

BIDDING DOCUMENT

PROCUREMENT OF Livelihood and Enterprises related Items

National Competitive Bidding (NCB)

Group of Helping Hands (SAHAS) Nepal

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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 “Marginalized No More” project in partnership with Street Child. We are planning to procure goods required for the MNM 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) districts**. 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 venders 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)	3807	423	4230				
2	Hen (1 male and 5 female) 6 pieces per girl	Giriraj/Koiler (2 months old)	675	135	810				

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)	90				

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	Dhakiya	Made with Bamboo per pcs	130				
2	Thela	pcs	60				
3	Wooden Table 2.5X4	per pcs	71				
4	Bamboo for Mudha training and support	Pcs	117				

5	Scissor	pcs	39				
6	Inchi tap	pcs	39				
7	Hammer	pcs	39				
8	Pilas	pcs	39				
9	Saw	pcs	39				
10	Khukuri	pcs	39				
11	Nylon	kgs	78				
12	Tyre Old	pcs	312				

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	Weight Balance	Dhak-50g,100g,200g.1/2kg,1kg,2kg per set	90				
2	Creat	Plastic per pcs	90				
3	Momo Cooking utensil	#5size 4 pan-set	60				
4	Chowmein pan	Taba of flame per pcs	60				
5	Plate	Full plate per pcs	342				

6	spoon	per pcs	342			
7	Fork	per pcs	180			
8	Chowmein cooking fork	per pcs	60			
9	Steel glass	sada per pcs	180			
10	Gas set (cylinder, burner, regulator, pipe)	set	60			
11	Steel plate	per pcs	168			
12	Tapesh (Dekchi)	on 2kg with silver per kg	45			
13	Small baltin	Plastic per pcs	28			
14	Different small boxes (Harek Maal wala)	Plastic per pcs	28			
15	Chopping board	Prestige Size: 40X25; (Thickness:5-7 mm)	45			
16	Knife	Kiwi 5" (511)	61			
17	Belna Chakla	Local wooden set per set	17			
18	Gas set	Gas set (cylinder chulaha single, burner, regulator, pipe)	17			
19	Jhajhari (Jhajhar)	Big size with flame per pcs	17			
20	Spatula (Dadu puniu)	Karchhul, chholani with steel per pcs	17			
	Karahi (Falame)	5 kg	17			
21	Glass	steel per pcs	318			
22	Gas Set (Gas Stove with two burner)	Gas sylander with single chulaha	54			

23	Fry Pan	Aluminium Flat type per pcs	54				
24	Spatula	Karchhul, chholani set	54				
25	Tapesh with lid (Dekchi)	per pcs	54				
26	Weighing balance	Dhak- 50g,100g,200g.1/2kg,1kg, 2kg per set	40				
27	Tea kettle	PCs	16				
28	Suspane	PCs	16				
29	Chiya chhanne	PCs	16				
30	Tea Glass	PCs	192				
31	Tea spoon	PCs	48				
32	Glass & Cup Hanger	PCs	16				
33	Karahi	PCs	16				
34	Chhanotha (jhaj)	PCs	16				
35	Belna ,pira	PCs	16				
36	Gas with big stove	Set	16				
37	Khapri (Clay pot)	per pcs	40				
38	Baluwa Chhanne Bhada	per pcs	40				
39	Baluwa Channe Chalni	per pcs	40				
40	Plastic Bag (For Packaging)	2.5 KG/Pac.	120				
41	Handi	per pcs	40				

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	60				
2	Soya Sauce	200 ml per bottle druk brand	60				
3	Oil	per ltr bottle	92				
4	Salt	Aayo nun per kg pkt	239				
5	Ajina Moto	200 ml bottle per bottle	60				
6	Tomato Sauce	200 gram druk brand	60				
7	Chilly Sauce	200 ml bottle Century brand	60				
8	MO:MO Masala	100 gm, Century brand	60				
9	Meat Masala	100 gm, Century brand	60				
10	Vinegar	per kg	60				
11	Soyabean	per kg	30				
12	Chauchau	40 pcs per pkt	28				
13	Mustard oil	per ltr	28				
14	Black Salt	per kg	14				
15	Chat Masala	per pkt	28				
16	Readymade Panipuri	per kg	56				
17	SunflowerOil	per ltr	28				

18	Jaljira	pkt	28			
19	Maida	Gyan per kg	34			
20	Jwano	100 gm Packet per pkt	17			
21	Soyabean Oil	Neelkamal per ltr	17			
22	Garam Masala	per pkt	17			
23	Vegetable Oil	per ltr	54			
24	Rice (Tarahara or OR44 variety)	per kg	400			
25	Biscuit of Rs. 10	per pkt	152			
26	Choco fun	per pkt	152			
27	Chocolate	per pkt	152			
28	Candy	Per jar	152			
29	Potato Chips	per crt	152			
30	Noodles	per crt	152			
31	Bath Soap	Per dzn	152			
32	Bhujiya Chow Chow	per crt	152			
33	Spices Masala Packets (Upto Rs 5 and 10)	per pkt	152			
34	Soan Papadi	Per jar	76			
35	Pouch Sampoo	per 100 pcs	76			
36	Pouch Oil	per mala	76			
37	Tea Packet (Chiyapatti)	per pkt	152			
38	Tooth Paste	Per dzn	76			
39	Tooth Brush	Per dzn	76			
40	Agarbatti	Per dzn	76			
41	Match Stick	per pkt	152			

42	Packed Spices and nut	per dzn pkt	152				
43	Bhujiya (Dalmoth Bhujiya)	per pkt	228				

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	48				
2	Vest	Male	48				
3	Inner Garments	Male and female	48				
4	Bhoto		48				
5	Frock		32				
6	Baby set		32				
7	Baby Mask		32				
8	Doll Small		32				
9	Toy Vehicle		32				
10	Ball	Dzn	32				
11	Baja (PePe)	pcs	32				
12	Ballon	different pkt	32				
13	Whistel	Dzn	32				

14	Plastic Planes, animals	per pcs	64				
15	Lattu/beblet	per pcs	32				
16	Firfire	Dzn	32				
17	Toy Phone/mobile	pcs	32				
18	Durbin	per pcs	32				
19	Fan	set	32				
20	kirkiriya gan	per pcs	32				
21	Pata gun	per pcs	32				
22	Footbal	per pcs	32				
23	Jeep all variety	per pcs	64				
24	Doger	per pcs	64				
25	Damaru	per pcs	32				
26	Net jali	per pcs	16				

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	Ribbon	Pcs	216				
2	Gajara	Pcs	216				
3	Headband	Pcs	216				
4	Tika (Bindiya)	Pcs	216				
5	Gajal/Kajal	Pcs	216				

6	Face Powder	Pcs	216			
7	Face Cream	Pcs	216			
8	Nak ko Fuli	Pcs	216			
9	Nathiya	Pcs	144			
10	Lipstick	Pcs	216			
11	Jhumka (Ear Ring)	Pcs	216			
12	Top (Motiko)	Pcs	216			
13	Necklace	Pcs	144			
14	Authi	Pcs	216			
15	Nail poulis	Pcs	216			
16	Mehadhi	Pcs	216			
17	Hair elastic	pkt	144			
18	Hair Clip (Chimta)	Pcs	216			
19	Sindur	Pcs	216			
20	Small Mirror	Pcs	144			
21	Nail Cut	Pcs	216			
22	Handkerchif	Pcs	216			
23	Shampoo	Pcs	216			
24	Different item keeping box	Pcs	72			
25	Dhakiya	Pcs	72			

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	630				
2	Plastic	per kg	kg	16				
3	Plastic Dori	1 Bondal per pkt	pkt	126				
4	Metal Drum/Straw Boiler	silver top in 5kg per kg	kg	63				
5	Lime Stone	per kg	kg	126				
6	Pumkin	10 gm packet-f1	pkt	63				
7	Chilli	10 gm packet-f1	pkt	63				
8	Bori	100 gm packet	pkt	63				
9	Lauka	10 gm packet-f1	pkt	63				
10	Kakro	100 gm packet	pkt	63				
11	Ghiraula	10 gm packet-f1	pkt	63				
12	Bhindi	50 gm packet-f1	pkt	63				
13	Nursery tray		pcs	63				
14	Khurpi		pcs	63				
15	Kodalo		pcs	63				
16	Watering can		pcs	63				

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	1674				
2	Wire net	Local available	Meeter	558				
3	Iron Nails (Kila) 2 inch	Local available	Kg	279				
4	Fencing wire (5-7 mm)	Local available	kg	139.5				

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	pe kg	61				
2	Cabbage	per kg	77				
3	Tomato	per kg	60				
4	Capsicum	per kg	30				
5	Maida	per kg	92				
6	Garlic	per kg	38.5				
7	Ginger	per kg	46.5				
8	Coriander Powder (Dhaniya)	per kg	78.5				
9	Cumin Powder (Jira)	per kg	23.5				

10	Chilly Powder	per kg	37.5			
11	Turmeric	per kg	77.5			
12	Kerau	per kg	22.5			
13	Badam	per kg	14			
14	Chilly green	per kg	14			
15	Potato	per kg	62			
16	Lemon	per pcs	28			
17	Emlı (Chuk amilo)	pkt	28			
18	Chatpat Bechane Adeshi	per pcs	28			
19	Jira Powder	pkt	28			
20	Besan	per kg	17			
21	Green Chilly	per kg	35.5			
22	Dry chilly	per kg	8.5			
23	Mumfali Badam	per kg	4.25			
24	Cumin	per kg	8.5			
25	Chamal Ko Pitho	per kg	17			
26	Egg	2 caret per person	108			
27	Sugar	KG	24			
28	Tea Powder (chiyapatti)	KG	16			
29	Milk	LTR	32			
30	Yeast Powder	KG	4			
31	Salt	KG	16			
32	Banaspati Ghee (Dalda)	KG	16			

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