

HELVETAS Swiss Intercooperation Nepal

Rehabilitation of facilities of Earthquake Affected People in Sindhupalchowk (REAP), collaborative project of HELVETAS Swiss Intercooperation Nepal and SOLIDAR Switzerland

Kathmandu, Nepal

**BID DOCUMENT FOR
PROCUREMENT
OF
STEEL CGI ROOFING SHEETS**

Contract Identification No: REAP/IFB/CGI/013

SIGNATURE OF ISSUING OFFICER:

Office Seal:

Date of issue:

Table of Contents

	Page No.
1. INVITATION FOR BID	3
2. IMPORTANT INFORMATION	4
3. TERMS OF REFERENCE	6
4. SPECIFICATIONS & QUALITY ASSURANCE	8
5. SCHEDULE OF REQUIRMENTS (SOR)	11
6. GENERAL CONDITIONS OF CONTRACT (GCC)	12
7. ELIGIBILITY REQUIREMENT	19
8. FIRM'S CAPACITY & EXPERIENCE	20
9. CONTRACT AGREEMENT	21
10. SAMPLE FORMAT FOR BANK GUARANTEE	24
11. BILL OF QUANTITIES	25

1. INVITATION FOR BID

REAP/HELVETAS Swiss Intercooperation Nepal

(REAP is co-financed by HELVETAS Swiss Intercooperation, SOLIDAR Switzerland and Swiss Solidarity)

Invitation for Bids for Procurement of Steel CGI Roofing Sheets (REAP/IFB/CGI/013)

1. Bids are invited from the interested competent suppliers/vendors registered in Government of Nepal for the supply and delivery of following construction materials for reconstruction and training support of beneficiary houses of earthquake affected people in Sindhupalchok with fulfilling the eligibility requirements.

Description of Works	Estimated Cost
Supply and delivery of Steel CGI Roofing sheet, Plain GI sheet, Umbrella Nails, Bitumen Washer etc. to Melamchi, Sindhupalchowk	NRs. 5,879,367.40

2. Eligibility of Supplier (Firm)
 - a. The bidder must have experience under supply of goods for **at least three (3) years** prior to the applications submission deadline with fulfilling the requirements.
 - b. The bidder must have completed supply and delivery of Steel CGI Roofing sheet for **at least one housing project** in Nepal.
3. Suppliers interested in bid shall submit photocopy of firm registration, latest tax clearance certificate, VAT/ PAN certificates, along with bid document.
4. Eligible Bidders may obtain further information and bidding documents at the office of Purchaser as indicated in section (6) below.
5. Bidding documents can be downloaded from the purchaser's web page <https://nepal.helvetas.org/en/about/jobs/>
6. All bids must be submitted on or before **13:00 hours, 26th Jan 2017**. Documents shall not be received after this deadline. The signed hard copy of bids/offers has to be submitted in a sealed envelope and addressed to :

The Project Manager
REAP/HELVETAS Swiss Intercooperation Nepal
Sanepa, Lalitpur
Email: reap.np@helvetas.org
G.P.O. Box - 688, Kathmandu, Nepal
Tel: 977-01-5527726/5525788
7. Bids will be opened in the presence of Bidders' representatives who choose to attend at **14:00 hours on 26th Jan 2017** at the office as indicated in section (6) above.
8. Bids must be valid for a period of 45 days after bid opening and must be accompanied by bid security, amounting to **2.5 % of the quoted Bid amount** (inclusive of VAT), which shall be valid for 45 days beyond the bid validity period. (*i.e. 90 days after bid opening*)
9. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered as the last day.
10. This office reserves the right to accept or reject, wholly or partly any or all bids without assigning any reasons, whatsoever.

2. IMPORTANT INFORMATION

1. The bidders shall quote the unit rates both in figures and words.
2. In case of difference in the rates quoted in figures and in words, the rates quoted in words shall prevail.
3. While quoting rates, the bidder shall not be allowed to use correcting fluid or other erasing materials; neither the bidder shall be allowed to overwrite the quoted rates. It may result into rejection of the bid document. In case of mistakes in rates, the bidder is to simply cross the rates and shall re-write the rates and shall bear the initials of authorized signatories.
4. Acceptance or rejection of bid and award of the job in full / all packages or in part / package to a single or different bidders or cancellation of bid notice shall remain within the jurisdiction of THE PURCHASER.
5. Prices shall be quoted in Nepalese Rupees and payment shall be made in the same currency.
6. Sealed bid received after expiry of submission date shall not be considered as valid.
7. The following document shall form an integral part of the contract agreement:
 - a) Invitation for Bids
 - b) Important Information
 - c) Terms of References
 - d) Specifications & Quality Assurances
 - e) Schedule of Requirements
 - f) General Conditions of Contract
 - g) Bill of Quantities and drawing
 - h) Future correspondences in regard to the contract
8. The successful bidder shall have to provide a **Performance Bank Guarantee of 5% of the contract value** at the time of signing the contract agreement in the sample format of bank guarantee prescribed by THE PURCHASER. Such performance bank guarantee must be valid at least upto a maintenance period of four months from the date of signing the contract agreement.
9. THE PURCHASER may provide an advance up to 20% of the contract value against a bank guarantee on request only. The bank guarantee shall be in the form prescribed by THE PURCHASER and must be valid for a period of one month from the date of signing the contract agreement. Bank guarantee of finance company shall not be accepted for this purpose.
10. Bidder must provide sample of materials within 5 days after signing the agreement with the PURCHASER. In case sample of materials is rejected, bidders shall have to provide another sample of materials procured from alternative place within three days after the information of rejection of first sample is communicated to the bidder.
11. In case second sample of raw materials is also rejected, THE PURCHASER may terminate contract agreement.
12. The bidder must adhere to Quality Assurance.
13. THE PURCHASER shall have the privilege to carry out random inspection without pre-information to the bidder.

14. In case THE PURCHASER is not satisfied with the work quality and progress, it shall have the privilege to terminate contract agreement at any point of work execution and bank guarantee(s) may be forfeited.
15. THE PURCHASER shall not be liable to compensate the bidder in case of termination of contract due to rejection of materials, poor work quality, sample of Jig/ Template not as per design and drawings, poor work progress etc.
16. In case the bidder fails to complete the job in the given time, THE PURCHASER may levy penalty as per conditions of the contract agreement.
17. In case materials are not acceptable, the inspecting engineer of THE PURCHASER shall issue instructions to the bidder for rectification of works in a given time period in writing.
18. After rectification the bidder shall inform in writing to the PURCHASER, for second inspection of works.
19. In case the materials are not acceptable during second inspection, the PURCHASER shall have the privilege to get the works by another supplier and the bidder shall not be paid for such rejected works.

3. TERMS OF REFERENCE

1. OBJECTIVE

The Purchaser intends to procure the **Steel CGI Roofing Sheets** for training and reconstruction of beneficiary houses of earthquake affected people in Sindhupalchok (Palchok, Duwachaur, Helambu, Ichok, Kiul, Talarang, Mahankal, Melamchi VDCs) from the capable and eligible reputed suppliers herein after called the "Supplier".

2. SCOPE OF WORK

2.1 GENERAL

The Supplier shall perform the above mentioned and herein described job professionally with accepted level of accuracy, existing engineering practice, and sound judgement based on experience and professional ethics.

2.2 SUPPLY OF CONSTRUCTION MATERIAL

It consists of followings:

- Provide samples of material to the Purchaser for approval
- Supply and delivery of Steel CGI Roofing sheets including loading / unloading from market / shop / storage to the specified delivery points

2.3 QUALITY MANAGEMENT AND QUALITY ASSURANCE

1. Maintain in- built quality management and quality assurance system with necessary equipment / tools and measuring instruments. This system should cover quality of material;
2. Continuous supervision and quality management during supply according to the specification by a competent personnel;
3. Arrange supervision of supplied materials by Authorised Engineer appointed by the Purchaser.

3. Undertaking of The Purchaser

Pursuant to this Contract the Purchaser will provide access to the office (for exchanging and collecting of information, documents and others).

4. Undertaking of The Supplier

- (a) The Supplier shall carry out the Services with due diligence, efficiency and shall exercise such skill in the performance of the services as is consistent with recognized professional standards and conformity with Purchaser standard and norms.
- (b) The Supplier shall act at all times, so as to protect the interest of the Purchaser and will take all reasonable steps to keep all expenses to minimum consistent with sound engineering practices.
- (c) The Supplier shall organize all the logistics, equipment, manpower etc. to carry out the work.

6. Information

The Supplier shall furnish the Purchaser all such information relating to the Services and the Project as the Purchaser may from time to time reasonably request.

7. Records

The Supplier shall keep accurate and systematic account and record for services for which the payment will have to be made.

8. Assignment of Sub-Contractors

The Supplier shall agree that the Services shall be discharged fully by the Supplier accredited for the services, and **shall strictly abstain from sub-contracting in whole or any portion of the services to any other Supplier** other than the partners mentioned in Bid Form.

9. Proprietary Right of Purchaser in Reports and Records

All reports and relevant data such as maps, diagrams, plans, statistics and supporting records or materials compiled or prepared in the course of the services shall be confidential and shall be absolute property of the Purchaser. The Supplier agrees to deliver all these materials to the Purchaser upon completion of this contract. The Supplier may retain a copy of such data but shall not use the same for purpose unrelated to this contract without prior written approval of the Purchaser.

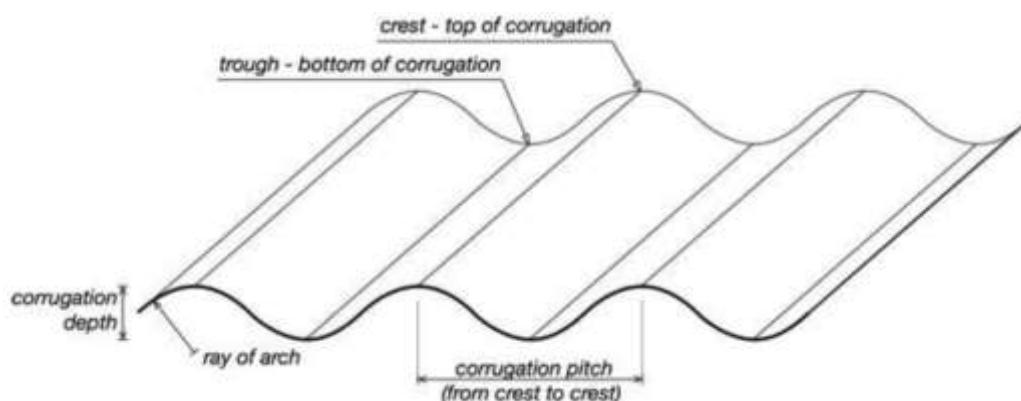
4. SPECIFICATIONS & QUALITY ASSURANCE

1. SPECIFICATION FOR STEEL CGI ROOFING SHEET

1.1 General

Corrugated galvanized iron (Steel CGI) sheets are very popular in all parts of the country, except in the high mountains. These sheets shall be properly anchored to each purlin/batten that supports them. Corrugated Galvanized Iron or Steel sheets are a lightweight roofing material made of thin sheets, stiffened by corrugations. Corrugations, such as waves, considerably increase the strength and stiffness of the lightweight material. Indeed, without these waves, the metal sheets are fragile and highly deformable. The steel used is mild steel for forming, which is galvanized to increase the durability of the metal sheets, and consequently allowing them to better withstand the weather. The sheet shall be free from rust and the zinc covering at the time of fixing shall be on perfect condition. Each sheet shall have 10 corrugations 75mm wide and 19mm deep with overall flat width of 800mm.

Terminology of Steel CGI sheet:



1.2 Quality of Material (Steel CGI Sheet)

1.2.1 Raw Material

1. All Steel CGI sheet should be manufactured from mild steel.
2. It should be galvanized by Hot-dip process in which minimum of 98.5% percent of zinc should contain in bath.

1.2.2 Requirements

All the Steel CGI Roofing Sheet should meet all the following criteria:

1. Corrugation of Steel CGI sheet should be uniform and Pitch and Depth should also be uniform.
2. The sides of the Steel CGI sheet should be parallel to each other.
3. The Steel CGI sheet should be free from twist and buckle.
4. The galvanized coatings should be clean and uniformly distributed and tests should meet. Nepal Standard 210/2046 and 213/2046.
5. Required quantity of zinc coating shall be:

Purpose	Applicable Nominal thickness	Thickness of zinc coating	Min. Wt. of zinc coating (Each Test)
For roofing	0.35mm to 1.0 mm	0.046mm	250 gm/sqm
For roofing	Above 1mm	0.054mm	275gm/sqm

6. The Steel CGI sheet should be free from Non-galvanized spots, Blister, Pinholes and any others defects.
7. Each sheet should have 18mm corrugation depth and 75mm corrugation pitch.
8. The tolerance of dimension of Steel CGI sheet shall be:
 - a. The length of the Steel CGI sheet should not increase more than 10mm that of mentioned length
 - b. The dimension of the Steel CGI sheet should not be less than that of mentioned.
 - c. The difference between the both diagonal distance of the Steel CGI sheet should not be more than 20mm
9. The tolerance of corrugation of Steel CGI sheet shall be:
 - a. Corrugation Depth : $\pm 1.5\text{mm}$
 - b. Corrugation Pitch : $\pm 2.0\text{mm}$
 - c. Overall width after Corrugation : $+ 25.0\text{mm}, -10.0\text{mm}$
10. The tolerance in thickness of usable steel CGI sheet after zinc coating shall be:

Specified Thickness (mm)	Tolerance (mm)
0.4 to 0.6 (except 0.4)	± 0.05
0.6 to 1.0 (except 0.6)	$+ 0.08$
1.0 to 1.6 (except 1.0)	$+ 0.10$

1.2.3 Marking

Following information should be marked on each Steel CGI sheet:

- a. Manufacturer Name and Trade Mark
- b. CGI
- c. Width
- d. Length
- e. Thickness
- f. Type
- g. Batch No.
- h. Manufacturing Country
- i. Manufacture Date

2. SOURCES OF MATERIALS

The use of any one kind or class of material from the source is to be approved. The sources or kinds of material shall not be changed without written permission of the Engineer. If the product of any source proves unacceptable, the supplier shall make necessary arrangements for the supply of acceptable material. Any claims for compensation associated with such arrangements or changes shall not be considered, unless the source of the unacceptable material is designated in the contract as a source of material.

3. Quality Requirements, Quality Control and Quality Assurance (Guarantee)

The quality control of the materials acquired, is the responsibility of the prime Supplier, who should guarantee that all materials are of standard quality according to the specifications given are correct according to Design and Drawings. The cost for all damages due to use of low quality materials has to be borne by the Supplier. At the time of delivery the parts and materials shall have to be free from any defects in material or workmanship in all respects and shall remain reasonably perfect till the end of maintenance period when a final check shall be carried out.

4. Inspection, Tests and Final Check

The Supplier shall coordinate to provide access and other facilities for the inspection and, if required, tests of the materials. Such inspection shall be made prior to delivery and shall be conducted so as not to interfere unnecessarily with the operation of other work. Such inspections are supplementary and intended to clear the delivery only, and shall not be considered as a final acceptance.

The final check of all materials will be conducted and the discrepancies found during such final check have to be rectified by the supplier at its own cost. On a default situation, such works shall be conducted by the Purchaser and the cost incurred for such works shall be made a liability in the supplier's account (either from its retention money or from other payments and/or their property according to the prevailing rules and regulations).

The inspector may at his/her discretion check the test results obtained at the Supplier's works by independent tests and should the material so tested be found to be unsatisfactory, the costs of such tests shall be borne by the supplier, and, if satisfactory, the costs shall be borne by the Purchaser. In any case the quality assurance by the Supplier has to be made available, whenever required by the Purchaser.

5. Storing, handling and protection of STEEL CGI Roofing Sheet

All materials (Steel CGI Roofing sheet) shall be stored and handled without subjecting them to excessive stresses and damage. Bundles shall be so laid that the corrugations run in the same directions in every course. One end of the stack shall be raised by 100 mm to 150 mm to allow water flowing freely. If the sheets are not to be used immediately, these shall be stacked under roof cover.

6. Packing and delivery

All materials (Steel CGI Roofing Sheet) shall be bundled. The costs of packing shall be included in the bids. If the materials (Steel CGI Roofing Sheet) are being airlifted, bundles of sheets of Steel CGI should be packaged in a sturdy wooden box. This is especially critical if the Steel CGI is under slinging with a helicopter or being stored on or near an airfield.

7. TRANSPORTATION

It is the responsibility of the Supplier to control transportation activities and quality/quantity of any materials, loading and off-loading of the same, and the delivery at designated point. Materials (Steel CGI Roofing Sheet) should be transported with due attention so as not to incur any damage to them either due to exposure to excessive moisture or mishandling. The Supplier shall entirely be responsible for the quality and quantity of materials received at the point of origin and their delivery at designated point in the same quantity and quality. No reasons whatsoever will be accepted for materials not reaching to site in proper condition and in required quantity. Loss during transportation, if any is entirely on the Supplier's account. Work being delayed because of materials (Steel CGI Roofing Sheet) being damaged during transportation is Supplier's concern, which shall not be considered a reason for time extension.

8. HEALTH AND SAFETY

The handling staff shall be equipped with gloves and sturdy boots to prevent injury, and that a first aid package is available at loading and off-loading locations.

5. SCHEDULE OF REQUIRMENTS (SOR)

The purchaser will strictly monitor that the schedule of requirements are fully honoured by the supplier and shall assess the performance of the supplier in view of adherence to it.

1. DELIVERY SCHEDULE

The delivery of all the STEEL CGI Roofing Sheets is to be made within delivery time at delivery points as indicated in the **Delivery Schedule**. Delivery Schedule is effective from the date of signing the contract agreement. The Quantity of the Goods required is as per Bill of Quantities.

Delivery Point: Melamchi Warehouse, Tar, Melamchi-6, Sindhupalchok

Delivery Time: Within 20 days of contract agreement

2. NOTICE OF DELAY

In the event that the Supplier encounters a delay in supply of the goods, the Supplier shall promptly notify the Purchaser of such delay with proper evidence and may request for time extension before expiry of the time given in the contract.

3. TIME EXTENSION

Time extension request shall be considered by the Purchaser only in exceptional case if the reasons are acceptable to the Purchaser.

4. PENALTIES FOR DELAY

In case of delay in the delivery of the goods, due to Supplier's default, beyond the time specified in the contract, the penalty will be determined as per the conditions of contract.

5. EMPLOYMENT

The Supplier shall employ exclusively local skilled/unskilled labours. REAP/HELVETAS requires that tender, contractors and suppliers ensure during the procurement and execution of such contracts that people in the supply-chain are treated with respect and have rights with regard to employment including the rights to freely choose employment, freedom of association, payment of a living wage, working hours that comply with national laws, equal opportunities, recognized employment relationship, freedom from intimidation and to a safe and healthy working environment. Equally, contractors must ensure that there shall be no exploitation of child and forced labour. This shall be ensured in terms of the ILO Convention No. 182 on the Worst Forms of Child Labour, 1999 and the ILO Convention No. 138 on the Minimum Age for Admission to Employment and Work, 1973.

6. GENDER

No discrimination for wage payment will be made on the basis of gender or caste or ethnicity.

7. EQUITY

The Supplier shall pay equal wage for equal work.

8. INSURANCE

The supplier shall procure insurance policy for all the personnel working in supply of goods.

6. GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions

1.1 In this contract, the following terms shall be interpreted as indicated:

1. "The Contract" means the agreement entered into between the Purchaser and the Supplier and signed by both the parties and it includes all attachments and appendices thereto and all documents incorporated by reference therein;
2. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
3. "The Goods" means the work package of supply of materials (STEEL CGI Roofing Sheet etc.) including transportation up to the destination points.
4. "The Services" means the works described in the Terms of References to be performed by the supplier including modification, alteration and additions of works and other obligations of the supplier covered under the Contract.
5. "The Purchaser" means the organisation purchasing the goods, i.e. REAP, HELVETAS Swiss Intercooperation Nepal.
6. "The Supplier" means the supplier/contractor whose service according to proposal has been accepted by the purchaser for supplying the goods and services under this contract.
7. "Engineer" or "The purchaser's representative" means the engineer appointed by the purchaser from time to time for inspection/supervision of goods and services.
8. "The Delivery Site" means the place or places where delivery of the goods is to be made. It is also to be referred as "destination point".
9. "Day" means calendar day.
10. "Terms of Reference" means the schedule of works and duties, defined by the bidding document and to be executed by the supplier under this contract.

2. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the contract.

3. Standards

- 3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the **Technical Specifications**.
- 3.2 Wherever reference is made in the **Technical Specifications** to specific standards and codes to be complied with, the specified standards and codes shall apply and the provisions of the latest edition or revision of the standards or codes shall apply only with the pre-consent of the Purchaser.

4. Use of Contract Documents and Information

- 4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser to any person other

than a person employed by the Supplier for performing the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier's performance under the Contract, if so required by the Purchaser.

5. Patent Rights

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

6. Inspections and Tests

- 6.1 The Purchaser or its Representative shall have the right to inspect and/or to test the goods at its own costs. The **Technical Specifications** shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing of the identity of any representatives retained for these purposes.
- 6.2 The inspections and tests may be conducted on the premises of the Supplier or its sub-Supplier(s) and/or at the Goods' final destination. If conducted on the premises of the Supplier or its sub-Suppliers(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- 6.3 Any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alternations necessary to meet specification requirements, free of cost to the Purchaser.
- 6.4 Nothing in GCC shall in any way release the Supplier from any warranty or other obligations under this Contract.
- 6.5 A Certificate of Acceptance shall be issued by the Purchaser after necessary inspection and tests of the Goods, in case the goods conform to the specifications and drawings.

7. Packing

- 7.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 7.2 The packing, marking and documentation inside and outside the

packages shall comply strictly with such special requirements as delineated in the Contract and in any subsequent instructions issued by the Purchaser.

8. Insurance

The goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the **Technical Specifications**. Such insurance shall be arranged and paid for by the supplier.

9. Transportation

9.1 The Supplier shall be required to meet all transport and storage expenses until delivery.

9.2 Transportation of the goods after delivery at the destination point shall be the responsibility of the Purchaser

10. Incidental Services

The Supplier may be required to provide incidental services, including additional services, if any.

11. Warranty

11.1 The Supplier warrants that the Goods supplied under the Contract are new and unused. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier.

11.2 The warranty shall remain valid for (12) months after the delivery of the goods at the destination point indicated in the Contract to the satisfaction of the Purchaser.

In case any defect is observed or found in the goods at the site, the supplier shall be liable to bring back the defective goods and shall replace them with proper ones at his/her own costs.

11.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

11.4 Upon receipt of such notice, the Supplier shall, within the period specified and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

11.5 If the Supplier, having been notified, fails to take remedial action within fifteen (15) days from date of receipt of notice, the Purchaser may proceed to take such action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

12. Payment and Taxes

12.1 After acceptance of the goods by the purchaser and their delivery at the destination point, payments shall be made by the Purchaser, within 15 days. The full and final payment shall be made only after completion of delivery. The purchaser may consider part payment based on delivery upon request of the supplier and if deemed essential on mutual understanding.

12.2 All taxes applicable will be for the Supplier's account.

12.3 VAT shall be explicitly mentioned on the invoice and shall be for the Purchaser's account.

13. Prices

Prices charged by the Supplier for goods under the Contract shall not vary from the prices quoted by the Supplier in its bid.

14. Change Orders

14.1 The Purchaser may at any time, by a written order given to the

Supplier, make changes within the general scope of the Contract in any one or more of the following:

- a. drawing, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- b. the place of delivery; and/or
- c. the Services to be provided by the Supplier.

14.2 If any such change causes an increase or decrease in the cost or time required for the Supplier's performance, an equitable adjustment may be made, with mutual consent, in the Contract Price or delivery schedule, or both, and the Contract may be accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within 15 days from the date of the Supplier's receipt of the Purchaser's change order.

15. Contract Amendments

No variation in or modification of the terms of the Contract shall be made, except by written amendment signed by the parties.

16. Assignment

The Supplier shall not assign to a third party, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

17. Subcontracts

The Goods/Services shall be fully supplied/performed by the Supplier and shall strictly abstain from sub-contracting in whole or any portion of the goods/services to any other supplier other than other than the partners mentioned in Bid Form.

18. Delays in the Supplier's Performance

18.1 Delivery of the goods and performance of services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the **Schedule of Requirement**.

18.2 An unexcused delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to any or all of the following sanctions: imposition of liquidated damages, termination of the Contract and /or disqualification up to a period of two years.

18.3 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance, with or without liquidated damages.

19. Liquidated Damages

If the Supplier fails to deliver any or all of the goods or to perform within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.25% of the contract price of the delayed goods for

each day of delay until actual delivery, up to a maximum deduction of (10%) percent of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract.

20. Termination for Default

- 20.1 The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:
- a) if the Supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser; or
 - b) if the Supplier fails to perform any other obligation(s) under the Contract; or
 - c) if the Purchaser is of opinion that the goods does not conform to the specification and/or drawings
- 20.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered or unacceptable, However, the Supplier shall continue performance of the Contract to the extent not terminated.

21. Force Majeure

- 21.1 For purposes of this Contract, "Force Majeure" means an event beyond the control of the parties to the Contract and not involving either party's fault or negligence and not foreseeable.
- 21.2 If, at any time during the existence of the Contract, either party is unable to perform in whole or part any obligation under this Contract because of such events which include, but are not restricted to, acts of God, acts of Government in its sovereign capacity, war, revolutions, hostility, civil commotions, strikes, fires, floods, epidemics, quarantine restrictions, freight embargoes, explosions, then the date of fulfillment of Contract shall be postponed during the period when such circumstances are operative.
- 21.3 The party which is unable to perform its obligations under the present Contract shall, within fourteen (14) days of occurrence of the Force Majeure event, inform the other party with suitable documentary evidence. Non-availability of materials from regular sources or disruption of power supply shall not be an excuse for the Supplier for not performing its obligations under this clause.
- 21.4 Any waiver/extension of time in respect of the delivery/ acceptance of any installment or part of the goods shall not be deemed to be a waiver/extension of time in respect of the remaining deliveries.
- 21.5 If such inability to perform continues for a period of more than three (3) months, each party shall have the right to be released from further performance of the Contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to Contract terms.
- 21.6 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause

thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 22. Termination for Insolvency** The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.
- 23. Termination for Convenience**
- 23.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time convenient to it. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- 23.2 The Goods that are complete and ready for delivery within 15 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
- a) to have any portion completed and delivered at the Contract terms and prices; and/or
 - b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Suppliers.
- 24. Resolution of Disputes**
- 24.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 24.2 If, after twenty eight (28) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or national and international arbitration.
- 25. Governing Language** The Contract shall be written in the English language. The English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties may be written in Nepali and/or English language.
- 26. Applicable Law** The Contract shall be interpreted in accordance with the laws of Nepal.
- 27. Notices**
- 27.1 Any notice given by one party to the other pursuant to the Contract

shall be sent to the other party in writing and confirmed in writing to the other party's address. Notice sent by facsimile or by email does not need confirmation of the receiver.

27.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

28. Taxes and Duties

The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the final destination.

29. Corruption

The Suppliers shall adhere to the highest ethical standards, both during the bidding process and throughout the execution of a contract. A "corrupt practice" refers to the offering, giving, receiving or soliciting (directly or indirectly) of anything of value to improperly influence the actions of another person. Corruption in the procurement process generally involves a fraudulent act such as bribery or a kickback. Contractually supplier shall declare that they are not engaged in corrupt practices; they must disclose any situation that may appear to be a conflict of interest. REAP has a "zero tolerance" policy regarding acceptance of gifts or hospitality; and there are restrictions on employment of former REAP staff members.

7. ELIGIBILITY REQUIREMENT

1. Past Performance

The Supplier/Vendor should have records of acceptable performance in the past. The purchaser may disqualify any Supplier/Vendor, who has record of unsatisfactory performance within last three years.

1.1 EXPERIENCE

- 1.1.1 A Supplier's should have work experience under supply of goods for **three years** and supply and delivery of Steel CGI Roofing sheet for **at least one housing project** in Nepal and should not have been disqualified in the past due to bad performance within last 3 years.
- 1.1.2 Bidder shall provide the firm's capacity and experience records in attached format. Also, bidder has to provide the verified copy of job order or job completion certificate received from client.

8. FIRM'S CAPACITY & EXPERIENCE

1. Past Experience

SN	Client	Specific Job	Value, NRs.	Completion date

Please provide copies of job order or job completion certificate obtained from the client.

Sample of Contract Agreement

9. CONTRACT AGREEMENT

This Contract Agreement is made on between **REAP / HELVETAS Swiss Intercooperation Nepal**, (hereinafter called “the purchaser”) and **M/S** (Name and Address) (hereinafter called “the supplier”).

Whereas the purchaser invited bids for the supply and delivery of Steel CGI Roofing sheet and has accepted the bid submitted by the supplier for the supply and delivery of Steel CGI Roofing sheet to the purchaser and both the parties to this contract agree to the terms and conditions given hereunder.

TERMS AND CONDITIONS

1. Documents: The following documents shall form to be an integral part of the contract agreement. The terms and conditions mentioned in these documents and understandings made later shall be binding for both the parties to this contract.

- a) Bid Notice (Invitation for Sealed Quotation)
- b) BOQ
- c) Technical Specifications & Quality Assurance
- d) Detailed Drawings (If any)
- e) Terms of Reference
- f) Important Information
- g) Schedule of Requirements
- h) General Conditions of Contract
- i) Notification of Award
- j) Correspondences between the purchaser and the supplier

2. Contract amount: The total value for the supply and delivery of the said goods upto designated delivery points is NRs. [In words:] including VAT.

Unit prices shall remain fixed and valid until the obligations of the contract are fulfilled by both the parties to the contract. The supplier shall not make any change in the agreed price for whatsoever reason/s it may be.

The purchaser and the supplier hereby agree to the quoted unit price for any additional order of the goods beyond the quantity mentioned in the BoQ of this contract by the purchaser within a month from the date of signing the contract.

3. Performance guarantee: Supplier has submitted a bank guarantee of equivalent to **5% of contract amount including VAT** and the bank guarantee shall be valid at least upto a maintenance period (Date.....). Performance guarantee will be released after maintenance period of four months from the date of signing the contract agreement.

4. Modifications/ amendments in design and drawings: The purchaser shall have the privilege to make modifications/ amendments in design and drawings and shall inform the supplier of the same with mutual understanding and consent of both parties in written. In case of its repercussion on the total value of the contract, the supplier shall inform the purchaser within 7 days of receiving information for modifications/amendments.

5. Specifications and quality:

- a) The supplier shall assure the purchaser that the goods conform to the technical specifications and standards and fulfil the requirements of the suppliers. The supplier is to furnish required documents to the purchaser to assure the quality of the goods.

- b) The purchaser reserves the right to inspect the quality of the goods at any time and any place at its own cost.
- c) The purchaser may hire a third party of its confidence for inspection of quality of the goods.
- d) The purchaser shall reject the goods in case the goods do not fulfil the quality requirements.
- e) The purchaser shall not be liable to make payment for rejected goods.
- f) The liability for loss and/or damages in transit remains solely with the supplier.
- g) In case the goods delivered do not conform to the specifications, standards and design/drawing, the supplier shall replace all such goods at its own cost.
- h) The material supplied by the supplier shall be only from legal and authorized source.

6. Delivery:

- a) The supplier shall complete the full and final delivery of the goods latest by **20 days** from date of signing of the contract.
- b) The goods shall be delivered at the destination points as stipulated in respective delivery schedule.

7. Time extension:

- a) If the supplier foresees that delivery cannot be completed within the agreed period, s/he may request the purchaser in written for extension of delivery period provided there are justifiable reasons.
- b) The purchaser may consider time extension only if the supplier informs of such events to the supplier within one week of happening with substantiating evidences.
- c) Time extension may be granted with or without penalty.
- d) The purchaser shall make final decision regarding extension of time.

8. Liquidated damages:

- a) In case the supplier fails to complete the delivery within the agreed period, the purchaser may charge liquidated damage of 0.25% of contract value per day. The total amount of liquidated damage shall not exceed 10% of contract value. Liquidated damage will remain unchanged even if part delivery is made.
- b) If the delivery is not complete till the liquidated damage amounts to 10% of contract value, the purchaser shall have the privilege to terminate the remaining order and the supplier shall be disqualified for bidding to the purchaser for a **period of two years**.

9. Payment:

- a) Immediately after receiving of the first lot at the delivery point and acceptance of the goods by the purchaser, the purchaser will pay the amount equivalent to the cost of received goods within **seven days** of submission of invoices with required documents.
- b) In subsequent lots, after acceptance of the goods and delivery at the designated point by the purchaser, further payments shall be made by the purchaser within **seven days** of submission of invoices with required documents.
- c) After completion of delivery to the satisfaction of the purchaser, the purchaser shall be liable to make payment to the supplier within **10 days** of submission of invoices and required documents.
- d) The supplier shall submit the following documents to the purchaser with the letter of request for payment.
 - i. Invoice
 - ii. Letter of changes/modifications/amendments (if applicable)
 - iii. Handing over Note/GRN/Challan with acceptance of the goods by the purchaser
- e) The supplier will issue a VAT invoice in the name of REAP/HELVETAS Swiss Intercooperation Nepal in Nepalese currency.

10. Tax: Tax applicable as per prevailing rules of the land shall be for the account of the supplier.

11. Advance: The supplier may request for advance up to **20% of the contract amount**. The supplier has to provide a bank guarantee for such advance in the sample format of bank guarantee given in the bid document and such bank guarantee must be valid for a period of **one month** from the date of signing the contract agreement.

12. Force Majeure: This contract agreement may be terminated by either party to the contract in case of Force Majeure. "Force Majeure" means an event beyond the control of the parties to the contract and not involving either party's fault or negligence. If, at any time during the existence of the contract, either party is unable to perform in whole or part any obligation under this contract because of such events which include, but are not restricted to, natural calamities, war, revolutions, hostility, civil commotions, strikes, fires, epidemics, freight embargoes, then the date of fulfilment of contract shall be postponed during the period when such circumstances are operative. If such inability to perform continues for a period of more than three months, each party shall have the right to be released from further performance of the contract, in which case, neither party shall have the right claim damages from the other. All prior performances shall be subject to contract terms and conditions.

On behalf of
REAP/
HELVETAS Swiss Intercooperation Nepal

On behalf of the Supplier

Signature:

Signature:

Name:

Name:

Designation:

Designation:

Date:

Date:

Seal:

Seal:

Witness,

Signature:

Signature:

Name:

Name:

10. SAMPLE FORMAT FOR BANK GUARANTEE

Whereas M/s having their office at herein after called "the Supplier" have undertaken to supply materials (.....) to M/s herein after call "the Purchaser" in pursuance of the contract dated,REAP/IFB/CGI/013, herein after called "the Contract" and whereas it has been stipulated by M/s in the contract that the Supplier shall furnish the Purchaser with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's Performance obligations in accordance with the Contract and/or as security for advance(s) to the Supplier for compliance with the Supplier's Performance obligations in accordance with the contract.

And whereas we have agreed to give the Supplier a Guarantee, therefore, we hereby affirm that we are the Guarantors and responsible to M/s on behalf of the Supplier M/s up to a total amount of NRs. (NRs.) and we undertake to pay M/s upon their first written demand declaring the Supplier to be in default under the Contract and without cavil or argument any sum or sums specified within the limit of NRs. (NRs.) aforesaid, without needing M/s to prove or to show grounds or reasons for their demand of the sum or sums specified therein.

The Guarantee is valid up to and claim, if any, should be lodged with us not later than this date.

Name of Guarantor

Authorized Signature

Designation(s)

Date

Seal

Address:

Date:
Place:

11. BILL OF QUANTITIES

For

Supply and delivery of STEEL CGI Roofing Sheet (REAP/IFB/CGI/013)

The bid amount includes all cost for procurement of all materials, supply of materials, transportation up to designated points, loading/unloading all complete. It also includes cost of equipment, tools, labor, travel, cost for supervision, insurance, allocation for uncertainties, overhead and taxes.

SN	Description	Unit	Quantity	Rate in Fig. (इकाई दर अंकमा)	Rate in Words (इकाई दर अक्षरमा)	Total Amount (जम्मा रकम)
1	26 gauge heavy (0.41mm thick including zinc coating) Steel CGI Roofing Sheets of following length					
1.1	7 feet Length	Bundle	360			
1.2	8 feet Length	Bundle	134			
1.3	10 feet Length	Bundle	120			
2	0.45 mm thick Plain GI Sheet (Size: 8' x 4') for construction of Ridge cover	nos.	360			
3	Umbrella Nail of Size 3"	kg	1020			
4	Bitumen Washer (100 pcs in one packet)	Packet	840			
Total						
VAT @ 13%						
Grand Total						

Submitted By

Name of Authorised Representative:

Name of Firm:

Signature:

Firm Seal:

Date: