



नेपाल धितोपत्र बोर्ड
व्यवस्थापन तथा कानून विभाग
खुमलटार, ललितपुर
फोन :- ०१- ५५४९०५७/५५५९९६२

ल्यापटप (Laptop) खरिद सम्बन्धी सिलबन्दी दरभाउपत्र आह्वानको सूचना

(प्रथम पटक प्रकाशित मिति: २०७९/१२/०३)

यस नेपाल धितोपत्र बोर्डको लागि १७ (सत्र) थान ल्यापटप (Laptop) खरिद गर्नुपर्ने भएको हुँदा इच्छुक फर्म/कम्पनीले यो सूचना प्रकाशित भएको मितिले १५ दिन भित्र फर्म/कम्पनीको दर्ता/इजाजत प्रमाणपत्रको प्रमाणित प्रतिलिपी, मु.अ.कर दर्ताको प्रमाणित प्रतिलिपी, आ.व. २०७८/७९ को कर चुक्ता प्रमाणको प्रतिलिपी र एक हजार रुपैयाँ (फिर्ता नहुने गरी) बोर्डको लक्ष्मी बैंक लि. लगनखेल शाखामा रहेको खाता नं. ०१८११०३३२१४ मा नगदै वा विद्युतिय माध्यमबाट जम्मा गरी बैक भौचर/रसिद निवेदनसाथ संलग्न राखी यस कार्यालयबाट खरिद गरिएको दरभाउपत्रमा संलग्न स्पेसिफिकेशन बमोजिमको ल्यापटप (Laptop) उपलब्ध गराउन सक्ने दररेट भरी १५ औं (मिति २०७९/१२/१७) दिन दिनको १:३० बजे भित्र रीतपूर्वक सिलबन्दी दरभाउपत्र पेश गर्नुहुन यो सूचना प्रकाशित गरिएको छ । दरभाउपत्र पेश गर्ने अन्तिम दिनसम्म बोर्डमा प्राप्त सिलबन्दी दरभाउपत्र प्रस्तावहरु बोर्डको कार्यालयमा मिति २०७९/१२/१९ गते दिनको १:३५ बजे सिलबन्दी दरभाउपत्रदाता वा निजको प्रतिनिधिको उपस्थितिमा (उपस्थित नभएपनि) खोलिनेछ । यस सूचनाको विस्तृत विवरण बोर्डको वेबसाइट (www.sebon.gov.np) मा हेर्न सकिनेछ । थप जानकारीको लागि बोर्डको जनशक्ति तथा प्रशासन शाखामा सम्पर्क राख्नु हुन अनुरोध गरिन्छ ।

Procurement of Laptops

Sealed Quotation

Sealed Quotation No: **3/2079/080**



Securities Board of Nepal
Khumaltar, Lalitpur
Phone: 5541057, Fax 5541058

Chaitra, 2079

Abbreviations

BDS	Bid Data Sheet
BD	Bidding Document
DP	Development Partner
e-GP.....	Electronic Government Procurement
GCC	General Conditions of Contract
GoN	Government of Nepal
ITB	Instructions to Bidders
SEBON	Securities Board Of Nepal
PAN	Permanent Account Number
PPMO	Public Procurement Monitoring Office
SBD	Standard Bidding Document
SQ.....	Sealed Quotation
SCC	Special Conditions of Contract
VAT	Value Added Tax
PE.....	Public Entity
OEM.....	Original equipment manufacturer

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Section I. Invitation for Sealed Quotation

Name of the Office: **Securities Board of Nepal (SEBON)**

Address of the Office: **Khumaltar, Lalitpur**

Invitation for Sealed Quotation for the procurement of Branded Laptops

Sealed Quotation No: **3/2079/080**

Date of first Publication: **2079/12/03**

1. The **Securities Board of Nepal** invites sealed quotations from registered Suppliers for the supply, delivery and installation of 17 units (Item A=11 units and Item B=6 units) of Laptops.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of **Securities Board of Nepal, Khumaltar, Lalitpur, Phone: 015541057, Fax: 015541058, email: management@sebon.gov.np**
3. A complete set of Bidding Documents may be purchased from the office of **Securities Board of Nepal, Khumaltar, Lalitpur** by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, VAT registration certificate, tax clearance certificate for fiscal year 2078/79 and deposit receipt/payment voucher of a non-refundable fee of NRs. 1000.00 in Bank Account No. **01811033214** at Laxmi **Bank Ltd., Lagankhel** till **2079/12/17** during office hours.
4. The bids will be open in the presence of Bidders' representatives who choose to attend at 1:35 **PM** on **2079/12/19** at the office of **SEBON, Khumaltar, Lalitpur**. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of **Rs.40,000 (Forty thousands Rupees Only)**, which shall be valid for 30 days beyond the validity period of the bid. If bidder wishes to submit the Cash Security, the cash should be deposited in Bank Account No. **01811033214** at Laxmi **Bank Ltd., Lagankhel** and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
5. If the last date of purchasing and/or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
6. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

Section II. Instructions to Bidders

1. Scope of Works	1.1 The Purchaser stated in the BDS for the procurement (supply, delivery and installation) of Goods as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS.
2. Eligible Bidder	<p>2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.</p> <ul style="list-style-type: none"> a) Up to date Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate for the Fiscal Year 2078/79. d) Business registration certificate (if required) e) Power of Attorney to sign the Sealed Quotation f) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV. g) A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings, and has not been Copy of Firm Registration Certificate <p>2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.</p>
3. One Quotation per Bidder	3.1 Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.
4. Cost of Bidding	4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotation and the Purchaser shall in no case be liable for those costs.
5. Site Visit	5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Goods.
6. Content of Quotation Form	<p>6.1 The Quotation Form comprise the documents listed below:</p> <ul style="list-style-type: none"> 1. Section I: Invitation for Sealed Quotation (SQ) 2. Section II: Instructions to Bidders 3. Section III: Bid Data Sheet 4. Section IV Quotation Forms and Price Schedule 5. Section V: Schedule of Requirements 6. Section VI: General Conditions of Contract (GCC)

	<p>7. Section VII: Special Conditions of Contract</p> <p>8. Section VIII: Contract Form</p>
7. Clarification	7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.
8. Language of Quotation	8.1 All documents relating to the Quotation shall be in English or Nepali.
9. Documents Comprising Quotation	<p>9.1 The Quotation by the Bidder shall comprise the following:</p> <ul style="list-style-type: none"> a. Quotation Form and Price Schedules b. Bid Security c. Schedule of Requirements d. submit the copy of the documents as specified in BDS
10. Quotation Prices	<p>10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. For all items of the goods to be supplied under the contract.</p> <p>10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.</p> <p>10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.</p>
11. Quotation Validity	11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
12. Quotation/Bid Security	<p>12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security as specified in the BDS.</p> <p>12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms:</p> <ul style="list-style-type: none"> (a) an unconditional bank guarantee from "A" class commercial bank or; (b) a cash deposit voucher in the Purchaser's Account as specified in the BDS <p>In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid security shall be valid for thirty (30) days beyond the original validity period of the bid</p> <p>12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as nonresponsive.</p> <p>12.4 The Bid security shall be forfeited if:</p>

	<p>(a) A Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline.</p> <p>(b) a Bidder changes the prices or substance of the Sealed Quotation while providing information;</p> <p>(c) a Bidder involves in fraud and corruption pursuant to clause 26;</p> <p>(d) the successful Bidder fails to:</p> <p>(i) furnish a performance security in accordance with clause 25;</p> <p>(ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or</p> <p>(iii) accept the correction of arithmetical errors pursuant to clause 19.1</p> <p>(iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification</p>
13. Format and Signing of Quotations	13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialled by the same authorized person.
14. Sealing and Marking of Quotations	14.1 Bidders may submit their bids by manually. Procedures for submission, sealing and marking are as follows: Bidders submitting bids by manually. The Bidder shall submit his/her bid in sealed envelopes addressed to the Purchaser as specified in the BDS. Bidder's name, address and sealed quotation number should be clearly mentioned in the envelope.
15. Deadline for Submission of Quotations	15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS.
16. Late Quotation	16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17. Modification And Withdrawal	17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
18. Bid Opening	18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS. Opening of quotations shall not be halt in case of non-representation by bidders. 18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.
19. Process to be Confidential	19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such

	<p>process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.</p>
20. Examination of Quotations	<p>20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation</p> <ul style="list-style-type: none"> (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed by the authorized person; (c) is accompanied by the required security; and (d) is substantially responsive to the requirements of the Bidding documents.
21. Evaluation and Comparison of Quotations	<p>21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:</p> <ul style="list-style-type: none"> (a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in the Letter of Quotation will be corrected. (d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a), (b) and (c) above. <p>21.2 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.</p>
22. Award of Contract	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price for each item laptop within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.</p>
23. Purchaser's Right to Accept or Reject	<p>23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.</p>
24. Notification of Award and Signing of	<p>24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.</p>

Agreement	<p>24.2 The notification (hereafter called the “Letter of Acceptance”) to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security Pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder’s Quotation Security and, upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
25. Performance Security	<p>25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from "A" class Commercial Bank in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows: Performance Security Amount = $[(0.85 \times \text{Cost Estimate} - \text{Bid Price}) \times 0.5] + 5\% \text{ of Bid Price.}$</p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
26. Corrupt or Fraudulent Practices	<p>26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.</p>
27. Conduct of Bidders	<p>27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN’s Procurement Act and Regulations.</p> <p>27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:</p> <ol style="list-style-type: none"> a) give or propose improper inducement directly or indirectly, b) distortion or misrepresentation of facts c) engaging or being involved in corrupt or fraudulent practice d) Interference in participation of other prospective bidders. e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings, f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing

	<p>artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price.</p> <p>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</p>
<p>28. Blacklisting Bidder</p>	<p>28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2, b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract, c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract. d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information, e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser. <p>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.</p>
<p>29. Publication of contract award notice</p>	<p>29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of Chief District Office, District Co-ordination Office and District Treasury Control Office, Such notice shall also be posted in its website and PPMO's website.</p> <ul style="list-style-type: none"> a. Name of the procurement, b. IFB number, c. date and name of newspaper published the IFB notice, d. name of the successful Bidder, and the contract price. <p>29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.</p>
<p>30. Provision of PPA and PPR</p>	<p>30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations</p>

	(PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.
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Section – III. Bid Data Sheet

ITB 1	The scope of Supply is: 17 units (Item A=11 units and Item B=6 units) of Laptop purchase The number of the Invitation for Sealed Quotation (SQ) is : 3/2079/080 The Purchaser is: Securities Board of Nepal
ITB 9.1 (d)	The bidder at the time of bid submission shall submit: <ul style="list-style-type: none"> a) Up to date Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate for the Fiscal Year 2078/79. d) Business registration certificate (if required) e) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV. f) A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has no conflict of interest in the proposed procurement proceedings, and has not been Copy of Firm Registration Certificate.
ITB 10.1	The bidder should specify the unit price for item A and item B separately in price schedule for goods (Section IV-3).
ITB 12.2	The Bidder shall furnish a bid security, from "A" class commercial bank with a minimum of Rs.40,000 (Forty Thousands Rupees Only) , which shall be valid for 30 days beyond the validity period of the bid. Cash Deposit Account for Bid Security: Bank Name: Laxmi Bank Ltd. Bank Address: Lagankhel Account holder's Name: Securities Board of Nepal , Account Number: 01811033214
ITB 13.1	The written confirmation of authorization to sign on behalf of the bidder shall consist of: Power of Attorney to sign the bid
ITB 14.1	Bidders shall not have the option of submitting their bids electronically.
ITB 15	The deadline for Sealed Quotation submission is: Date: 207911/17 Time : 1:30 PM Address: Securities Board of Nepal, Khumaltar, Lalitpur
ITB 18	The Sealed Quotation opening shall take place at : Address : Securities Board of Nepal, Khumaltar, Lalitpur Date: 2079/11/19 Time : 1:35 PM The Purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders' representatives who choose to attend.

Section IV. Quotation Form and Price Schedule

1. Quotation and Price Schedule

Date:.....

To: **Securities Board of Nepal**
Khumaltar, Lalitpur

Gentlemen and/or Ladies:

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to supply, delivery and installation of 17 units (Item A=11 units and Item B=6 units) of **laptops** in conformity with the said SQ documents for the sum of Rs.(In words.....)

Or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

We undertake, if our SQ is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to the amount as stated in the ITB Clause 25 for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this SQ for a Period of 45 days from the date fixed for SQ opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that this SQ, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

We declare that we are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business related offense.

We understand that you are not bound to accept the lowest evaluated SQ or any other SQ that you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign SQ for and on behalf of _____

2. Bidder's Information Form

[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted. In case of joint venture, each partner shall fill the information in separate form.]

1.	Bidder's Legal Name	
2.	Bidder's Address:	
3.	Bidder's Country of Registration:	
4.	Bidder's Year of Registration:	
5.	Bidder's Legal Address in Country of Registration	
6.	Bidder's Authorized Representative Information: Name: Address: Telephone/Fax numbers: Email Address:	
7.	Bidder's Telephone/Fax numbers:	
8.	Bidder's Email Address:	
	Attached are copies of the following original documents. <input type="checkbox"/> 1. Firm Registration Certificate <input type="checkbox"/> 2. Authorization to represent the firm	

3. Price Schedule for Goods

I. For Item A (Bidder shall specify the unit price as per the technical specifications of item A Laptop)

Name of Bidder:.....

Contract Identification Number:.....

Item (1)	Description (2)	Country of Origin (3)	Quantity (4)	Unit Price ¹ EXW		Total Price (in NRs) 6=(cols. 4x5)
				(in NRs) (5)		
				In Figure	In Words	
Total						
VAT						
Grand Total						

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Sealed Quotation for and on behalf of _____

Date: _____

¹ The price shall include all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item or the customs duties and sales and other taxes paid on the previously imported item offered ex warehouse, ex showroom, or off-the-shelf. These factors should not be entered separately.

Price Schedule for Goods

II. For Item B (Bidder shall specify the unit price as per the technical specifications of item B Laptop)

Name of Bidder:.....

Contract Identification Number:.....

Item (1)	Description (2)	Country of Origin (3)	Quantity (4)	Unit Price ² EXW		Total Price (in NRs) 6=(cols. 4x5)
				(in NRs) (5)		
				In Figure	In Words	
Total						
VAT						
Grand Total						

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Sealed Quotation for and on behalf of _____

Date: _____

² The price shall include all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item or the customs duties and sales and other taxes paid on the previously imported item offered ex warehouse, ex showroom, or off-the-shelf. These factors should not be entered separately.

4. Bid Security

**Bank's Name, and Address of Issuing Branch or Office
(On Letter head of the 'A' class Commercial Bank)**

Beneficiary: name and address of Employer.....

Date:.....

Bid Security No.:

We have been informed that [*insert name of the Bidder*] (hereinafter called "the Bidder") intends to submit its bid (hereinafter called "the Bid") to you for the execution of name of Contract under Invitation for Bids No. ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we..... . name of Bank.hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.amount in figures (. amount in words) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) Does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) Having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.
- (d) is involved in fraud and corruption in accordance with the ITB

This guarantee will remain in force up to and including the datenumber.....days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

Bank's seal and authorized signature(s) . . .

Note:

The bid security of has been counter guaranteed by the Bankon (Applicable for Bid Security of Foreign Banks).

Section V. Schedule of Requirements

1. Delivery and Completion Schedule

Delivery shall take place in compliance with the dates, duration and locations indicated below.

Item	Description	Quantity	Unit	Final Destination as specified in BDS	Required Delivery Schedule	Bidder's offered Delivery date [to be provided by the bidder]
A	Laptop	11	nos.	Securities Board of Nepal, Khumaltar, Lalitpur	20 days from the date of signing the contract	
B	Laptop	6				
Total		17				

2. Technical Specifications

The purpose of the Technical Specifications (TS) is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The TS, as a part of the schedule of Requirements (SR), constitute a Contract document and are, therefore, a part of the Contract. The Purchaser must prepare the TS and include them as a part of the Procurement Document, as applicable to each Contract.

Purchaser Requirement

Item No. (1)	Name of Goods or Related Services (2)	Technical Description, Specifications, and Standards (3)		Bidders proposed	Reference page/ no. / Catlogue page/ no. (6)	The bidder shall state as Fully complaint/ Partially complaint/ Non complaint (7)
		Particulars (3)	Requirements (4)	Proposed technical description, specification and standard (5)		
Item A						
I	Laptop	Brand	To be specified by Vendor			
II		Model	To be specified by Vendor			
III		Display	15.6 inch Full HD			
Iv		Processor	Intel Core i5 (11th Gen, minimum 2.0 GHz, 8M Cache or or higher)			
V		Main Memory	8 GB Onboard DDR4, Expandable up to 16GB			
Vii		Audio	2W x 2 Dolby Audio			
Vii		Webcam & Microphone	HD Camera with microphone			
Viii		Peripherals	Minimum 1 USB 3.2 Type-A Minimum 1 USB 3.2 Type-C HDMI 1.4 Port Audio Jacks			
Ix		Security Chip	Discrete TPM 2.0 TCG Certified			

X		Networking	Gigabit Ethernet (RJ-45) Wireless LAN 802.11a/b/g/n/ac, Dual-band (2.4 GHz and 5.0 GHz) technology Bluetooth			
Xi		Storage	256 GB M.2 SSD			
Xii		Batteries	3 Cell, 54Whr or Higher			
Xiii		Keyboard and Mouse	Enhanced Optical Wireless Mouse Standard Full Size, Spill Resistant Keyboard			
Xiv		Warranty	Three (3) years manufacturer's warranty on parts and services			
Xv		Operating System	Windows 11 Pro Genuine (Pre-installed From OEM)			
Item B						
I	Laptop	Brand	To be specified by Vendor			
II		Model	To be specified by Vendor			
III		Display	13.3 inch FHD IPS touchscreen			
Iv		Processor	Intel Core i5 (11th Gen, minimum 2.0 GHz, 8M Cache or higher)			
V		Main Memory	8 GB Onboard DDR4, Expandable up to 16GB			
Vi		Graphics	Integrated Intel Graphics			
Vii		Security Chip	Discrete TPM 2.0 TCG Certified			
Viii		Peripherals	Minimum 1 USB 3.2 Type-A Minimum 1 USB 3.2 Type-C HDMI 1.4 Port Audio Jacks			
Ix		Webcam & Microphone	HD Camera with microphone			
X		Audio	2W x 2 Dolby Audio			

Xi	Networking	Gigabit Ethernet (RJ-45) Wireless LAN 802.11a/b/g/n/ac, Dual-band (2.4 GHz and 5.0 GHz) technology Bluetooth			
Xii	Storage	256 GB M.2 SSD			
Xiii	Keyboard and Mouse	Enhanced Optical Wireless Mouse, Spill Resistant, Backlit Keyboard			
Xiv	Batteries	3 Cell, 54Whr or Higher			
Xv	Warranty	Three (3) years manufacturer's warranty on parts and services			
Xvi	Operating System	Windows 11 Pro Genuine (Pre-installed From OEM)			

Bidders shall mention each and every proposed technical detail as specified in the technical details.

Section VI. General Conditions of Contract

<p>1. Definitions</p>	<p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein; b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation; c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract; d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment. e. "The Purchaser" means the procuring entity purchasing the goods; f. "The Supplier" means the organization supplying the goods and services under this contract.
<p>2. Technical Specification</p>	<p>2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.</p>
<p>3. Patent Right</p>	<p>3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.</p>
<p>4. Performance Security</p>	<p>4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.</p> <p>4.3 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
<p>5. Inspection and Tests</p>	<p>5.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality</p>

	<p>of performance after the supply and delivery of good to the Purchaser's premises</p> <p>5.2 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser.</p>
6. Packing	<p>6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.</p> <p>6.2 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.</p> <p>6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.</p>
7. Delivery of Goods	<p>7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.</p>
8. Insurance	<p>8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.</p>
9. Warranty	<p>9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.</p> <p>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for three year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.</p> <p>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.</p>
10. Payment	<p>10.1 Payment shall be made in the Nepalese currency as specified in the SCC</p> <p>10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.</p>
11. Prices	<p>11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.</p>
12. Changed Order	<p>12.1 Where the Purchaser desires to make changes in Schedule of Requirement, it shall not exceed more than 15 percent.</p>
13. Liquidated Damages	<p>13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated</p>

	<p>damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.</p>
<p>14. Resolution of Disputes</p>	<p>14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.</p> <p>14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <p>a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p>b. the Purchaser shall pay the Supplier any monies due the Supplier.</p>
<p>15. Governing Language</p>	<p>15.1 The Governing Language shall be: Nepali or English</p>
<p>16. Applicable Law</p>	<p>16.1 The applicable law shall be Laws of Nepal.</p>
<p>17. Notices</p>	<p>17.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt</p> <p>17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.</p>
<p>18. Taxes and Duties</p>	<p>18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GON.</p>
<p>19. Operation, Maintenance and Spare-parts Manuals</p>	<p>19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC..</p>
<p>20. Conduct of Suppliers</p>	<p>20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN's Procurement Act and Regulations.</p>

	<p>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:</p> <ol style="list-style-type: none"> a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts c. engaging or being involved in corrupt or fraudulent practice d. interference in participation of other prospective bidders. e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings, f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price. g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract
<p>21. Blacklisting Supplier</p>	<p>21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:</p> <ol style="list-style-type: none"> a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2, b. if the supplier fails to sign an agreement pursuant to ITB Clause 24, c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract, d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract. <p>21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal.</p>

Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder shall complete the following information before submitting his Sealed Quotation.]

Clause	Item
GCC 1.1.1 (e)	The Purchaser is: Securities Board of Nepal
GCC 4.1	<p>The Currency of of the performance Security shall be in Nepalese Rupees.</p> <p>The amount of the performance security shall be as follows:</p> <ul style="list-style-type: none"> (i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price. (ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows: (iii) <ul style="list-style-type: none"> Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price. (The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.) <p>The performance security shall be valid for 1 month beyond warranty period.</p>
GCC 9.2	The warranty period shall be three years .
GCC 10	<p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <p>The payment shall be made through account and finance section of the Purchaser.</p>
GCC 10	<p>1. Payments shall be made in Nepalese Rupees in the following manner:</p> <p>On Delivery and acceptance: One Hundred (100)] percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. and upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s</p> <p>TDS shall be deducted as per the prevailing rules and regulations.</p>
GCC 17.1	<p>For notices, the Purchaser's address shall be:</p> <p>Name and Address of the Purchaser: Securities Board of Nepal</p> <p>Telephone number: 015541057</p> <p>Facsimile number: 015541058</p> <p>e-mail Address: management@sebon.gov.np</p> <hr/> <p>For notices, the Suppliers's address shall be: <u>[insert full name and address of Suppliers including telephone number, facsimile number and electronic mail address (if applicable)]</u></p> <p>Name and Address of the Supplier:</p> <p>Telephone number:</p> <p>Facsimile number:</p> <p>e-mail Address:</p>
GCC 19.1	The Supplier shall supply 17 copies Item A=11 units and Item B= 6 units) of manufacturer's

Clause	Item
	operation, maintenance and spare-part manuals of the goods (Equipment) in English or Nepali language as specified in SCC.

Section VIII. Contract Form

Letter of Acceptance

Date

To: *name and address of the Contractor*

Subject: *Notification of Award*

This is to notify that your Sealed Quotation dated for execution of the **purchase of 17 units (Item A=11 units and Item B= 6 units) of Laptops, identification no 3/2079/080** for the Contract price of Nepalese Rupees as corrected in accordance with the Instructions to Bidders is hereby accepted in accordance with the Instruction to Bidders.

You are hereby instructed to contract this office to sign the formal contract agreement within 7 days. As per the Conditions of Contract, you are also required to submit Performance Security, as specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII (Contract Forms) of the Bidding Document.

The Purchaser shall forfeit the bid security, in case you fail to furnish the Performance Security and to sign the contract within specified period.

Authorized Signature:

Name and Title of Signatory:

Contract Agreement

THIS AGREEMENT made the ____ day of _____ 20____ between Securities Board of Nepal (hereinafter called “the Purchaser”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited Sealed Quotation for certain goods and ancillary services, viz., supply, delivery and installation of 17 units (Item A=11 units and Item B=6 units) of Laptops and has accepted a SQ by the Supplier for the supply of those goods and services in the sum of [Contract price in words and figures] (Hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Form of Agreement
 - b. The Purchaser’s Notification of Award
 - c. The General Conditions of Contract;
 - d. Special Conditions of Contract
 - e. Quotation Form and the Price Schedule submitted by the Supplier;
 - f. The Schedule of Requirements;
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.
5. If there is any disputes between the Purchaser and the Supplier while acting in accordance with this agreement or if there is any obstacle while acting in accordance with the agreement, both parties will resolve the dispute through mutual discussion. If such disputes cannot be resolved through mutual discussions, the disputes will be resolved in accordance with the prevailing law.
6. Apart from the conditions mentioned in this agreement, other matters shall be as mentioned in the Public Procurement Act, 2063, Public Procurement Rules, 2064, Nepal Securities Board Procurement Rules, 2074 and other prevailing laws.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

Performance Security

Date :

To: Securities Board of Nepal
Khumaltar, Lalitpur.

WHEREAS **[insert complete name of Supplier]** (hereinafter “the Supplier”) has received the notification of award for the execution of **[insert identification number and name of contract]** (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security **[insert type of security]** issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned **[insert complete name of Guarantor]**, legally domiciled in **[insert complete address of Guarantor]**, (hereinafter the “Guarantor”), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of **[insert currency and amount of guarantee in words and figures]** and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of **[insert currency and amount of guarantee in words and figures]** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the **[insert day, month, year]**.

Name: **[insert complete name of person signing the Security]**

In the capacity of: **[insert legal capacity of person signing the Security]**

Signed: **[insert signature of person whose name and capacity are shown above]**

Duly authorized to sign the security for and on behalf of: **[insert seal and complete name of Guarantor]**

Date: **[insert date of signing]**