



Ref. No.: SAPDC/CE (P&C)/PPR-108 /2020 - 560

Dated: 20.07.2020

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 “**Printing of Measurement Books for SAPDC Arun-3 HEP, Tumlingtar Distt. Sankhuwasabha, Nepal (PPR-108)**” as per the details provided here-in-below:-

Sr. No.	Description	Remarks
1.	Bill of Quantities (BOQ)	Refer <i>Annexure 'A'</i>
2.	Scope of work	Refer <i>Annexure 'B'</i>
3.	Form of declaration	Refer <i>Annexure 'C'</i>

TERMS & CONDITIONS (T&C):

1. The bidder must submit the bid in the single sealed envelope clearly indicating the contents therein duly super scribed as “**Printing of Measurement Books for SAPDC Arun-3 HEP, Tumlingtar Distt. Sankhuwasabha, Nepal (PPR-108)**” and submitted at the address of **Chief Engineer (P&C), Satluj Bhawan, Arun Sadan, SAPDC, Tumlingtar, Distt. Sankhuwasabha, Nepal, Ph. +977-29-575154** and must reach this office through courier or by post or by hand on or before 11.08.2020 by 15:00 Hrs. Proposal shall be opened on 12.08.2020 at 16:00 Hrs. in presence of authorized representative of firms who choose to attend.

Envelope shall comprises of following documents:-

- i. The firm shall submit copy of PAN/VAT.
- ii. Form of declaration as per **Annexure-C**.
- iii. Bank Account Details as per **Annexure-D**.
- iv. **Price bid:** - Comprising of Price Bid at **Annexure-A** i.e., duly filled, signed and stamped in Bill of Quantities (BOQ).

2. Completion Period:-

Sample of Measurement Books (as per the format provided) should be supplied by the agency within 7 days after issuance of supply order for approval of EIC. Total time for supply of Measurement Books is 30 days after approval of sample by EIC.

3. Liquidated Damages (LD):

- (a) In case of delay in submission of sample of Measurement Books (as per the format provided) for approval of EIC, LD @ 0.25% of contract price per day shall be levied subject to maximum of 1.5% of the contract price.
- (b) In case of delay in supply of Measurement Books after approval of sample by EIC beyond the stipulated period, LD @ 0.25% of contract price per day shall be levied subject to maximum of 5% of the contract price.

Overall LD for whole assignment shall be limited to 5% of the contract price only. In case the supplier fails to supply the material within 40 days from issuance of supply order, SAPDC reserves the right to terminate the supply order. SAPDC reserves the right to terminate the supply order and bid security / EMD shall be forfeited.

4. **Bid Validity:** The bid (s) shall be valid for 180 days from opening of bid (s).
5. **Prices:** The supplier/bidder shall offer rates & prices “on Firm Price Basis” as F.O.R at Tumlingtar. The quoted rates shall be inclusive of VAT, all other taxes & duties, Design, printing, transportation and SAPDC shall not bear anything extra on this account. 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.

Rates should be filled in both figures and words. In case of ambiguity/ies in between the rate in figures and the rate in words, the rate 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.

Only unconditional discount offered in the BOQ shall be considered for evaluation.

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

Payment shall be made after receipt of full quantity to the satisfaction & certification by OIC. Payment shall be released within 15 days of receipt of bill complete in all respects duly certified by OIC.

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

- a. Earnest Money amounting to NPR 5000/- shall be submitted in the shape of Manager Cheque/FDR(duly pledged in favour of SJVN Arun-3 Power Development Company Pvt. Ltd.) payable at Khandbari

Any bid not accompanied by an acceptable Earnest Money Deposit shall be declared non-responsive and rejected by the Employer and their Bid bid shall not be considered for evaluation.

- b. EMD of the bidder shall be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of the bid.
- c. The EMD of unsuccessful bidders shall be released within 7 days without interest after award to successful(L-1) bidder. EMD of the successful bidder will be released without interest along with payment as per Clause 6 of NIQ. However, EMD of successful bidder shall be forfeited in case non-supply/ commissioning as per the terms and conditions of award/supply order.

- d. The EMD shall be valid for 180 days beyond the last date of submission of bids
- e. No interest shall be payable by SAPDC on EMD.
8. **Award Criteria:** The bid shall be evaluated on overall basis and the award shall be made based on the lowest rate quoted by the Bidder/Supplier for whole work as per **Annexure-A** in the Bill of Quantities.
9. **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 Engineer-in-Charge, 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.
10. **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.
11. **Replacement:** If the items or any portion thereof is damaged or lost during transit, SAPDC shall give notice to the supplier setting forth particulars of such item damaged or lost during transit. The replacement of such items shall be effected by the supplier within a reasonable time to avoid unnecessary delay in the intended usage of the materials free of cost to the SAPDC.
12. **Rejection:** In the event that any of the items supplied by the supplier is found defective in material or workmanship or otherwise not in conformity with the specification, SAPDC shall either reject the items or request the supplier in writing to rectify the same. The supplier, on receipt of such notification shall replace the defective items free of cost to the SAPDC.
13. **Demurrage, Wharfage etc.:** All demurrage, wharfage and other expenses incurred due to delayed clearance of the items or any other reason shall be on the account of the supplier.
14. **Consignee/OIC:** The material/ goods under this Contract, shall be dispatched to the Consignee at the following addresses:-
- Chief Engineer (Store),**
 Satluj Bhawan, Arun Sadan,
 SAPDC, Tumlingtar,
 Distt. Sankhuwasabha, Nepal.
 (Mobile No.: 9851214190)
 Email: store.sapdc@gmail.com, wntstores.sapdc@gmail.com
15. For any enquiry/clarification for submission of bid and any other information, the Bidders may contact to:-

Name	Designation	Contact No.	Address
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Er. Vivek Sharma	Chief Engineer (P&C)	Mob.:- 9852058517	Satluj Bhawan, Arun Sadan, SAPDC, Tumlingtar, Distt. Sankhuwasabha, Nepal.
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16. GENERAL INFORMATION:-

Access to Project Sites:

To reach the site of Arun-3 HPP Nepal the nearest broad gauge railway station is Jogbani, Bihar (India) and further by road up to Tumlingtar is about nearly 264 Km. Jogbani in Bihar is a city of India with Nepal border and is just 6.00 Km. from Biratnagar (a major industrial town of Nepal).

Road conditions in different road segment en-route are as under:-

- a. Jogbani to Hile:- Hile is located at a distance of 118 Km from Jogbani and the existing road up to Hile is black topped road and in good condition. Hile is at EL 1920 m from sea level.
 - b. Hile to Tumlingtar (Hill road route):- This route is about 111 Km and the road partially is black topped and kuchhaup to Chainpur (EL 1285m) and Chainpur to Tumlingtar is black top.
 - c. Tumlingtar is also connected to Kathmandu and Biratnagar by air by around thirty five minutes journey.
17. **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-3HPP, 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.
18. Corrigendum/Addendum, if any to NIQ shall be uploaded only on <http://sjvn.nic.in/tender.htm> & <http://www.sapdc.com.np/pages/tender>.
19. SAPDC reserves the right to reject any or all the tenders without assigning any reason thereof.

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 (BOQ)

Printing of Measurement Books for SAPDC Arun-3 HEP, Tumlingtar Distt. Sankhuwasabha, Nepal (PPR-108).						
Item No.	Description of Items	Unit	Qty.	Rate (NPR) including VAT		Amount (NPR) including VAT
				In Figures	In Words	
1.	Printing of Measurement books of 100 pages over 80 GSM paper quality with Hard Binding (size L x W = 31.5 cm x 22.5 cm).	Nos.	500			
Discount (if any)						

Date: -

Bidders Name and Signature along with seal

Place: -

Note:- Only unconditional discount offered in the BOQ shall be considered for evaluation.

Annexure-B

SCOPE OF WORK

1. **Scope of Works:**

- Supply of Measurement Books as per the format provided (size L x W = 31.5 cm x 22.5 cm). Numbering should be done at right bottom corner on each leaf of measurement book. The measurement book should be hard bound, as per provided format.
2. Sample of Measurement Book as per Supply Order should be supplied by the agency within 7 days after issuance of supply order for approval to EIC. The sample of the Measurement Book must be approved by EIC before final production.
3. The material shall be supplied in full and good condition to the consignee, i.e., HoD (Stores), Arun-3 Hydro Electric Project, SAPDC, Tumlingtar, Khandbari, Sankhuwasabha, Nepal.
4. Images of sample Measurement Book (Annexure-E) may be referred before submission of proposal.

1.

Annexure-C

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 **“Printing of Measurement Books for SAPDC Arun-3 HEP, Tumlingtar Distt. Sankhuwasabha, Nepal (PPR-108).”** 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

.....

(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

900 MW Arun-3 Hydro Power Project District Sankhuwasabha Nepal



SJVN Arun-3 Power Development Company Pvt. Ltd.

MEASUREMENT BOOK

Department.....

Book No.....

900 MW Arun-3 Hydro Power Project
District Sankhuwasabha Nepal



SJVN Arun-3 Power Development Company Pvt. Ltd.

MEASUREMENT BOOK

Department.....

Book No.....

(i)
Measurement book

Instructions for posting

1. The measurement book is a most important record being the basis of all accounts of quantities whether of work done by daily labour or by piece, or by contract, or of materials received which have to be counted or measured. The description of the work must be lucid so as to admit of easy identification and check.
2. For large works a separate measurement book may be set apart, or if found convenient, two or more books may be set apart for different classes of work.
3. Detailed measurements should be recorded only by Executive/Assistant Executive or Assistant Engineers or by Executive Subordinates in charge of works to whom Measurement books have been supplied for the purpose.
4. Each set of measurement should commence with entries stating:
 - I) In the case of bills for work done:
 - a) Full name of work as given in the estimate:
 - b) Situation of work, exact locality:
 - c) Name of contractor:
 - d) Number and date of his agreement or work order:
 - e) Date of written order to commence work:
 - f) Date of actual completion of work and:
 - g) Date of measurement:
 - II) In the case of bills for supply of materials:
 - a) Name of supplier:
 - b) Number and date of his agreement or order:
 - c) Purpose of supply in one of the following forms applicable to the case.
 - i. "Stock" for all suppliers for stock purposes.
 - ii. "Purchases" for direct issue to (here enter full name of work as given in estimate).
 - iii. "Purchases" for (hereafter full name of work as given in estimate). for issue to contractor.....on.....
 - d) Date of written order to commence supplies:
 - e) Date of actual completion of supplies and
 - f) Date of measurement and should end with the dated initials of the person making the measurements (see also article 116 of Account Code, Volume III).

A suitable abstract should then be prepared which should collect, in the case of measurement for work done, the total quantities of each distinct item of work relating to each sanctioned sub head.

Note: In regard to item 4 (I) (e) and 4 (II) (d), the date of the written order to commence work should only be given if a work order has been issued or a contract agreement has been executed. Where no such order is issued to commence work or supplies the work 'nil' may be noted.
5. No page should on any account be torn out of a book, nor should any entry be erased or disfigured so as to be illegible. If a mistake be made, it should be corrected by canceling the incorrect words of figures with a single stroke of the pen or pencil and by writing the correct words of figures separately and the correction thus made should be initialed and dated by the responsible Officer. All signatures and initials made in measurement book should be dated.
6. All measurement must be neatly recorded in the authorized form of Measurement Book, and in no other. The entries should if possible, be made in ink, but when this not possible, in special copying pencil, so as to render, if difficult to temper with or to make unauthorized additions or alterations in the entries once made. The pencil entries thus made should not be inked over, but left untouched. The entries in the "Quantity" column should however, be made in ink in the first instance and not inked over.
7. As all payments for work or supplies are based on the quantities recorded in the Measurement Book it is incumbent upon the person taking the measurements to record the quantities clearly and accurately. If the measurements are taken in connection with a running contract account on which work has been previously measured, he is further responsible (1) that reference to the last set of measurement is recorded, and (2) that if the entire job or contract has been completed, the date of completion should be duly noted in the prescribed place. If the measurements taken are the first set of measurements on a running account of the first and final measurement this fact should be suitably noted against the entries concerned and in the latter case, the actual date of completion noted in the prescribed place.
8. Entries should be recorded continuously in the measurement book and no blank pages should be left. Any pages left blank inadvertently must be cancelled by diagonal lines, the cancellation being attested and dated.
9. When any measurements are cancelled, the cancellation must be supported by the dated initials of the officer ordering the cancellation, or by a reference to his orders initialed by the officer who made the measurements in either case the reason for cancellation should be recorded.

- 10. Each Measurement Book should be provided with an index which should be kept up-to-date.
- 11. The clerk ordered by the disbursing officer is responsible for the arithmenting check of all calculations entered in a measurement Book, and he must initial (with date) each account in the book in token of having so checked it.
- 12. The officer making the measurements must calculate the quantity of each measurement and enter it in ink and abstract the result himself. The measurement Book should then be submitted to be paying officer for his orders. If he is satisfied that a bill should be prepared and that the name of the estimate has been correctly entered he will check the rates if entered or fill in the correct rates and initialed an order in the measurement Book to be responsible clerk, to check and prepare bill.
- 13. When an officer or subordinate is required to submit his measurement Book, with his accounts, to the Divisional or sub Divisional Officer, he should be supplied, if necessary, with a second book for ultimate use.
- 14. From the Measurement Book all the quantities should be clearly traceable into the documents on which payments are made. When payment is made for the work measured every page of the book recording the measurement must be invariably scored out by diagonal red ink line, and an endorsement must be made in red ink, on every abstract of measurement giving a reference to the number and date of the voucher of payment. These diagonal lines and endorsement must be made by the Disbursing Officer himself at the time of payment or immediately after. For the purpose of making the endorsements a rubber stamp as below may be used but care should be taken not to obliterate any figures when using it.
Paid vide voucher no.....date..... Sub-Divisional Officer's initials.....
- 15. The voucher for payment must invariably bear a reference to the number and page of the Measurement Book in which the measurements are recorded also to the number and date of work order.
- 16. All measurement books in use must be sent in once a year on the dates fixed by the Board to the Divisional office for the personal security of the Divisional Officer, and should be returned to the sub Divisions with in 15 days.
- 17. On the occasion of transfers it will be the special duty of Sub-Divisional Officers to see the Measurement Books with the relieved Officer, at the time are recorded in the transfer papers by the numbers they bear and are acknowledged by the Relieving Officer, and that necessary correction are made in the name of Officer on the fly-leaf of the Measurement Book.
- 18. In case a Measurement Book is lost an immediate report should be made of the facts of the case; and this report must be promptly forwarded to the Board, together with the explanation of all parties concerned of responsible for the loss.
Certified that the Measurement Book contains 100 leaves.

Signature of officer receiving Measurement Book

YEARLY CHECK IN THE DIVISIONAL OFFICE

Particulars	Date	Dated initials of Divisional Accountant

.....Division.....Sub-Division

MEASUREMENT BOOK

(Rules 7, 16 of
H.P. Departmental Financial Rule)

NOTE

Officers and subordinates using this book are expected to keep themselves fully conversant with the above and other subsidiary rule, as corrected up to date of measurement.

No.....issued to.....Sub-Divisionon.....

.....by.....dated initials of the clerk incharge issued to.....

on.....by.....

When this book changes hands, the transfer expressed in similar terms, should recorded under the dated initials of both the relieving and relieved officer, below the last entry of measurements made by the relieved officer.

Dated initials of the Sub-Divisional Officer.

Date of first entry..... date of last entry.....

Division.....Sub-Division

MEASUREMENT BOOK

.....No..... Name and Designation of officer.....

Date of first entry.....Date of last entry.....

Certified that this measurement book no..... has been checked and it is found that:

- a) No page turn out missing & blank page have not been left unconcealed:
- b) Corrections are properly made and initialed by a responsible person.
- c) Original pencil entries are not inked over except for "Quantity"
- d) The number and date of each voucher in which the quantities are entered for payment are noted.
- e) The entries have been crossed off.
- f) In the case of cancelled measurements the reason for cancellation has been given and cancellation.
- g) The index is complete;
- h) Each set of measurements is signed by the officer by whom they were actually made, and
- i) Each set of measurements bears, in addition to the signature of the officer or the subordinate who made the measurements, the signature of the clerk. Who checked the calculations and the signature of the sub-Divisional Officer who passed the measurements or paid the bill.

Date _____

Signature _____

Accountant,

_____ Division

Record

Date _____

Signature _____

Executive Engineer,

_____ Division

- a) Name of work:-
- b) Situation:-
- c) Agency by which work in executed:-
- d) Number and date agreement of work order:-
- e) Date of measurement:-
- f) Reference to previous measurement:-
- g) Date of commencement of work:-
- h) Date of completion of work:-

These eight line should be repeated in manuscript at the beginning of each set of measurements relating to each work.

