

एसजेवीएन अरुण-3 पावर 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 अरुण-3 जलविद्युत परियोजना

900 MW Arun-3 Hydro Power Project

Regd. No.: 111808/69/070



Ref. No.: SAPDC/P&C/Arun-3HEP/RFP-19/2026- 556

Date: 16.08.2026

Request for Proposals (RFP)

SJVN Arun-3 Power Development Company Pvt. Ltd. (SAPDC) (the Employer) invites online e-tenders on Open Tender Basis from eligible Insurance Companies of Nepal through e-portal: <https://etender.sjvn.co.in/SRMLLogin/SRMLLogin.jsp> for “**Group Personal Accidental Insurance Policy of sum insured of NPR 1.00 Crore in r/o 25 Nos. Officials/Employees of SJVN Visiting SAPDC (RFP-19/2026)**” as per the details provided here-in-below:

Sr. No.	Description	Remarks
1.	Bill of Quantities (BOQ)	Refer Annexure ‘A’
2.	Scope of work/Insurance	Refer Annexure ‘B’
3.	Special Terms and Conditions for Insurance	Refer Annexure ‘C’
4.	General Information of bidder/Insurance Companies	Refer Annexure ‘D’
5.	Form of declaration	Refer Annexure ‘E’
6.	Bank Account Details	Refer Annexure ‘F’
7.	Bid Security Declaration	Refer Annexure ‘G’
8.	Undertaking regarding Declaration of Eligibility	Refer Annexure ‘H’
9.	Related Party Declaration (Third Party / Counter Party)	Refer Annexure ‘I’
10.	Related Party Declaration-Employee	Refer Annexure ‘J’
11.	Documents checklist	Refer Annexure ‘K’

1. Eligible Bidders

- This Invitation for Bid is open to all the bidders registered in Nepal who meet the Qualification Criteria as defined hereunder.
- Bidders should not be, as an individual or as a partner in JV banned/ de-listed/ black-listed/ debarred from business by any PSU/Govt. Deptt. /SAPDC/SLPDC in Nepal and India during the last 03 (three) years on grounds of corrupt/fraudulent practices and/or on any ground. An undertaking to this effect shall be furnished by the bidder as per the format attached **Annexure-‘H’**.

2. Minimum Qualifying Requirements:

- Insurance company should be registered in Office of Company Registrar, (Government of Nepal).
- Insurance company should have valid registration in Insurance Regulatory Authority of Nepal /Nepal Insurance Authority under Insurance Act 2049 B.S / 2079 B.S under Non-Life Insurance category.

- iii. Bidder intends to participate as Joint Venture/ Consortium are not allowed to bid.

3. Submission of Bid:-

The key particulars/details and dates of this invitation are as under:

Last date and time for availability/ downloading of Bid document on website https://etender.sjvn.co.in	: On or before 15.09.2026 (1530 Hrs)
Last date for receiving request for clarifications from Bidders.	: Three (03) days before Pre-bid meeting.
Venue, time and date of the Pre-bid meeting	: 24.08.2026 (1600 Hrs) through Video Conference (VC)
Deadline for submission of online bids	: Online submission: 15.09.2026(1530 Hrs.)
Deadline for submission of Offline Bids	: 22.09.2026 (1730 Hrs)
Date & time for Bid opening	: Part-I (Techno-commercial Bid): Online bid opening: 15.09.2026(1600 Hrs.) Part-II (Price Bid): Online bid Opening shall be notified later on, separately on following websites: www.sapdc.com.np www.sjvn.nic.in https://etender.sjvn.co.in (Only i.r.o. the bidders meeting the specified qualifying criteria and also whose Techno-commercial Bids are found responsive).
Venue for opening of bid proposals	: O/o Chief Engineer (P&C), SAPDC, Arun-3 HEP, Satluj Bhawan, Arun Sadan, Tumlingtar, Distt. Sankhuwasabha, Nepal Ph. +977-29-575154 E-mail Address: pnc.sapdc@sjvn.nic.in

3.1 **PREPARATION, UPLOADING AND SUBMISSION OF BIDS:**

Interested bidders have to register themselves on the e-portal i.e., <https://etender.sjvn.co.in/SRMLLogin/SRMLLogin.jsp> for downloading of Bid Documents, submission of bids etc. The details of registration process, bidding process etc. and bidder Manual is attached with the tender document.

Further, Amendments/Corrigendum /Notification (if any) shall be issued only on above mentioned websites.

Tender documents may be downloaded from <https://etender.sjvn.co.in> / www.sapdc.com.np / www.sjvn.nic.in after that tender shall be submitted online following the instructions given in Bidder's Manual. Bids shall be submitted online in single stage with contents indicated in Clauses 4 of RFP. In the first Envelope, Qualification Particulars and Techno-commercial Bid shall be submitted. The Techno-commercial bid of only those bidders who meet the qualifying criteria shall be evaluated.

After Techno-commercial evaluation, the Price Bids of Bidders whose Techno-commercial proposals are found responsive shall be opened. The bid should be serially numbered and properly indexed mentioning all constituents of bid including any enclosures/attachments etc. and their location page numbers in the bid.

Failure to submit the bid in systematic manner as above may result oversight of any important information provided by the bidder for which SAPDC shall not be responsible.

The Envelope-I and Envelope-II are to be uploaded online only.

4. **Contents of Bid:**

a. Online Submission: Envelope –I Bid (Qualification Particulars and Techno commercial Bid) shall contain the following:-

The following documents (*max. size of each attachment is 5MB*) may be scanned & uploaded on the portal as per table given below:

S. No.	Description of Documents	Name of File to be uploaded on the portal
1.	Copy of PAN/VAT registration, Certificate of Incorporation along with Memorandum of Association (MoA) and Article of Association (AoA) of company.	Company Profile Pdf
2.	Documentary proof for meeting out criteria laid down at Sr. No. 2 (MQR) above.	MQR. Proof Pdf
3.	Power of Attorney in favour of Authorized person signing the bid	POA. Pdf
4.	Duly signed and stamped copy of Annexure-'B' (Scope of work/Insurance).	Annex. B Pdf
5.	Duly signed and stamped of Annexure-'C' (Special Terms and Conditions for Insurance).	Annex. C Pdf
6.	Duly filled in, signed & stamped 'General Information of bidder/Insurance Companies' as per Annexure-'D'	Annex. D Pdf

7.	Duly signed and stamped 'Form of declaration' as per Annexure-'E'.	Annex. E Pdf
8.	Bank Account Details as per Annexure-'F'.	Annex. F Pdf
9.	Bid Security Declaration as per Annexure-'G'.	Annex. G Pdf
10.	Undertaking regarding Declaration of Eligibility as per Annexure-'H'.	Annex. H Pdf
11.	Related Party Declaration (Third Party / Counter Party) as per Annexure-'I'.	Annex. I Pdf
12.	Related Party Declaration-Employee as per Annexure-'J'.	Annex. J Pdf
13.	Documents checklist as per Annexure-'K'.	Annex. K Pdf
14.	Bidder shall submit the certificate duly signed by Chartered Accountant (CA) substantiating the Annual Turnover for FY of preceding three years (FY 2022-23, 2023-24 & 2024-25) & percentage of claim settlement (in Non-Life Insurance Category) for Year 2024-25	AT Pdf
15.	Bidder may also submit the other documents. (Except Price Bid).	Add. Doc Pdf

- The various documents are to be uploaded with the help of 'MAP' link provided at the relevant section of the portal.
- Bidder may put three (03) characters suffix for each file preceded by an 'under score' for their identification. (Example- poa_xyz.pdf).
- In case more file is to be uploaded under the same head Numeric suffix may be put by the bidder. (Example - poa1_xyz.pdf, poa2_xyz.pdf, poa3_xyz.pdf.....).
- For uploading any additional documents bidder may decide the name of file with prefix as 'other' succeeded by 'underscore' and suffix as name of document in short. (Example – other ISO certificate1_xyz.pdf, otherwise certificate2_xyz.pdf).
- For other types of files supported on the portal, please refer the related provisions on the portal.

b. Online Submission: Envelope-II (Price Bid) shall contain the following:

Price bid (BOQ):-

Price bid (BOQ) Under Envelope-II shall be submitted as per Annexure-A of RFP document through SJVN e-portal i.e. <https://etender.sjvn.co.in/SRMLLogin/SRMLLogin.jsp> only (by filling price part in electronic form/template & uploading soft/scanned copy of Duly filled, Signed & stamped of bid form, if any, under Envelope-II) (i.e., not in Hard copy), any other mode of submission of price bid part shall not be accepted.

The Price Bid should be duly filled in electronic form in conformity with the tender specification on the portal only. The BoQ is to be filled in for filling rates of the items to be filled in by the Bidder The calculation of amount by multiplying the quantities with the rates filled in by the bidder, sub-totals, total etc. shall be done by formulae already provided in electronic form. Where ever price for an item is left blank, in the BOQ, it shall be deemed to have been included in other items. In case of any discrepancy in the calculations, the rates shall be considered final and the amount calculated by using the same shall be corrected and considered as final. Further, in case of discrepancy in the total corresponding to addition or subtraction of sub-totals, the sub-totals shall prevail and total shall be corrected.

5. **Offline Bids Submission:** Bidders shall also submit the following hard copies of documents in an Envelope by the due date and time as mentioned in clause 3. The envelope received late or after the prescribed due date and time will not be entertained. SAPDC will not be responsible for any postal delay.

- (i) Bid security (in original) clearly mentioning '*Bid Security Declaration*'.
- (ii) Original Power of Attorney.

6. **Deadline for Submission of Bids:**

Complete Bids must be uploaded at the portal. Offline bids (hard copies of the documents) mentioned in Clause 5 must be received by the Employer at the address O/o Chief Engineer (P&C), Arun Sadan, Arun-3 HEP, SAPDC, Tumlingtar, Distt. Sankhuwasabha, Nepal no later than the time and date stipulated in the tender document. In the event of the specified date for the submission of bids being declared a holiday for the Employer, the hard copy of the documents will be received up to the specified time on the next working day.

7. **Opening of Bid:**

7.1 The Employer will open the Bids in the presence of Bidders' designated representatives who choose to attend, at the time, date, and location stipulated in the Bid Data. The Bidders' representatives who are present shall sign a register evidencing their attendance. No Bid shall be rejected at the Bid opening except for the late Bids submission.

7.2 Bidders may also view tender opening online on the portal at their end. The date of opening of Price Bids shall be intimated separately to all the techno-commercially responsive bidders. Price Bids shall be opened on due time, date and place as specified in invitation letter by the Employer. Price Bids of the Bidders whose Bids not found Techno-commercially responsive shall not be considered for opening and shall not be considered at all any further.

7.3 At the time of opening, all important information and any such other details as the Employer may consider appropriate, will be announced by the Employer. This shall include but may not be limited to the Bidders' names, the Bid Prices including deviations, any discounts and the presence (or absence) of bid security.

8. **Scope of work:** The Scope of work/Insurance & Terms and Conditions for Insurance for present assignment shall be as per *Annexure- 'B' & Annexure- 'C'* of this RFP Document.

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

10. **Bid Security Declaration:**

The Bidder shall furnish, as part of its bid, a Bid Security Declaration as per ***Annexure- 'G'***. The bid security shall be on Letter head of the Bidder. Declaration of Bid Security in original shall be submitted along with bid.

Any Bid not accompanied by an acceptable Bid Security Declaration shall be rejected by the Employer as non-responsive.

The Bidder shall be suspended for participation in the tendering process for works/ services of SAPDC for a period of one year from the date of issue of notice of such suspension by the Employer if the Bidder withdraws its Bid or varies any terms & conditions in regard thereto during period of bid validity or if the Bidder adopts corrupt or collusive or coercive or fraudulent practices.

11. **Evaluation:**

- i. The evaluation of Insurance Proposal (RFP) shall be based on the responsiveness to the condition of proposal.

- ii. The **Annexure-‘A’ (BoQ)** i.e. **“Schedule of Premium to be charged”** will be accepted only of those Insurers whose offer is complete in scope and do not contain any significant deviation from the RFP document of SAPDC.

Bidders/Insurance Companies should clearly indicate the list of ‘Exclusions and Assumptions’ (if any) in the proposal they submit to SAPDC.

- iii. The bidders whose offer is found complete in all respect without any significant deviation and offering overall lowest price at **Annexure-A (BOQ) i.e. “Schedule of Premium to be charged”** for the complete scope will be considered for award & in accordance with the Clause 15 (Award Criteria) of this RFP as below.

12. **Bill of Quantities (BOQ):**

12.1 Unless stated otherwise in the Bid Documents, the Contract shall be for the whole Works as described in Scope of Bid, based on the unit rates and prices in the BOQ at **(Annexure-A)** submitted by the bidder.

12.2 The bidder shall fill in rates and prices for all items of the Work/ service described in the BOQ at (Annexure-A) Items against which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the BOQ. The bidder shall offer rates in BOQ on portal <https://etender.sjvn.co.in/SRMLLogin/SRMLLogin.jsp>.

Any indication of BOQ in Part-I of bid shall lead to outrightly rejection of bid.

13. **Schedule of Premium to be charged:**

The bidder shall offer annual premium per policy as per BoQ “on Firm price Basis” and same shall not be subject to adjustment on any account except otherwise mentioned in the RFP. **The bidder is required to fill the rates in Annexure-‘A’ (BoQ) for two (02) years.** The quoted rates shall be **exclusive of VAT (if applicable) & Stamp duty which shall be paid as per actual by SAPDC.** Any new statutory variation occurs in accordance with laws and regulations under the contract including but not limited to rate of taxes after 7 days before the last date of submission of bid (if any), during the currency of the Contract including extension thereof (if applicable) shall be reimbursed/ adjusted on production of documentary proof.

14. **Payment:**

Premium shall be paid by OIC, as per actual capital sum insured after production of bill / demand note by the successful insurance company. The OIC shall be intimated separately at the time of LoA.

15. **Award Criteria:**

- i. The evaluation of Insurance Proposal (RFP) shall be based on the responsiveness to the condition of proposal.
- ii. The **Annexure-‘A’ i.e. (BoQ) “Schedule of Premium to be charged”** will be considered only of those Insurers whose proposal is complete in scope and do not contain any significant deviation in the proposal from conditions of RFP document.
- iii. The Insurers whose proposal is found complete in all respect without any significant deviation and offering overall lowest price for the complete scope will be considered for award.

In case of overall Premium of BOQ / Schedule of Premium offered by two or more responsive bidders/Insurance companies are same then, the bidder/Insurance company whose percentage of claim settlement (in Non- Life Insurance category) for Year 2024-

25 is higher, is considered as L-1 bidder & award may be made in favour of that firm/bidder/Insurance company. Further, if Premium offered by two or more responsive bidders/Insurance companies are same & percentage of claim settlement (in Non-Life Insurance category) is also same then, the bidder/Insurance company whose average annual turnover of preceding three years (FY 2022-23, 2023-24 & 2024-25) is higher, will be considered as L-1 bidder & award may be made in favor of that bidder/Insurance company.

SAPDC may seek the clarification and supporting documents i.r.o. above matter. If firm fails to furnish the relevant documents in support of above said matter i.e. in support of percentage of claim settlement (in Non-Life Insurance category) and/or annual turnover, then the bid/proposal shall be evaluated on the basis of available document.

16. **Rejection of the offer and other conditions:**

- i. SAPDC reserves the rights to reject any or all of the proposal either in part or in full without assigning any reasons whatsoever.
- ii. The bidders taking any significant deviation from conditions of RFP document shall be rejected.
- iii. The proposals shall be received by SAPDC not later than the time & date as specified in clause 3 of RFP. Any bid received by the SAPDC after the deadline prescribed under clause 3 shall be declared as '*Late/ Delayed Bid.*'
- iv. Any incomplete offer for **Annexure-A 'Schedule of Premium to be charged'**, will be considered as deviation and the offer of such Insurer will not be considered for award and shall be rejected.

17. **Liability:**

The Insurer shall be solely liable and legally responsible to SAPDC for collection of premiums, issue of policy documents, prompt settlement of claims etc. and to pay claims to the full extent subject to terms and conditions of policy.

18. **Policy Period:**

The period of policy shall be initially for a period of two (02) years from the date of issuance of LOA, though premium shall be paid on annual basis and can be extended further for 01 year on the same rates, terms and conditions on satisfactory performance.

Policy shall come into force from the date & time on receipt of insurance premium in the bank account of insurer. Insurance policy shall be handed over to SAPDC within 48 hours from the receipt of premium.

19. **Rejection of the offer and other conditions:**

- i. SAPDC reserves the rights to reject any or all of the proposal either in part or in full without assigning any reasons whatsoever.
- ii. The Insurers taking any significant deviation from conditions of RFP document shall be rejected.
- iii. After closing time of submission of proposals, no changes will be acceptable in case any Insurer submits any type of document, its offer will be rejected.
- iv. Any incomplete offer for Annexure-A 'Schedule of Premium to be charged', will be considered as deviation and the offer of such Insurer will not be considered for award and shall be rejected.

20. Termination:

This Insurance may be terminated at any time on the request of the SAPDC, in that case the Insurance Company will retain the premium at customary short period rate for the time the policy has been in force and balance premium will be refunded to the SAPDC. This insurance may also at any time be terminated at the option of the Insurance Company on 15 days' notice to that effect being given to the SAPDC in which case the Insurance Company shall be liable to repay on demand a ratable proportion of the premium for the un-expired term from the date of the cancellation.

21. Modification and withdrawal of Bid:

The Bidder may modify, substitute, or withdraw his bid after its submission but in any case before the official deadline for submission as per the provisions at the portal.

Any alteration/ modification in the Bid or additional information supplied subsequently to the Bid Due Date and time, shall be disregarded.

Withdrawal of a Price Bid during the interval between the deadline for submission of Bids and expiration of the period of Bid validity specified in Clause 9 shall result in the forfeiture of the Bid Security hereby.

22. Clarification of Bids:

During evaluation, the SAPDC may, at its discretion, ask the bidder for any clarification of its Proposal. The request for clarification and the response shall be in writing, and no change in the price or substance of the Proposal shall be sought, offered or permitted.

23. Language of the Bid:

All information in the Bid, correspondence and supporting documents, printed literature related to the Bid shall be in English. In case of documents being in language other than English, translated copies shall be submitted with the bid. In the event of any discrepancy in meaning, the English language copy of all documents shall govern.

24. Clarification of Bidding Documents: For any enquiry/clarification for submission of bid and any other information, the Bidders may contact to: -

Name	Designation	Contact No.	Address
Er. Sudeep Kumar Bhargava	CE (P&C)	+977-029-575154	Arun-3 HEP, SAPDC, Satluj Bhawan, Arun Sadan, Tumlingtar, Distt. Sankhuwasabha, Nepal.
Er. Kirti Swaroop	DGM (P&C)		

Bidders may also seek clarification on the terms and conditions mentioned in the RFP document by the last date of bid submission through email pnc.sapdc@sjvn.nic.in. The Employer will respond to clarification requests received 3 days prior to pre-bid meeting by clarifying the same in the Pre-bid meeting, if required. A separate notice regarding calling of Pre bid meeting will be issued on website, if required. Further, if it is determined that clarifications sought are necessary required for this RFP document, the clarifications/corrigendum shall be issued accordingly. Any clarification requiring an amendment to the bid document shall be issued as Corrigendum/Addendum, which shall be uploaded on websites www.sapdc.com.np , www.sjvn.nic.in & on portal <https://etender.sjvn.co.in> where all prospective Bidders may see the extended deadline. It is advised that bidders shall visit the above website regularly.

SAPDC shall not be obliged to respond to any request for clarifications received later than the above period. Further, mere request for the clarification from the bidders shall not be ground for seeking extension in the deadline for submission of bids.

25. Corrupt or Fraudulent Practices:

The Employer requires the bidders/Contractors under this contract observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, the Employer:

- (a) defines, for the purpose of these provisions, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to be detriment of the Employer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- (b) will reject a Bid for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts if he at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

26. Resolution of Dispute:

In case of any dispute or difference arises during the currency of contract, same shall be adjudicated as per Rules and Regulation of Nepal Insurance Authority/ Nepal Insurance Act.

- 27. Courts of Chainpur (Nepal) shall have exclusive Jurisdiction for adjudication upon the dispute arising out of the subject cited contract between the parties.
- 28. The contract shall be governed by and interpreted in accordance with the laws in force in Nepal.
- 29. SAPDC reserves the right to cancel / withdraw the RFP without assigning any reason thereof and shall bear no liability whatsoever consequent upon such a decision
- 30. More than one bid from the same bidder shall disqualify the bidder from participation in the bid.

31. Definitions:

Company/Employer : Means the SJVN Arun-3 Power Development Company Pvt. Ltd, (SAPDC), including the projects/offices under its management.

Insurer : The Insurance Company From whom the company takes the Insurance cover for the scheme.

Scheme : Means the Group Insurance (Accidental Insurance and/or Medical Insurance) as the case may be.

Nominee : Means the person(s) nominated by the covered employee for the Provident Fund, the person(s) to be nominated by the employee for this scheme.

Policy : Means the Insurance Policy taken by the Company.

Capital Sum Insured : As per scope of Insurance.

- 32. For any enquiry/clarification for registration, e-tendering system linked with technical issue/support, the Bidder may contact the persons as per link below:

Name	Phone No.
Mr. Mainak Ghosh	9702508617/ +91-9038875076 (WhatsApp)

Annexure-‘A’
(To be filled online on e-tendering portal only)

<u>Bill of Quantities (BOQ) /‘Schedule of Premium to be Charged’</u>					
Subject: (RFP-19/2026): “Group Personal Accidental Insurance Policy of sum insured of NPR 1.00 Crore in r/o 25 Nos. Officials/Employees of SJVN Visiting SAPDC.”					
Sr. No.	Description	No. of Employees /person (A)	Annual premium per person (NPR) (Excluding VAT & Stamp duty) (B)	Total Annual premium (NPR) (Excluding of VAT & Stamp duty) (C=A*B)	Total premium (NPR) (Excluding of VAT & Stamp duty) for two years (D=C* 2 years)
1	Group Insurance Policy for 25 most frequent visitors for Sum Insured of NPR 1.00 Crore per Person including RSMDST (i.e. Riot, Strike, Malicious Damages, Sabotage & Terrorism).	25			
Total Amount of premium for 2 years (NPR) (Exclusive of VAT & Stamp duty)					

Note:

1. VAT (if applicable) & Stamp Duty shall be paid extra as per actual by SAPDC.

Date:

Place

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

SCOPE OF WORK/INSURANCE

- i. **Description of Insurance Cover:** Insurance cover for maximum 25 persons will be required at a time from the list of 25 most frequent visitors (as per the list shall be provided by SAPDC) SJVN employees in the territory of Nepal & list of the same shall be provided by SAPDC at the time of finalization /issuance of policy.
- ii. Insurance shall cover the Death and Permanent total disablement against Accident including RSMDST in the territory of Nepal.

SPECIAL TERMS AND CONDITIONS FOR INSURANCE

- i. The policy shall be initially for a period of two (02) years from the date of issuance of LOA, though premium shall be paid on annual basis and can be extended further for 01 year on the same rates, terms and conditions on satisfactory performance.

Policy shall come into force from the date & time on receipt of insurance premium in the bank account of insurer. Insurance policy shall be handed over to SAPDC within 48 hours from the receipt of premium.

- ii. **Payment:** Premium shall be paid by OIC, as per actual capital sum insured after production of bill / demand note by the successful insurance company. The OIC shall be intimated separately at the time of LoA.
- iii. **Liability :** The Insurer shall be solely liable and legally responsible to SAPDC for collection of premium, issue of policy documents, prompt settlement of claims etc. and to pay claims to the full extent subject to terms and conditions of policy.
- iv. The contract shall be governed by and interpreted in accordance with the laws in force in Nepal.

General Information of bidder/Insurance Companies(RFP-19/2026)

Sr. No.	Description	Particulars (To be filled by Insurance Agency)
1.	Name and address of the Insurer	
2.	Fax/ e-mail address	
3.	Phone No. (Office)	
4.	Name, designation, contact no. and email address of the official of the Insurer to whom all the references shall be made	
5.	Insurer to whom all the references shall be made at	
(a)	Head Office (HO)-	
(b)	Divisional Office (DO)-	

Date:**Signature of Authorized Official
with Designation and Stamp**

FORM OF DECLARATION

We, M/s _____ (name of Bidder/Insurer) having its registered office at _____ (hereinafter referred to as 'the Bidder/Supplier') having carefully studied completed RFP document & its Terms & conditions etc. and all corrigendum (if any) pertaining to the **“Group Personal Accidental Insurance Policy of sum insured of NPR 1.00 Crore in r/o 25 Nos. Officials/Employees of SJVN Visiting SAPDC.”** (RFP-19/2026)” the local and site conditions and having undertaken to execute the said works, DO HEREBY DECLARE THAT:

- 1) We are familiar with all the requirements of the Contract and has not been influenced by any statement or promise of any person of the Employer.
- 2) We undertake that all the documents uploaded along with the RFP document have been read and there is no deviation from the terms and conditions of the RFP document including Corrigendum/Addendum (if any). The submitted Techno-Commercial/Price Bid proposals are without any deviations and are strictly in conformity with the documents issued by the Employer.
- 3) We are experienced and competent Bidder to perform the Contract to the satisfaction of Employer and are familiar with all general and special laws, acts, ordinances, rules and regulations of the Government of Nepal that may affect the work, its performance or personnels employed therein.
- 4) We will comply with all guidelines of Nepal Insurance Authority. Employer shall not be responsible in case of any non-compliance by the us with the guidelines of the regulator.
- 5) The above statement submitted by us is true and correct to our best knowledge.

Date:

For and on behalf of the Bidder/Insurer

.....

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

BANK ACCOUNT DETAILS (RFP-19/2026)

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	
<i>#Copy of cancelled cheque may also be attached</i>		

For and on behalf of the bidder /Supplier

.....

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

(To be executed on Letterhead of the Bidder) (RFP-19/2026)

(Bid Security Declaration)

Tender No:

Date:

To

**CE (P&C), SAPDC
Satluj Bhawan, Arun Sadan, Tumlingtar,
Distt. Sankhuwasabha, Nepal**

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, *[Name of the bidder]*, shall not be withdrawn or varied during the period of bid validity as stipulated in the RFP Document.

I, on behalf of bidder, *[Name of the bidder]*, also accept the fact that in case the bid is withdrawn or varied any term & condition in regard hereto during the period of bid validity, or if we adopt the corrupt or coercive or fraudulent practices, then *[Name of the Bidder]* will be suspended for participation in the tendering process for the works of SAPDC, for a period of one year from the date of issue of notice of such suspension by the Employer.

Date:

(Signature of Authorized

Signatory)

Place:

(Name).....

(Designation)

(Common Seal).....

**** In case of a sole Bidder, Bid Security declaration should be on the letterhead of the Bidder and should be signed by a person competent to bind the Bidder. Proof of same in form of Power of Attorney or other document may be enclosed with the bid.***

UNDERTAKING REGARDING DECLARATION OF ELIGIBILITY(RFP-19/2026)

To:

[Name and address of Employer]

Dear Sir,

It is hereby certified that, we {Insert Name of Bidder/Firm)
as an individual or as a partner in JV are not banned/ de-listed/ black-listed/ debarred
from business by any PSU/Govt. Deptt./SAPDC/SLPDC in Nepal & India during the
last 03 (three) years on grounds of corrupt/fraudulent practices and/or on any ground.
We will immediately inform to Employer (SAPDC) in case of any change in the status
any time here in after.

We

remain,

Yours

sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder/Firm

Address:

Seal of the Bidder/Firm_____

Related Party Declaration - Third Party / Counterparty(RFP-19/2026)

Name of counterparty:

Address:

PAN:

CIN/Registration No.

Nature of Transaction:

NIT/LOA/PO/MoU/Other reference No. (if any);

Declaration

It is hereby declared that the above-named counterparty:

1. is/is not a Related Party of SJVN/SAPDC Limited within the meaning of Section 2(76) of the Companies Act, 2013 and Indian Accounting Standard (Ind AS)-24.

2. In case the counterparty is a Related Party, the details are as under.

A. Nature of Related Party Relationship **(tick/specify, as applicable):**

- Director of SJVN/SAPDC Limited
- Key Managerial Personnel of SJVN/SAPDC Limited
- Relative of Director / KMP of SJVN/SAPDC Limited
- Entity in which Director / KMP or their relative is partner/ Director/ has control/significant influence
- Subsidiary/Associate / Joint Venture of SJVN/SAPDC Limited
- Any other relationship (please specify):

B. Person(s) / Entity(ies) with whom the related party relationship exists

Name of Person / Entity:

Designation/Position/Role/Association with SJVN/SAPDC Limited: Relationship:

3. Any change in the above particulars shall be promptly informed in writing.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Place:

Related Party Declaration – Employee (RFP-19/2026)

Name of Employee/ Candidate:

Employee Code/ Registration/Application no

Designation/ Post Applied For:

Declaration

It is hereby declared that:

1. The employee/ candidate does/does not have any relationship that qualles as a Related Party relationship with SJVN/SAPDC Limited.

[In case of existence of a Related Party relationship, the details are as under]

A. Nature of Relationship (tick/specify, as applicable):

- Relative of Director/KMP
- Any other relationship (please specify)

B. Person(s) with whom the related party relationship exists:

Name of Person:

Designation/ Position / Role /Association with SJVN/SAPDC:

Limited Relationship:

4. Any change shall be promptly intimated.

Signature of Employee/ Candidate:

Name:

Date:

Place:

Documents Checklist (RFP-19/2026)**(To be filled by Bidder and shall be enclosed in PART-I (ENVELOPE-1) of Bid)****(Online bid)**

Sr. No.	Documents	Attached
		Yes/No
A.	PART-I (ENVELOPE-1) Except Price Bid * No information regarding Price shall be enclosed in PART-1 (ENVELOPE-1)	
1.	Copy of PAN/VAT registration, Certificate of Incorporation and Memorandum of Association (MoA) & Article of Association of company (AoA)	
2.	Documentary proof for meeting out criteria laid down at Sr. No. 2 (MQR): (i) Copy of Registration Certificate issued by Office of Company Registrar, Nepal. and (ii) Copy of valid License/ valid Registration Certificate issued by Insurance Regulatory Authority of Nepal/Nepal Insurance Authority under Insurance Act 2049 B.S / 2079 B.S under Non-Life Insurance category .	
3.	Power of Attorney in favour of Authorized person signing the Bid.	
4.	Duly signed & stamped Annexure-‘B’	
5.	Duly filled in, signed & stamped Annexure-‘C’ and ‘Annexure-‘D’ .	
6.	Annexure-‘E’	
7.	Annexure-‘F’ .	
8.	Annexure-‘G’	
9.	Annexure-‘H’	
10.	Annexure-‘I’	
11.	Annexure-‘J’	
12.	Document duly verified by Chartered Accountant (CA) substantiating the Annual Turnover for FY of preceding three years (FY 2022-23, 2023-24 & 2024-25) & Document duly verified by Chartered Accountant (CA) substantiating the percentage of claim settlement (in non-life category) for Year 2024-25.	
13.	Bidder may also submit the other documents i.r.o. policy/proposal/benefit details etc. (Except Price Bid).	
B.	Price Bid (To be submitted online only)	
1.	Price Bid (BoQ) as per Annexure-‘A’	