

**TERMS & CONDITIONS FOR THE SUPPLY OF EDUCATION MATERIALS - BOOKS
(DETAILED LIST OF ITEMS PROVIDED IN QUOTATION FORMAT).**

KIRDARC is a Non - Governmental Organization, registered at District Administration Office, Jumla in 1999. It has been implementing the projects funded by PLAN International for the implementation of the program named ‘Karnali Education Program’ to ensure the gender transformative inclusive quality education in schools of 3 districts (Jumla; Kalikot and Dolpa). KIRDARC therefore invites the sealed Tender from reputable suppliers for the supply of Education Materials according to the specifications mentioned on Quotation Format.

Product and Quantity

1. The quantity and items are indicated in quotation format. The final quantity and items in the purchase order may differ from what indicated in the quotation format.

2. Packing

Materials should be packed according to the packing list/site list provided at the time of placing the purchase order i.e. double packing (inner plastic and outer nylon bag).

3. Delivery Conditions

Ultimate date of Delivery 10 days from the date of order placed

Delivery Location

Surkhet

Partial delivery is not allowed unless agreed by KIRDARC.

4. Price

The price quoted must be in NPR to the final destination as specified under 'Delivery Conditions'. KIRDARC will not bear the loading and unloading costs separately.

The prices quoted should specify the following separately:

- ◆ The unit commodity price in NPR

The required applicable tax (VAT) must be indicated separately

The price quoted in the tender will be definite and free from possible currency fluctuations.

5. Validity Period

All offers should remain valid until 31 December 2020.

6. Quantity and Quality control

The chosen supplier is responsible for the quality and quantity of the commodities. The chosen supplier engages to provide the commodities for the tendered quality, packing and price.

7. Documents

A company must provide with its bid:

- ◆ Official company registration and renewal certificate
- ◆ Tax clearance certificate
- ◆ VAT registration
- ◆ Documentation of bank registration/bank account
- ◆ Written statement confirming eligibility as per section 14 below

The successful bidder will need to supply the following documents before final payment:

- Commercial invoice

- Copy of transportation documents(Challan)
- Pro forma invoice in English addressed to Consignee

8. Payment

Payment will be made by bank cheque.

No payment will be made in advance.

In case of delivery of more than the amount specified in the Purchase Order the chosen supplier will be paid only for the quantity specified in the Purchase Order.

The chosen supplier will only be paid for the amount of goods of which the quality and condition satisfy the requirements as per quality control conducted at the time of unloading at the destination.

Payment will be made within 7 days after presentation of all the listed documents including written confirmation from the Consignee that goods were delivered in good order and condition at the final place of delivery.

Payment will be made in NPR.

The price mentioned in the bid should be fixed and free from possible currency fluctuations.

9. Guarantee

The bidder shall furnish, as part of its bid, a bid security amounting 2.5% should be made and the amount should be deposited in the KIRDARC Operation account (Account name: KIRDARC/Core, Account No: 00401010261258 in Nepal Investment Bank Limited. The successful bidder will be required to sign the contract within Five (5) calendar days of being notified of the acceptance of their offer. At signature of the contract, the bidder will be required to submit a performance bond valued at 10% (ten percent) of the contract value which should be deposited in KIRDARC Operation A/C. If the successful bidder refuses to fulfil their obligations as mentioned in this invitation to tender their guarantee will be retained until the contract provisions have been fulfilled to the full satisfaction of KIRDARC. KIRDARC reserves the right to keep the guarantee if the contract provisions are not fulfilled.

10. Penalties

In the event of a delay in delivery caused by other than by force majeure, KIRDARC is entitled to apply a penalty of 1/1000 (one per thousand) of the value of the goods per day of late delivery after the ultimate delivery date (as specified in the purchase order)

This penalty will be deducted from the invoice.

In the event of corrupt, fraudulent, collusive or coercive practices by candidates, tenders will be automatically rejected. In the event of such practices being engaged in or revealed subsequent to the signing of a contract, the contract will be terminated.

11. Award Criteria

The contract will be awarded on the basis of best value for money. This means that not only the cost of goods and delivery will be taken in account but also other factors such as price, price/quality ratio, reliability, delay in delivery, previous experience, bidder's financial history, and recommendations or references.

The final decision will be made based on review of bids received and procurement committee recommendations.

12. Ineligibility criteria

Tenderers falling into any of the following cases are excluded from participation in the procurement procedure:

- (a) 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;
- (b) They have been convicted of an offence concerning their professional conduct by a judgement that has the force of *res judicata*;
- (c) They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (g) They are engaged in the exploitation of child labour
- (h) They do not respect their employees' basic social rights and working conditions.

Candidates or bidders must provide a written statement with their bid documents that they are not in one of the situations listed above.

13. Grounds for Exclusion

Contracts shall not be awarded during the procurement procedure to candidates or Bidders who,

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required by the humanitarian organisation as a condition of participation in the contract procedure or fail to supply this information.
- (c) Have engaged in corrupt, fraudulent, collusive or coercive practices.

14. Bid Conditions and Process

- ◆ All bids should be sealed; they should clearly specify whether all of the above conditions will be accepted. Bids which are not or only partly in conformity with the tender terms and conditions risk to be excluded from participation.
- ◆ All bids should be sent to this address:
 - KIRDARC Co-ordination office Sanepa, Lalitpur
- ◆ Bids should reach KIRDARC office no later than 25 February 2020
- ◆ KIRDARC Nepal does not bind to accept the lowest quotation. The Contract will be awarded on the basis of best value of money which means that not only the cost of goods and delivery will be

taken into consideration but also other factors such as quality ratio, reliability, and previous experience will be taken in account.

- ◆ KIRDARC Nepal Reserves the right to accept or reject wholly or partially or all of quotations without declaring any reason, whatsoever.

15. Bid Opening, Evaluation and Notification of Award.

- ◆ Bids will be opened by the Procurement Committee in presence of Bidders.
- ◆ Comparative tables including all award criteria will be compiled, based on which the winning bid will be declared. Bidders will be informed no later than four days on the result of tender.