

एसजेवीएन अरूण-3 पाँवर डवलपमेंट कंपनी प्रा. लि.
SJVN Arun-3 Power Development Company Pvt. Ltd.

(एसजेवीएन की पूर्ण स्वामित्व वाली अधीनस्थ कंपनी)

(A wholly owned subsidiary of SJVN)

900 मेगावाट अरूण-3 जलविद्युत परियोजना
900 MW Arun-3 Hydro Power Project
Regd. No.: 111808/69/070



Ref. No.: SAPDC/P&C/Arun-3HEP/PPR-157/2023-424

Date: 18.06.2023

NOTICE INVITING QUOTATIONS (NIQ)

Sealed quotations are herewith invited by SJVN Arun-3 Power Development Company Pvt. Ltd. (SAPDC/Employer) from the eligible Bidder/Suppliers of Nepal for “**Procurement of Multi-function Printer for SAPDC, Power House, Sankhuwasabha, Nepal. (PPR-157/2023)**” as per the details provided here-in-below: -

Sr. No.	Description	Remarks
1.	Bill of Quantities (BOQ)	Refer <i>Annexure 'A'</i>
2.	Technical Specifications	Refer <i>Annexure 'B'</i>
3.	Scope of work	Refer <i>Annexure 'C'</i>
4.	Form of declaration	Refer <i>Annexure 'D'</i>
5.	Bank Account Details	Refer <i>Annexure 'E'</i>

TERMS & CONDITIONS (T&C):

1. Minimum Qualifying Requirements:

- The firm/bidder should be manufacturer/authorized distributor/authorized supplier/authorized reseller for item (s) of BOQ for which Bidder is submitting the bid. In addition to above, the supplier who deals in IT, Electrical & Electronic equipment's etc. can participate in bidding subject to furnishing of a certificate from authorized supplier/reseller/ manufacturer for this particular work/assignment/contract.
- The technical specification of the offered Make/Brand/model of item (s) shall be equivalent or higher than the specifications mentioned under Technical Specifications (Annexure-B). Further offered make/Brand shall be as per BOQ (Annexure-A).

2. Submission of Bid:-

- The bidder must submit the bid in the following **two separate sealed envelopes {PART-I (Envelope-1) & PART-II (Envelope-2)}** clearly indicating the contents therein duly super scribed as under and these two envelopes should be enclosed in a single sealed envelope/cover super scribed as “Procurement of Multi-function Printer for SAPDC, Power House, Sankhuwasabha, Nepal. (PPR-157/2023)” and submitted at the address of the undersigned and must reach this office through courier or by post or by hand on or before **09.07.2023 by 1500 Hrs.** and same shall be opened on **10.07.2023 at 1600 Hrs.** in presence of authorized representative of firms who choose to attend.

Further, In the “Techno-Commercial” part *{i.e in PART-I (Envelope-1)}* of the bid the bidder shall not give any indication about the bid price in any manner whatsoever. Non-compliance of this provision may result in the rejection of bid.

PART-I (Envelope-1):-

- i. Original Earnest Money Deposit (EMD) (as per Sr. No.9).
- ii. The firm shall submit PAN/VAT/Registration certificate.
- iii. Authorization certificate supporting with requisite Documents for meeting out criteria laid down at Sr. No. 1.a. above.
- iv. Bidder shall submit the Undertaking for Compliance of minimum Technical Specification of the item(s) for which rates have been quoted, for meeting out criteria laid down at Sr. No. 1.b. above by the duly filled with YES/NO/Mentioning the corresponding specifications in the Undertaking for Compliance of minimum Technical Specifications at Annexure-B. Further, Deviation, if any considered by the bidder as per Annexure-B, then the same shall be examined by the Indenting Department of SAPDC in line with technical specification whether the same is acceptable or not. In case of non-acceptance by the Indenting Department of SAPDC the bid may be rejected. Further, Annexure-B shall be made the part of Supply order/LOA. **Further, bidder shall also mention the name of offered make/brand under Annexure-B.**
- v. Duly filled in & signed ‘Form of declaration’ as per Annexure-D.
- vi. Bank Account Details as per Annexure-E.

PART-II (Envelope-2):-

Price bid:- Comprising of Price Bid at Annexure-A i.e., duly filled, signed and stamped in Bill of Quantities (BOQ).

3. Opening of Bid:-

The bid shall be opened in the following sequence:-

- i. First, the envelope Part-I shall be opened.
Part –II (Price Bid) of responsive bidder(s) shall be opened subsequently, if no clarification is required from the Bidder(s). In case clarification is sought from the Bidder(s), separate intimation shall be given for opening of Price Bid(s) of responsive bidder(s).

4. *Clause deleted without change in Serial No.*

- 5. Completion period:** Completion period shall be 30 days to be reckoned from date of issuance from Supply Order/Letter of Acceptance (LOA) including Supply, transportation, etc. complete in all respect as per scope of work.

- 6. Bid Validity:** The bid (s) shall be valid for 90 days from the opening of bid(s).

7. Prices:-

- i. The Bidder/Suppliers shall offer rates & prices “on Firm Price Basis”.
- ii. The quoted rates for item(s) shall be including all taxes & duties Including VAT & Supply, transportation etc. charges complete in all respect as per scope of work. SAPDC shall not bear anything extra on this account.

- iii. Any statutory variation in the rate of taxes after the last date of submission of bid (if any), during the currency of the contract including extension thereof shall be reimbursed/adjusted on production of documentary proof.
- iv. Rates and Offered discount (if any) should be filled in both figures and words. In case of ambiguities in between the rate/ Offered discount in figures and the rate/ Offered discount in words, the rate/Offered discount quoted in words shall prevail and the amount shall be corrected accordingly. The SAPDC reserves the right to adjust arithmetical or other errors in any tender/quotation in the way which it considers suitable.
- v. Further, only unconditional discount offered at appropriate place in the BOQ shall only be considered for evaluation of the bid, discount offered at any other place or in any other document/letter submitted by the bidder along with the bid shall not be considered for the purpose of evaluation as well as award. Further, the bidder shall quote rate and amount inclusive of VAT, any other charges/taxes/VAT mentioned at any other place/document/letter by the bidder/supplier shall also for not be considered evaluation as well as award.

8. **Payment:** The payments will be made in the following manner:

- (i) 90% Payment of the contract price shall be made after the receipt of item(s)/material/good(s) in full quantity in good condition, on submission of bill and inspection report issued by Officer-in-Charge (EIC/OIC)
- (ii) Balance Ten percent (10%) amount of the contract price shall be retained by SAPDC which shall be released after completion of guarantee/warranty period from the supply of item(s)/material/goods upon recommendation and submission of satisfactory performance certificates by OIC. No interest shall be paid on the retained amount. If the Contractor expressly requests in writing, he will be permitted to convert the amount of Retention Money deducted from his interim bills into Bank Guarantee to be submitted by the contractor to OIC, in the prescribed form acceptable to SAPDC.

9. **Earnest Money Deposit (EMD):**

- a. EMD amounting to **NPR 7,000/-** shall be submitted in the shape of **Bank Draft** (in original)/**Manager Cheque** (in original)/**FDR** (in original) (duly pledged in favor of SAPDC-NPR CONSTRUCTION ACCOUNT) in favor of SAPDC-NPR CONSTRUCTION ACCOUNT payable at Kandhari.

Any bid not accompanied by an acceptable Earnest Money Deposit shall be declared non-responsive and outrightly rejected by the Employer and their Part-II (Price Bid) bid shall not be opened.

b. EMD of the bidder shall be forfeited :

- i. If bid withdrawn or amends its bid or impairs or derogates from the bid in any respect in the interval between the bid submission deadline and the expiration of the bid validity period.

or

- ii. Adopts corrupt or fraudulent practices
or
- iii. Does not accept the correction of the Bid Price.
or
- iv. EMD of the successful bidder(s)/supplier(s) shall be forfeited, in the event of non-compliance of Supply Order/Letter of Acceptance (LOA).
- c. Bidder may modify or amends its bid or withdraw its bid after submission and before the prescribed deadline for bid submission.
- d. The EMD of unsuccessful bidders shall be released within 28 days without any interest after the issuance of Letter of Acceptance of successful bidder.
- e. The EMD of the successful bidder shall be released within 28 days on the recommendation of Consignee after the receipt of inspection report issued by OIC.
- f. No interest shall be payable by SAPDC on EMD.

10. **Award Criteria:**

- (i) The bid shall be evaluated on Overall basis and the award shall be made based on the lowest rate/Amount quoted by the Bidder/Supplier as per **Annexure-A** in the Bill of Quantities.
- (ii) If, Bidder(s) quote Zero/Nil/left Blank/(-)rate(s) against any item(s) of BOQ then it will be presumed that bidder(s) has/have quoted the rate(s) for that item(s) in any other item(s) of the BOQ. In that case Zero(0) rate(s) shall be considered for the purpose for evaluation as well as award

11. **Liquidated Damages (LD):** In case of delayed delivery, LD @ 0.67% of contract price per day of delay in completion shall be levied subject to maximum of 5% of the contract price (cumulative or individual LD in terms of clause at Sr.No.11 & at Sr.No.15).

In case the supplier fails to supply the material within 38 days from the date of issue of supply order, SAPDC reserves the right to terminate the supply order and EMD shall be forfeited/encashed.

12. *Clause deleted without change in Serial No.*

13. **Force Majeure:** The term "Force Majeure" shall herein mean riots (other than among the Vendor's employees), Civil Commotion (to the extent not insurable), war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, damage from aircraft, nuclear fission, acts of God, such as earthquake (above 7 magnitude on Richter Scale), lightning, unprecedented floods, fires not caused by Vendor's negligence and other such causes over which the Vendor has no control and are accepted as such by the Officer-in-Charge (OIC), whose decision shall be final and binding. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this contract, the relative obligation of the party affected by such Force Majeure shall be treated as suspended for the period during which such Force Majeure cause lasts, provided the party alleging that it has been rendered

unable as aforesaid, thereby shall notify within 10 days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of such cause.

Extension of time without levy of LD shall be provided during the period of occurrence of Force Majeure event, however no cost compensation shall be provided.

14. **Packing:** The supplier, wherever applicable shall properly pack and stack all materials/goods in such a manner as to protect them from deterioration and damage during transportation. The supplier shall be responsible for all damage due to improper packing.
15. **Replacement:** If the material/goods or any portion thereof is damaged or lost during transit, SAPDC shall give notice to the supplier setting forth particulars of such material/goods damaged or lost during transit. The replacement of such material/goods shall be affected by the supplier within 15 days (reckoned from the date of notice given by SAPDC to the supplier), to avoid unnecessary delay in the intended usage of the materials free of cost to the SAPDC.

Further, if replacement shall not be made within the above said time, then the additional LD @ 0.67% of contract price per day of delay shall be levied.

The levied LD shall be subject to maximum of 5% of the contract price (cumulative or individual LD in terms of clause at Sr.No.11 & at Sr.No.15).

16. **Rejection:** In the event that any of the material/goods supplied by the supplier is found defective in material or workmanship or otherwise not in conformity with the specification, SAPDC shall either reject the material/good(s)/Item(s) or request the supplier in writing to rectify/replace the same. The supplier, on receipt of such notification shall rectify/replace (As directed by the OIC/EIC) the defective material/good(s)/item(s) free of cost to the SAPDC. Decision of OIC/EIC (SAPDC) shall be final and binding on the supplier(s).
17. **Demurrage, Wharfage etc.:** All demurrage, wharfage and other expenses incurred due to delayed clearance of the material/goods or any other reason shall be on the account of the supplier.
18. **Guarantee/Warranty:** Guarantee/Warranty shall be minimum for 12 months or as per the Policy of Original Equipment Manufacturer (OEM), whichever is higher (as applicable to respective item(s) of BOQ). In case of any complaint/repair required during Warranty/Guarantee period, the vendor/ supplier will respond within Seven days and ensure rectification within two weeks' time from the date of lodging of complaint. The supplier shall either rectify or replace the defective item(s)/material(s) free of cost to SAPDC within Guarantee/Warranty period.

If, supplier fails to perform such obligation(s), then the retained amount as per clause No.8(ii) may be forfeited/ encashed by the SAPDC.

19. **Delivery of Material (F.O.R):** Tumlingtar, Sankuwasabha, Nepal.
20. **Consignee:** The material/ goods under this Contract shall be dispatched to the location as mentioned in the BOQ/Scope of Work.

However, Chief Engineer (Store) shall be the consignee for this contract and payment and other codal formalites shall be done through Chief Engineer (Store) for all the material. The address of consignee shall be as following:

Chief Engineer/Head (Store),

Satluj Bhawan, Arun Sadan,
SAPDC, Tumlingtar,
Distt. Sankhuwasabha, Nepal.
(Mobile No.: 9852058138, 9852099567)
Email: **store.sapdc@gmail.com**

21. **Inspection:** Inspection of the item(s)/material shall be carried out by OIC or his authorized representative at Store/ locations as mentioned in the BOQ/Scope of Work. OIC shall ensure the technical specification(s), make/brand/model (If applicable) of the supplied item(s) is/are as per NIQ/LOA.
22. *Clause deleted without change in Serial No.*
23. **Resolution of Dispute:** In case of any dispute or difference that arises out of the subject cited supply, the same shall be referred to the Sole Arbitrator, who shall be appointed by the CEO, Arun-3 HEP, SAPDC, Tumlingtar. The award of the arbitrator shall be final and binding on both the parties.
Courts of Chainpur (Nepal) shall have exclusive Jurisdiction for adjudication upon the dispute arising out of the subject cited supply between the parties.
24. *Clause deleted without change in Serial No.*
25. Corrigendum/Addendum, if any to NIQ shall be uploaded only on <http://sjvn.nic.in/tender.htm> & <http://www.sapdc.com.np/pages/tender>.
26. SAPDC reserves the right to reject any or all the tenders without assigning any reason thereof.
27. For any enquiry/clarification for submission of bid and any other information, the Bidders may contact to:-

Name	Designation	Contact No.	Address
Er. Rakesh Singh	Chief Engineer (P&C)	Ph.:- +977-29-575154	Satluj Bhawan, Arun Sadan, SAPDC, Tumlingtar, Distt. Sankhuwasabha, Nepal.

28. General Information:

- a. Tumlingtar is connected to Kathmandu by air by around thirty-five minutes journey and from Biratnagar connected by road.

For & on the behalf of SAPDC

Sd/-

Chief Engineer (P&C)

Satluj Bhawan, Arun Sadan,

SAPDC, Tumlingtar,

Distt. Sankhuwasabha, Nepal

Ph. +977-29-575154,

E-mail Address: pnc.sapdc@gmail.com

BILL OF QUANTITIES							
Name of Work:- (PPR-157/2023)“Procurement of Multi-function Printer for SAPDC, Power House, Sankhuwasabha, Nepal.”							
Sr. No	Description of items	Acceptable Makes/ Brands	Unit	Qty	Rate (NPR) Inclusive of VAT & Supply, transportation etc. charges		Amount (NPR Including of VAT) & Supply, transportation etc. charges
					In Figures	In Words	
1.	Multifunction Printer	Xerox/HP/Brother	Nos.	1			
Total Amount (NPR) Including of VAT & Supply, transportation etc. charges complete in all respect as per scope of work							
Discount offered (%) If any							
Net Amount after offered discount (NPR)							

- Note:**
- 1) Only unconditional discount offered at appropriate place in the BOQ shall only be considered for evaluation of the bid, discount offered at any other place or in any other document/letter submitted by the bidder along with the bid shall not be considered for the purpose of evaluation as well as award. Further, the bidder shall quote rate and amount inclusive of VAT, any other charges/taxes/VAT mentioned at any other place/document/letter by the bidder/supplier shall also not be considered for evaluation as well as award.
 - 2) Offered Make/Model/Brand (If applicable) should be filled by the bidder for which quoting the rates.

Date:

Place:

For and on behalf of the bidder /Supplier

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**(Signature of authorized representative of the Bidder/Supplier,
along with his name, Seal of Company)**

Undertaking for Compliance of minimum Technical Specification of the item(s)(PPR-157/2023)

Technical Specification of Multi-Function Printer.

Sr. No.	Item Description along with Technical Specifications/Required Specification	Compliance filled by the Bidder as either YES / NO /Mentioning the corresponding specification. and Quoted/offered Make/brand to be mentioned by the bidder.
1	<ul style="list-style-type: none">• Make: Xerox/HP/Brother <ul style="list-style-type: none">• Should Color Scan but can print only B&W.• Card Reader bay with embedded USB port.• An easily accessible USB port allows to quickly print from or scan to any standard USB memory devices.• Monthly duty Cycle approximately 1, 07,000 Pages.• Hard Drive/Processor/memory supposed to be 320 GB HDD2 /1.05 GHz Dual-core/2 GB memory respectively.• Network connectivity supposed to be Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi and Wi-Fi Direct.• Copy and print resolution “Copy: Up to 600 x 600 dpi; Print: Up to 1200 x 1200 dpi”• First-Copy-Out Time (as fast as) as fast as 6.8 seconds.• First-Print-Out Time As fast as 10.4 seconds.• Page Description Languages PCL® 5e/PCL 6/PDF/XPS/TIFF/JPEG/HP-GL/optional Adobe® PostScript® 3™.• Paper Input: Duplex Automatic Document Feeder (DADF): 110 sheet, Standard sizes: 5.5 x 8.5 in. to 11 x 17 in. /A5 to A3; Custom sizes (duplex): 4.92 x 4.33 in. to 11.69 x 17 in. /125 x 110 mm to 297 x 431.8 mm; Custom sizes (simplex): 4.92 x 3.35 in. to 11.69 x 17 in. /125 x 85 mm to 297 x 431.8 mm.• Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.87 in. to 11.69 x 17 in./88.9 x 98.4 mm to 297 x 431.8 mm• Tray 1: 520 sheets; Custom sizes: 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182 mm to 297 x 431.8 mm• Paper Output/Finishing:<ul style="list-style-type: none">○ Office Finisher: 2,000-sheet stacker, 50 sheets stapled, 3-position stapling, optional hole-punch, optional booklet	

	<p>maker (score, saddle stitch).</p> <ul style="list-style-type: none"> ○ Integrated Office Finisher: 500 sheet stacker, 50 sheet stapled, single-positioning stapling. ○ Dual Catch Tray2: 250 sheets each; Lower tray offsets Integrated Office Finisher: 500-sheet stacker, 50 sheets stapled, dual-position stapling. ○ Convenience Stapler with Work Surface: Staples 50 sheets. <ul style="list-style-type: none"> ● Print Feature: Print from USB, Secure Print, Sample Set, Personal Print, Saved Job, Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Real-time Status, Scaling, Job Monitoring, Application Defaults, Two-sided Printing (as default), Skip Blank Pages, Draft Mode. ● Scanning Feature: Optical Character Recognition (OCR), Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPEG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-Page PDF/XPS/TIFF/Password Protected PDF, Secure Scanning via SFTP. ● Fax3: Optional Walk-up Fax (one-line or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email, Server Fax), optional Fax Over IP. ● Network Security: IPsec, HTTPS, encrypted email. Network Authentication, SNMPv3, SSL/TLS, Security Certificates, Pre-installed Self-signed Certificates, Cisco® Identity Services Engine (ISE) integration. 	
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For and on behalf of the bidder /Supplier

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**(Signature of authorized representative of the Bidder/Supplier,
along with his name, Seal of Company)**

Note:- Deviation, if any considered by the bidder as per Annexure-B, then the same shall be examined by the Indenting Department in line with Technical specification whether the same is acceptable or not. In case of non-acceptance by the Indenting Department the bid may be rejected. Further, Annexure-B shall be made the part of Supply order/LOA.

SCOPE OF WORK (PPR-157/2023)

NAME OF WORK: “Procurement of Multi-function Printer for SAPDC, Power House, Sankhuwasabha, Nepal. (PPR-157/2023)”

1.0 SCOPE OF WORK:

- a. Supply and Transportation of Multi-function Printer as per Technical Specification (Annexure-B) to the consignee at the following address:

Chief Engineer/Head (Store),
Satluj Bhawan, Arun Sadan,
SAPDC, Tumlingtar,
Distt. Sankhuwasabha, Nepal.
(Mobile No.: 9852058138, 9852099567)
Email: store.sapdc@gmail.com

FORM OF DECLARATION

M/s-----**(name of Bidder/Supplier)** having its registered office at ----- (hereinafter referred to as ‘the Bidder/Supplier’) having carefully studied all Terms and conditions, scope of work & Technical specifications, BOQ etc. and all corrigendum (if any) pertaining to the “Procurement of Multi-function Printer for SAPDC, Power House, Sankhuwasabha, Nepal. (PPR-157/2023)” the local and site conditions and having undertaken to execute the said works.

DO HEREBY DECLARE THAT:

1. The Bidder is familiar with all the requirements of the Contract.
2. The Bidder has not been influenced by any statement or promise of any person of the Employer but only the Contract conditions.
3. The Bidder undertakes that the information furnished in the Bid is true and correct in all respects.
4. The Bidder undertakes that all the documents uploaded along with the NIQ have been read and there is no deviation from the terms and conditions of the NIQ including Corrigendum/Addendum (if any).

Date:

For and on behalf of the bidder /Supplier

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**(Signature of authorized representative of the Bidder/Supplier,
along with his name, Seal of Company)**

BANK ACCOUNT DETAILS

Sr. No.	Particulars	#To be filled by bidder(s)
1.	Name of Bidder as per Bank record	
2.	Bank account number	
3.	Bank name	
4.	Branch address	

#Copy of cancelled cheque may also be attached

For and on behalf of the bidder /Supplier

.....

**(Signature of authorized representative of the Bidder/Supplier,
along with his name, Seal of Company)**