, Followup card Charge and Followup)	Pad	125						
74	Urine Pad	Pad	20						
75	Vehicle Log Book	Nos	5						
76	Ward Admission Book	Nos	1						
77	Ward Care	Pad	15						
78	Wiseyak Form	Pad	20						
Total Amount									

Remarks :

Vendor Name :

Address :

Authorized Signature :

Authorized Stamp :

Contact Number :

E-mail Address :

Date :

Section V. General Conditions of Contract (GCC)

1. Definitions	1.1. In this contract, the following terms shall be interpreted as indicated: 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 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 Specifications	2.1. The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.
3. Patent Rights	3.1. The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of goods or any part thereof in the Purchaser's country.
4. Inspection and Tests	4.1 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 4.2 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.
5. Packing	5.1 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. 5.2 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. 5.3 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.
6. Delivery of Goods	6.1. Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.
7. Insurance	7.1. 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.
8. Warranty	8.1. The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract. 8.2. 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. 8.3. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. 8.4. 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.
9. Payment	9.1. Payment shall be made in the Nepalese currency as specified in the SCC 9.2. Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.
10. Prices	10.1. 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.
11. Liquated Damages	11.1. 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.
12. Resolution of Disputes	12.1. 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. 12.2. 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 its 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. 12.2.1. Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. 12.2.2. Arbitration proceedings shall be conducted in accordance with in accordance with the rules of the Nepal Council of Arbitration (NEPCA). 12.3. Notwithstanding any reference to arbitration herein, 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 to the Supplier.
13. Governing Language	13.1. The Governing Language shall be: Nepali or English
14. Applicable Law	14.1. The applicable law shall be the Laws of Nepal.
15. Notices	15.1. 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 15.2. A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.
16. Taxes and Duties	16.1. The Supplier shall be entirely responsible for all taxes, duties, license fees, and other such levies imposed by the GON.
17. Operational maintenance and Spare parts manual	17.1. The successful Supplier shall supply the manufacturer's operation, maintenance, and spare-part manuals of the goods (Equipment).
18. Conduct of Suppliers	20.1 The Supplier shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN’s Procurement Act, and Regulations. 20.2 The Supplier shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement : a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging or being involved in corrupt or fraudulent practice d. interference in the 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, 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 the 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
19. Blacklisting Bidder	19.1. 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: a) if it is proved that the bidder committed acts pursuant to the Sub - Clause 20.2, b) if it is proved later that the bidder/contractor 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, c) if convicted by a court of law in a criminal offense that disqualifies the bidder from participating in the contract. d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of the bidder's qualification information, e) other acts mentioned in the Bidding Data 19.2. 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.
20. Provision of PPA and PPR	20.1. If any provision of this document is inconsistent with the Public Procurement Act (PPA), 2063, or Public Procurement Regulations (PPR), 2064, the provision of these documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

Section VIII: Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

Clause	**Item**
GCC 1.(e)	The purchaser shall be Friends of the Disabled (FOD)/ Hospital and Rehabilitation Centre for Disabled Children (HRDC), Banepa-11, Kavre.
GCC 8.1	The warranty period shall be: 12 months
GCC 9.1	The terms of payment to be made to the Supplier under the contract shall be as follows: Through accounts division/unit of the Purchaser Payments shall be made in Nepalese Rupees in the following manner: On Delivery and acceptance:[Hundred (100) percent. of the Invoice 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 forty five (45) days upon submission of the Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s.
GCC 15.1	For Notices, the Purchases address shall be: Attention: Friends of the Disabled/ Hospital and Rehabilitation Centre for Disabled Children Address: Adhikari Gaon, Banepa -11, Kavre.

SECTION - IX
Contract Forms

This Section contains forms which, once completed, will form part of the Contract.

Letter of Acceptance

[On letterhead paper of the Purchaser]

Date: ……………………..

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

Subject:.. Notification of Award

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

You are hereby instructed to contact this office to sign the formal contract agreement within 7 days.

Authorized Signature: …………………………………...

Name and Title of Signatory: ……………………………

Contract Agreement

THIS AGREEMENT made the ....day of ………………………….. between Friends of the Disabled / Hospital and Rehabilitation Centre for Disabled Children (hereinafter “FOD/HRDC”), of the one part, and ……………………………name of the Supplier ………………………………(hereinafter “the Supplier”), of the other part:

WHEREAS the FOD/HRDC desires that the procurement of ……………………………. are known as ……………………….... name of the Contract ....should be executed by the Supplier, and has accepted a Quotation by the Supplier for the procure, delivery, and installation of goods/services in the sum of NRs …..........….. [insert amount of contract price in words and figures including taxes] (hereinafter “the Contract Price”).

The Purchaser and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement.

   a. the Letter of Acceptance;
   b. the Letter of Bid;
   c. the Special Conditions of Contract;
   d. the General Conditions of Contract;
   e. Quotation form and the price schedule submitted by the Supplier
   f. Schedule of Requirements
   g. …[***Specify if there are any other document***s]

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide goods and related service 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 the laws of Nepal on the day, month, and year indicated above.

Signed by ………………………….	Signed by…………………………..
for and on behalf of the Supplier in the presence of	for and on behalf of the Purchaser in the presence of
Witness, Name Signature, Address, Date	Witness, Name, Signature, Address, Date