

कारितास नेपाल, धोविघाट, ललितपुर

मौचर प्रणाली मार्फत कृषि सामग्री उपलब्ध गराउनका लागि

बोलपत्र प्रस्ताव आह्वान

Swiss Agency for Development and Cooperation को सहयोगमा -Livelihoods Support Program (LSP) राष्ट्रिय गैरसरकारी संस्था कारितास नेपालले विगत तीन दशकदेखि नेपालमा आपतकालिन राहत तथा विकास कार्यक्रम सञ्चालन गर्दै आईरहेको छ । कारितास नेपालले हाल मौचर योजना प्रणालीमार्फत साना किसानहरूलाई कृषि सामग्री सहयोग प्रदान गर्नका लागि जीविकोपार्जन सहयोग (LSP) परियोजना कार्यान्वयन गरिरहेको छ । यस कार्यक्रम अन्तर्गतका प्रदेश नं. १ मा देहाय बमोजिमका नगरपालिका/गाउँपालिका, वडाहरूमा कृषि सामग्री वितरण गर्नका लागि नेपाल सरकारबाट इजाजत प्राप्त फर्म/कम्पनी/संस्थाहरूबाट रित्तपुर्वक सिलबन्दी बोलपत्र प्रस्ताव पेश गर्नका लागि यो सूचना प्रकाशित गरिएको छ ।

कार्यक्रम संचालन हुने स्थानहरू:

१. अर्जुनधारा नगरपालिका, वडा नम्बर १ देखि ११, भापा (लक्षित घरधुरी -७२४२)

२. चुलाचुली गाउँपालिका, वडा नम्बर १ देखि ६, ईलाम (लक्षित घरधुरी -२५२५)

३. मिक्लाजुङ गाउँपालिका, वडा नम्बर १ देखि ५, मोरङ (लक्षित घरधुरी -४०००)

कृषि सामग्रीको सूची: (१) तरकारी तथा मकै बिउ (२) किटनाशक तथा दुशनाशक विषादी

(३) सूक्ष्म पोषण तत्व (४) कृषि उपकरणहरू ।

सामग्री वितरणको समयावधि: सेप्टेम्बर २७ देखि नोभेम्बर ६, २०२०

ईच्छुक बिक्रेताहरूले देहाय बमोजिमका सिलबन्दी बोलपत्र प्रस्ताव बुझाउनु पर्नेछ:

१. कम्पनीको विवरण सहित सिलबन्दी प्राविधिक आवेदन तथा सिलबन्दी वित्तीय आवेदन -(सामग्रीहरूको मूल्यसूची)

२. नेपाल सरकार वाणिज्य विभागद्वारा जारी कम्पनी दर्ता प्रमाणपत्र वा लाईसेन्सको प्रतिलिपि

३. कृषि सामग्री सूचीमा उल्लेख वस्तुहरूको आपूर्ति/व्यापार गर्नका लागि डिलरशीप अनुमतिपत्र वा प्रमाणपत्रको प्रतिलिपि

४. नेपाल सरकारद्वारा जारी VAT/PAN दर्ता प्रमाणपत्रका तीन प्रतिलिपि

५. आवेदक व्यवसायीको नागरिकता प्रमाणपत्रको प्रतिलिपि

६. पछिल्लो आर्थिक वर्षको पछिल्लो कर चुक्ता प्रमाणपत्रको प्रतिलिपि (वा आन्तरिक राजस्व विभागद्वारा जारी म्याद थप गरिएको पत्र)

बोलपत्र सामग्री संकलन गर्ने कार्यविधि: विस्तृत TOR (नियम तथा शर्त), टेण्डर फारम, प्राविधिक आवेदन फारम, वित्तीय आवेदन फारम र कृषि सामग्रीको सूची शनिबार, आईतबार र सार्वजनिक बिदाका दिन बाहेक अन्य दिनहरूमा कारितास नेपालको कार्यालयहरूबाट १६ देखि २३ सेप्टेम्बरभित्र बिहान ९:३० बजेदेखि ३:३० बजेसम्म निःशुल्क प्राप्त गर्न सकिनेछ । विस्तृत जानकारी वेबसाईट <https://www.caritasnepal.org/career/> मा पनि हेर्न सकिनेछ ।

कारितास नेपाल कार्यालय ठेगाना	सम्पर्क नम्बर
कारितास नेपाल, ललितपुर महानगरपालिका, धोबिघाट, ललितपुर	९८९३३२५२२५
कारितास नेपाल, उपकार्यालय, दमक- ०६, भापा	९८५२६७५२२४
कारितास नेपाल, नगरपालिका कार्यालय, अर्जुनधारा भापा	९८०२३२७७३५
कारितास नेपाल, गाउँपालिका कार्यालय, चुलाचुली, ईलाम	९८०२३२७७३९
कारितास नेपाल, गाउँपालिका कार्यालय, मिक्लाजुङ, मोरङ	९८०२३२७७०३

फारम बुझाउने विधि: माथि उल्लेखित दस्तावेज दुईवटा छुट्टाछुट्टै सिलबन्दी खाममा राखी (प्राविधिक प्रस्ताव र वित्तीय प्रस्ताव) माथि उल्लेखित कारितास नेपालका कार्यालयहरूमा वा procurement@caritas.org.np ठेगानामा ईमेल मार्फत सेप्टेम्बर २४, २०२० भित्र बुझाउनु पर्नेछ । procurement@caritas.org.np



TERMS & CONDITIONS FOR BIDDERS

1. The Proposal shall be disqualified if any one of the following conditions is not fulfilled.
 - a) If the proposal is not submitted in a sealed envelope or received in different email address other than the authorized address which is procurement@caritas.org.np.
 - b) If there is no document as mentioned in the vendor Submission Requirement clause.
 - c) If there is no company or firm's seal on the Terms and Conditions document.
 - d) If there is no Proprietor's / Firm's authorized representative's signature in Terms and Conditions document.
2. Sealed proposal completed in all respects shall be opened in Central Office and Project Operation Office in Damak, Jhapa. The sealed bids will be opened without the presence of bidders.
3. TDS on the total amount shall be deducted from the bill as per the Government rules and regulations and deposited to the Tax Office.
4. The quoted price in the form submitted by the bidder will be taken as the submitted correct price.
5. All decisions will be taken by Caritas Nepal's Procurement Committee.
6. Caritas Nepal reserves the right to accept or reject the proposal without giving any reason whatsoever, or to waive minor irregularities or errors in this quotation and is not obliged to accept the lowest bid.
7. The bid application indicates clearly agreement by bidder (vendor/supplier) on supplying Agro-inputs by taking part in Caritas Nepal voucher based agriculture input program and to receive payment for sales made every 7-14 days.
8. Bidders (vendor/supplier) agree to submit necessary documents in order to receive payment from Caritas Nepal every 7-14 days during contract period. The documents to be submitted will include: invoice, vouchers received from beneficiaries/clients, receipts, and verification document for vouchers received (as advised by Caritas Nepal).

Code of Conduct for suppliers: -

- 1) **Should have Legal status :-** (As per mentioned in Vendor Submission Requirement clause)
- 2) **Caritas Compliance and national laws: -** Caritas expects the entities we deal with to comply with government laws relating to protecting the rights of workers including working hours, conditions of work, freedom of association, health and safety, Child Labour (Prohibition and Regulation) Act, 2000, environmental laws, tax laws of the land etc
- 3) Caritas Nepal Voucher distribution policy/guideline to be followed and implemented strictly by vendor or suppliers
- 4) Make sales from shop, warehouse or market event by pursuing guidelines of COVID 19 for public safety.

(b) Ethical conduct of the suppliers: -

1. **Zero tolerance to Corruption:** Caritas Nepal expects its suppliers and service providers to adhere to highest standards of moral and ethical conduct and not engage in any corrupt practices including but not limited to bribery, fraud or extortion.
2. **Conflict of interest is not allowed:** The suppliers shall disclose to Caritas Nepal any situation that may appear as a conflict of interest or if any Caritas Nepal employee has any kind of interest in the business of the supplier including economic ties.
3. **Gifts or hospitality is not allowed:** Suppliers shall not provide any gifts or hospitality to Caritas Nepal employees.



4. **If there is any concern vendors have duty to report:** Caritas Nepal employees are expected to refrain from accepting any favors, bribes, or other forms of personal enrichment from beneficiaries, partners, contractors, or suppliers under any circumstances. Caritas Nepal expect suppliers to report to the management any attempt by Caritas Nepal staff to exert pressure, or extract favors or personal gain economically, professionally, politically or sexually.

For use by the bidders/vendors

I have carefully read and understood all the Terms and Conditions as stated above. I have fully agreed to abide by these conditions if I am awarded the contract as per quotation submitted.

Name of the Firm	
Name of the Proprietor:	Signature of Proprietor:
Name of the Authorized Representative	Signature
Address:	Proprietor phone number: Contact person phone number:
Firm or Company Stamp:	Date:



Vendors/Suppliers Application form for technical proposal

Date:

Ref no#

Dear Caritas Nepal,

Subject: Technical proposal for Caritas Nepal -LSP

We are pleased to submit the technical proposal as per notice of Caritas Nepal on 16 September 2020 to provide agriculture inputs to citizens of following Gaunpalika/Nagarpalika (and ward numbers are indicated).

s. no.	Gaunpalika/Nagarpalika	People of following ward numbers can easily access my shop. Ward numbers:	Additional arrangement (godown or market sale event) I will make to sell to people of following ward numbers:
1			
2			
3			

We are submitting this proposal upon reading and agreeing to the **terms and conditions** for taking part in the competitive bidding process and we agree to submit this proposal to provide agriculture inputs through voucher system proposed by Caritas Nepal as per its voucher system guideline.

I have provided following documents and information:

Particulars	Please Mark (✓)
1) Valid Firm/Company Registration Certificate in Nepal Government's Overseeing Department (such as Dept. of Commerce)	
2) Dealership certificate	
3) PAN or VAT registration	
4) Up to date tax paid certificate-Latest tax clearance certificate of last fiscal year (If tax clearance certificate of last fiscal year the, letter of an extension issued by IRD must be submitted)	
5) Copy of Citizenship Card	
6) Focal person to contact on behalf of company/firm and contact number (and copy of the person's national ID Card)	
7) Sufficient capital available including human resource, warehouse facility and transportation facility	

We look forward to pursuing the fully compliance process during the entire tenure if selected by Caritas Nepal.

Signature:

Name:

Address:

Contact detail:



Vendors/Suppliers Application form for financial proposal

Ref no#

Date:

Dear Caritas Nepal,

Subject: Financial proposal for Caritas Nepal - LSP

We are pleased to submit the financial proposal as per notice of Caritas Nepal on 16 September 2020 to provide agriculture inputs to citizens of following Gaunpalika/Nagarpalika (ward number) and/or wider project locations as noted below. We are submitting this proposal upon reading and agreeing to the **terms and conditions** provided by Caritas Nepal for taking part in the competitive bidding process.

I agree to submit a financial proposal to provide agriculture inputs through voucher system proposed by Caritas Nepal as per its voucher system guideline.

I hereby submit the price quotation/s to provide agriculture inputs to citizens of following location/s. I have filled one price quotation sheet for each location I have provided proposal for.

1	
2	
3	

Signature:

Name:

Post in firm / company:

Name for firm/company:

Stamp of firm/company:

Address:

Contact number of proprietor:

Contact number of contact person:



Quotation form

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Guideline: You have to fill one quotation sheet for each Gaupalika or Nagarpalika.

That is please fill separate quotation sheet for each location.

Please write clearly which location the filled quotation sheet is for.

Name of Location:

Quotation for Supply of Agriculture items								
			rate without vat for following					
S.N	List of Agricultural Input	Unit	Quoted price/ rate if sold from vendor's shop	Quoted price/ rate if sold from outlet / godown in selected municipality / rural municipality as per arrangement by vendor.	Quoted price/ rate if vendor if sold from trade fair event arranged in wards of selected municipality/ rural municipality by vendor	Number of noted item the vendor can supply	Specification	Remarks
	Tomato Trishul	10 gram					Minimum 70% Germination and 98% purity	
1	Tomato Gaurav-555	10 gram					Minimum 70% Germination and 98% purity	
2	Tomato All rounder	10 gram					Minimum 70% Germination and 98% purity	
3	Cauliflowe- Girija	10 gram					Minimum 70% Germination and 98% purity	
4	Cauliflower-Snowmystique	10 gram					Minimum 70% Germination and 98% purity	
5	Cabbage-Green Coronet	10 gram					Minimum 90% Germination and 99% purity	
6	Beans-Chaumase	500 gram					Minimum 70% Germination and 98% purity	
7	Chilly-Namdhari 1701	5 gram					Minimum 60% Germination and 98% purity	
8	Onion-Nasik Red N-53	500 gram					Minimum 70% Germination and 98% purity	
9	Maize-Rampur Composite	1 kg					Minimum 70% Germination and 98% purity	
10	Chemical pesticide-Chloropyriphus 50% + Cypermethrin 5% EC	100 ml					Should have at least one year of valid expiry date	



Quotation form

pg 1

Quotation for Supply of Agriculture items								
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11	Chemical pesticide-Immidachloroprid 17.8% SL	100 ml					Should have at least one year of valid expiry date	
12	Chemical fungicide- Carbendazim 12% + Mancozeb 63% Wp	250 gram					Should have at least one year of valid expiry date	
13	Chemical Fungicide-Copper oxychloride 50% WP	250 gram					Should have at least one year of valid expiry date	
14	Neembicide-Agrineem	100 ml					At least 3000 PPM Azadirachtin and 60% Neem Oil	
15	Neembicide-Multineem	100ml					At least 3000 PPM Azadirachtin and 1% EC	
16	Trichoderma- Trichoderma viridie	1 kg					At least 1% Wp	
17	Bacillus thuriengiensis(BT)- Minchu Plus	100 ml					BT+Spinosad 15% SC + 1 year of valid expiry date	
18	Micro Nutrient-Zinc	1 kg					Zinc sulphate of at least 21 % ZN and 10% Sulphate	
19	Micro Nutrient-Borex	1kg					At least 10% Boron	
20	Micro Nutrient-Poshan Plus	1 kg					At least 6% Humic Acid, 3.5% Amino acid with chelated Zn, P, Fe, Mn and Plant hormones	
21	Knapsack Sprayer	16 ltrs					Agricultural purpose, Manually operated, Plastic body of any color, ISO certified	
22	Seed storage Plastic Bag						Capacity 50 kg and 60 Micron	
23	Plastic tunnel	6*12 M					Size: 6m*12m and Thickness 120 GSM	



Quotation form

pg 1

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24	Mulching Plastic	1.2*400 M					Size: 1.2m*400 and Thickness: 25 micron							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Additional information vendors can provide:</td> <td></td> </tr> <tr> <td>(1) If any additional discount that can be provided by vendor</td> <td></td> </tr> <tr> <td>(2) Tentative grand total amount sales in value (rupee) the vendor expects to do with Caritas Nepal as proposal of Vendor</td> <td></td> </tr> </table>									Additional information vendors can provide:		(1) If any additional discount that can be provided by vendor		(2) Tentative grand total amount sales in value (rupee) the vendor expects to do with Caritas Nepal as proposal of Vendor	
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