

# **BIDDING DOCUMENT**

## **PROCUREMENT OF Livelihood and Enterprises related Items**

### **National Competitive Bidding (NCB)**

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#### **Group of Helping Hands (SAHAS) Nepal**

Sanepa, Lalitpur

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## 1. Introduction

### 1.1. Invitation to Bid

SAHAS Nepal is one of the leading national NGOs, established in 1996 with focusing its efforts among vulnerable families and rural communities who are socially excluded and deprived of opportunity. SAHAS Nepal is implementing “Breaking The Bond” project in partnership with Street Child. We are planning to procure goods required for the BTB Project. Therefore, we invite your company/firm to submit a bid for given different livelihood and enterprises related materials based on the specifications, requirements and terms and condition set forth in this Bid document. This Bid intends to enable SAHAS Nepal to identify qualified suppliers for the supply of above mentioned materials. The Bid describes our current understanding of our needs however these needs and specifications can be changed if SAHAS Nepal feel necessary.

### 1.2. Summary of Bid

The objective of the Bid is to enter into an agreement with suppliers for provision of Livelihood and Enterprises related materials items. This award will be conditional on the ability of suppliers to provide goods that meet SAHAS Nepal standard specification (as attached) in accordance with the delivery schedule.

Although the successful bidder may become the dedicated supplier, this agreement will not constitute an exclusive contract. In the event that any supplier cannot meet the agreed delivery schedule, another supplier shall be sought by SAHAS Nepal for the particular purchase to ensure that the needs of SAHAS Nepal are met.

### 1.3. Office Contact

Suppliers will submit any inquiries, responses of intention to bid, clarifications or requests relating to this Bid to the following email address:

**info@sahasnepal.org.np**

## 2. Instructions for intending to respond and submitting of Bids

1. Bidder must submit the bid document with organization stamp and authorized signature in **each pages**.
2. Bidder must quote the price for **all** the material otherwise the SAHAS Nepal reserve right to reject the bid document.
3. Bidder must fill the rate in the Bid form **clearly both** in figure and words and if there is any variation in figure and words, the rate written in words will be valid one.
4. Sealed Bids must be submitted to the email address of SAHAS Nepal on or before 5:00 PM on **2021/02/21**. Documents received after this deadline shall not be accepted.
5. Bids shall be opened in the presence of Bidders' representatives (not compulsory) who choose to attend at 01:00 PM on **2021/02/23** at the office of SAHAS Nepal, Sanepa, Lalitpur. Any change in the date shall be notified.

6. Bids must be valid for a period of 45 days counting from the day of bid opening and Bidder shall deposit 2.5 % cash or bank guarantee at the time of bid document submission and bidder awarded contract shall deposit 2.5% of contract amount as security in the bank account of SAHAS Nepal before conclusion of the procurement contract.
7. Bidder awarded contract must provide materials at their own cost to SAHAS Nepal, **Dhanusha (Janakpur), Mahottari (Bardibas), Siraha (Golbazar) and Saptari (Rajbiraj) and Sunsari (Itahari) district**. SAHAS Nepal will not be responsible for any damage or losses during transportation. Verification will be done by SAHAS Nepal staff before the materials are dispatched and after receiving.
8. All bidders' responses and supporting documentation will become the property of SAHAS Nepal and will not be returned.
9. SAHAS Nepal reserves the right to select any option or combination of options that best meets its business requirements and to hold discussions with any and all bidders at any time at its absolute discretion without informing other bidders.
10. This Bid document is provided for the exclusive use of interested suppliers. Copies of the documents obtained from other sources shall not be considered valid.
11. SAHAS Nepal will not be liable for any costs incurred by Suppliers in the preparation of any offers, documentation or presentations relating to this Bid.
12. Sample material are highly appreciated from vendors which will not be refundable
13. Suppliers responsibility is to packaging of Materials in their own cost.
14. The materials delivered need to be as per the specification and ISO/NS certified.

### **3. Required Written Response**

Suppliers must respond in a format (or separately attached to the Bid document) that refers to the following sections and numbered items and must specifically address each and every request for information contained herein. If the Bidder is unable to comply with any information requested, an explanation must be provided as part of the response.

#### **3.1. Company Information**

- 1) Company's full name, corporate address, telephone number and fax number.
- 2) Company's primary contact and back-up contact. Include title, address, telephone number, fax number and email address.
- 3) Describe the company's experience in partnering with GoN/other global INGO and/or NGO clients (if any). Submit references from other GoN/INGO and/or NGOs, if any.
- 4) Provide Company's legal documents;
  - A copy of Company Registration Certificate
  - A copy of VAT Registration Certificate
  - A Copy of Tax Clearance Certificate of FY 2076/2077 .
- 5) Describe any conflicts of interest that your company may have in entering into a relationship with SAHAS Nepal.

### 3.2. Description of goods

Livestock Items									
SN	Material	Brand/Specification	Female	Male	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
						In figure	In words		
1	Ducks (9 Female & 1 Male per girls)	Indian Runner Mix / Hongkong Cross (4 months)	4878	542	5420				
2	Hen ( 1 male and 5 female) 6 pieces per girl	Giraraj/Koiler (2 months old)	455	91	546				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Vehicle Items							
SN	Material	Brand/Specification	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	Bicycle	Prince cycles (PC:M-3006), Wheel size: 26x1.5 With heavy carrier (PC:191, CR 9x16 with side handle; Size: 28x1.5)	106				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Furniture and Raw Materials							
SN	Material	Brand/Specification	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	Wooden Table	2.5 X 4 feet	72				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Plastic and Metal Utensils Items							
SN	Material	Brand/Specification	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	Momo Cooking utensil	#5size 4 pan-set	35				
2	Chowmein pan	Taba of flame per pcs	35				
3	Steel Plate	Gautam Stainless Steel ( Size: 6 inch)	130				
4	Chowmein cooking fork	per pcs	35				
5	Small baltin	Plastic per pcs	13				
6	Different small boxes (Harek Maal wala)	Plastic per pcs	13				
7	Chopping board and Knife	Prestige Size: 40X25; (Thickness:5-7 mm)	17				
8	Knife	Kiwi 5" (511)	17				
9	Belna Chakla	Local wooden set per set	4				
10	Jhajhari (Jhajhar)	Big size with flame per pcs	4				
11	Spatula (Dadu puniu)	Karchhul, chholani with steel per pcs	4				
12	Karahi (Falame)	5 kg	4				
13	Tapesh (Dekchi)	Silver 2kg	4				
14	Steel Glass	Famous steel, size: 6.5", Thickness: 90 (gms)	296				
15	Fry Pan	Aluminium Flat type per pcs	68				
16	Spatula	Karchhul, chholani set	68				

17	Spoon	Steel (S.S. spoons)	204				
18	Tapesh with lid (Dekchi)	2 Kg weight	68				
19	Weight Balance	Dhak-50g,100g,200g, 1/2kg,1kg,2kg per set	106				
20	Gas set (cylinder, burner, regulator, pipe)	Novel Gas; Burner- Sunshine brand	107				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Groceries Items							
SN	Material	Brand/Specification	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	Chowmein	Per pkt 1/2 kg	49				
2	Soya Sauce	200 ml per bottle Century brand	49				
3	Salt	Aayo nun per kg pkt	134				
4	Ajina Moto	200 gram packet	49				
5	Tomato Sauce	200 gram century brand	49				
6	Chilly Sauce	200 ml bottle Century brand	49				
7	MO:MO Masala	100 gm, Century brand	49				
8	Meat Masala	100 gm, Century brand	49				
9	Vinegar	300 ml bottle, Druck brand	49				
10	Soyabean	per kg	24.5				



11	Chauchau	40 pcs per pkt	13			
12	Mustard oil	per ltr, Dhara brand	13			
13	Black Salt	per kg	6.5			
14	Chat Masala	100 gm, Century brand	13			
15	Readymade Panipuri	Centry brand	26			
16	SunflowerOil	Sun flow	134			
17	Jaljira	pkt	13			
18	Maida	Gyan per kg	8			
19	Jwano	100 gm Packet per pkt	4			
20	Garam Masala	100 gm, Century brand	4			
21	Biscuit of Rs. 10	per pkt	150			
22	Choco fun	per pkt	150			
23	Chocolate	per pkt	150			
24	Candy	Per jar	150			
25	Potato Chips	per crt, CG	150			
26	Noodles	per crt, Wai wai	150			
27	Bath Soap	Per dzn, lifeboy small size	150			
28	Bhujiya Chow Chow,	per crt, Wai wai	150			
29	Spices Masala Packets (Upto Rs 5 and 10)	per pkt	150			
30	Soan Papadi	Per jar	75			
31	Pouch Sampoo	per 100 pcs, Sunsilk	75			
32	Pouch Oil	per mala	75			
33	Tea Packet (Chiyapatti)	100 gm Tokla/Muna	150			
34	Tooth Paste	Per dzn, close up	75			

35	Tooth Brush	Per dzn, colgate	75			
36	Agarbatti	Per dzn	75			
37	Match Stick	per pkt	150			
38	Packed Spices and nut	per dzn pkt	150			
39	Bhujiya (Dalmoth Bhujiya)	per pkt	225			

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Baby Toy and clothes							
SN	Material	Brand/Specification	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	T-Shirt	Male and female	57				
2	Vest	Male	57				
3	Inner Garments	Male and female	57				
4	Bhoto		57				
5	Frock		38				
6	Baby set		38				
7	Baby Mask		38				
8	Doll Small		38				
9	Toy Vehicle		38				
10	Ball	Dzn	38				
11	Baja (PePe)	pcs	38				
12	Ballon	different pkt	38				
13	Whistel	Dzn	38				

14	Plastic Planes, animals	per pcs	76				
15	Lattu/beblet	per pcs	38				
16	Firfire	Dzn	38				
17	Toy Phone/mobile	pcs	38				
18	Durbin	per pcs	38				
19	Fan	set	38				
20	kirkiriya gan	per pcs	38				
21	Pata gun	per pcs	38				
22	Footbal	per pcs	38				
23	Jeep All Variety	per pcs	76				
24	Doger	per pcs	76				
25	Damaru	per pcs	38				
26	Net Jali	per pcs	19				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Cosmetic Items							
SN	Material	Units	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	Gajara	Pcs	102				
2	Headband	Pcs	102				
3	Tika ( Bindiya)	Pcs	102				
4	Gajal/Kajal	Pcs	102				
5	Face Powder	Pcs	102				

6	Face Cream	Pcs	102				
7	Nak ko Fuli	Pcs	102				
8	Nathiya	Pcs	68				
9	Lipstick	Pcs	102				
10	Jhumka (Ear Ring)	Pcs	102				
11	Top (Motiko)	Pcs	102				
12	Necklace	Pcs	68				
13	Authi	Pcs	102				
14	Nail poulis	Pcs	102				
15	Mehadhi	Pcs	102				
16	Hair elastic	pkt	68				
17	Hair Clip (Chimta)	Pcs	102				
18	Sindur	Pcs	102				
19	Small Mirror	Pcs	68				
20	Nail Cut	Pcs	102				
21	Handkerchif	Pcs	102				
22	Shampoo	Pcs	102				
23	Different item keeping box	Pcs	34				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Agricultural Materials & Tools Items								
SN	Material	Brand/Specification	Units	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
					In figure	In words		
1	Mushroom Spawn	200 gm pkt	pkt	30				
2	Plastic, Mushroom ko lagi	per kg, for Mushroom germination	kg	0.75				
3	Plastic Dori	1 Bondal per pkt	pkt	6				
4	Metal Drum/Straw Boiler	silver top in 5kg per kg	kg	6				
5	Lime Stone	per kg	kg	6				
6	Pumpkin seed	10 gm packet-f1	pkt	6				
7	Chilly seed	10 gm packet-f1	pkt	6				
8	Bori seed	100 gm packet	pkt	6				
9	Lauka seed	10 gm packet-f1	pkt	6				
10	Kakro seed	100 gm packet	pkt	6				
11	Ghiraula seed	10 gm packet-f1	pkt	6				
12	Bhindi seed	50 gm packet-f1	pkt	6				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Livestock Shed Materials Items								
SN	Material	Brand/Specification	Units	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
					In figure	In words		
1	Bamboo	Local available	Piece	1899				
2	Wire net	Local available	Meter	633				
3	Iron Nails (Kila) 2 inch	Local available	Kg	316.5				
4	Fencing wire (5-7 mm)	Local available	kg	158.25				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

Groceries Perishable Items							
SN	Material	Units	Total Quantity	Unit Price		Total Amount (NPR)	Remarks
				In figure	In words		
1	Onion	per kg	60				
2	Cabbage	per kg	53				
3	Tomato	per kg	49				
4	Capsicum	per kg	24.5				
5	Maida	Gyan Maida	49				
6	Garlic	per kg	27				
7	Ginger	per kg	27				
8	Coriander Powder (Dhaniya)	per kg (250 gm ko)	61				

		packate bala)					
9	Cumin Powder (Jira)	per kg	15				
10	Chilly Powder	per kg	22				
11	Turmeric	100 gm Packet per pkt	82				
12	Kerau	per kg	9				
13	Badam	per kg	6.5				
14	Chilly green	per kg	6.5				
15	Potato	per kg	21				
16	Lemon	per pcs	13				
17	Emli (Chuk amilo)	pkt	13				
18	Bamboo crosser	per pcs	13				
19	Jira Powder	pkt	13				
20	Besan	per kg	4				
21	Green Chilly	per kg	36				
22	Dry chilly	per kg	2				
23	Mumfali Badam	per kg	1				
24	Cumin	per kg	2				
25	Chamal Ko Pitho	per kg	4				
26	Egg	2 caret per person	136				

**Note: SAHAS Nepal reserves right for change in quantity and brand/specification, if required without any justification and reason.**

### **3.3. Timing**

Material must be delivered within **15 days of issuing Purchase Order**. Time is of the Essence; therefore, if the delivery of the goods is later than the stipulated time, a penalty 2.5 % of PO may be charged. The penalty will be deducted at the time of payment. (Special case will be consider)

### **3.4. Pricing and Pricing Methodology**

1. All prices quoted must remain valid and available for acceptance by SAHAS Nepal for 45 days,
2. All prices quoted must be mention including VAT or not. If not mentioned it is assumed as including VAT,
3. All prices quoted must be mention including packing cost. If not mentioned it is assumed as including packing cost,
4. Transportation cost to be charged for delivery of goods to deliverable site must be mentioned separately, If not mentioned it is assumed as including transportation cost.
5. Undisputed invoices shall be paid within thirty (30) days from the date of receipt of the original invoice and goods after delivery.
6. Payment shall be in NPR and Payment will happen via account payee Cheque.

## **4. EVALUATION**

### **4.1. Evaluation Criteria**

SAHAS Nepal will evaluate the submitted Bid forms and select a Supplier, at its absolute discretion.

Criteria that may be used includes but is not limited to the following, in no particular order:

1. Product quality, reputation and performance.
2. Thoroughness of Bid preparation.
3. Capability of the supplier to deliver the material by the required dates
4. Competitive price offered by bidder.
5. Sample verification.
6. Flexibility of Suppliers.
7. Acceptance of terms and conditions of SAHAS Nepal.
8. Reliable delivery methods.
9. Proven performance and experiences.

### **4.2. Grounds for disqualification of Bid**

Bidders will be excluded from participation in a bidding process if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.



2. They have been guilty of professional misconduct proven by any means which SAHAS Nepal can justify.
3. During the course of contract, if it is found that any child labor and/or child are being exploited, abused, and sexually harassed; the contract shall be terminated immediately. SAHAS Nepal will not be responsible for any loss occurs if it is found guilty.

Bidders must certify that they are not in one of the situations above.

#### **4.3. Exclusion from Award of Contract**

Contracts may not be awarded to Candidates or Bidders which, during the procurement procedure:

1. Are subject to a conflict of interests.
2. Are guilty of misrepresenting the information required by SAHAS Nepal Office as a condition of participation in the contract procedure or fail to supply this information.

***SAHAS Nepal reserves the right to accept or reject any/all Bid forms or cancel the whole process without any necessary justification.***

#### **5. Please send your Bid proposals to:**

**SAHAS Nepal  
Sanepa, Lalitpur**

***By signing below, you confirm your acceptance of the above condition of Bid:***

**Signature:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Name of Company/Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Company seal