

## कृषि सामग्री उपलब्ध गराउनका लागि बोलपत्र प्रस्ताव आह्वान

Swiss Agency for Development and Cooperation को सहयोगमा -Livelihoods Support Program (LSP) राष्ट्रिय गैर सरकारी संस्था कारितास नेपालले विगत तीन दशकदेखि नेपालमा आपतकालीन राहत तथा विकास कार्यक्रम सञ्चालन गर्दै आईरहेको छ । कारितास नेपालले हाल 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/कम्पनि/संस्थाहरूबाट रित्तपूर्वक सिलबन्दी बोलपत्र प्रस्ताव पेश गर्नका लागि यो सुचना प्रकाशित गरिएको छ ।

**कार्यक्रम संचालन हुने स्थानहरू :**

१. हलेसी तुवाचुङ्ग नगरपालिका खोटाङ्ग - ४०५३ किसानको लागि

२. शहिदभुमि गाउँपालिका, धनकुटा - १८१४ किसानको लागि

सामग्री वितरणको समयावधि: खरिद आदेश जारी भएको ३ दिनभित्र (२०२० अक्टुबर ५ देखि ११ भित्र)

**ईच्छुक विज्रोताहरूले देहाय बमोजिमका सिलबन्दी बोलपत्र प्रस्ताव बुझाउनुपर्नेछ:**

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 गर्न लागि डिलरशीप अनुमतिपत्र वा प्रमाणपत्रको प्रतिलिपि

४. नेपाल सरकारद्वारा जारी VAT/PAN दर्ता प्रमाणपत्रका 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 Halesi and Sahidbhumi 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 २४ सेप्टेम्बरदेखि ०१ अक्टुबरभित्र बिहान ८:३० बजेदेखि ३:३० बजेसम्म नि:शुल्क प्राप्त गर्न सकिनेछ । विस्तृत जानकारी वेबसाईट [www.caritasnepal.org/career](http://www.caritasnepal.org/career) मा पनि हेर्न सकिनेछ ।

कारितास नेपाल कार्यालय ठेगाना	सम्पर्क नम्बर
कारितास नेपाल, ललितपुर महानगरपालिका, धोबिघाट, ललितपुर	९८४२५६५६४०
कारितास नेपाल, शाखा कार्यालय, दमक-०६, भापा	९८५२६७५२२४
कारितास नेपाल कार्यालय, हलेसी तुवाचुङ्ग नगरपालिका खोटाङ्ग	९८०१३१७४५७
कारितास नेपाल कार्यालय, शहिदभुमि गाउँपालिका, धनकुटा	९८०१३१७४५६

**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](mailto:procurement@caritas.org.np) ठेगानामा ईमेल मार्फत अक्टुबर १, २०२० भित्र बुझाउनुपर्नेछ ।



**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 to supply agriculture inputs / items as per notice of Caritas Nepal on 24 September 2020. I propose to supply the inputs/items to following location (table).

s. no.	location	Agree to supply items to the following location
1	Halesituwachung Municipality (Khotang)	
2	Khalsa Chinnatang Sahidbhumi Rural Municipality (Dhankuta)	

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 technical proposal to provide agriculture items and transport it to the above locations. We agree to supply items immediately as per time line noted in TOR if our bid is selected. We agree to transport the items to the above noted locations if our bid is selected. I have provided the 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 transportation facility	

We will fully comply with the provided TOR and Caritas Nepal's contract if our bid is selected.

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 24 September 2020 to provide agriculture inputs with transportation to the following Gaunpalika/Nagarpalika. We are submitting this proposal upon reading and agreeing to the **terms and conditions**.

We agree to supply the agriculture item as per this proposal. We agreed to supply the items immediately as time line noted in TOR. We agree to supply items by transporting it to the following locations (table) ourselves.

We hereby submit the financial proposal with price quotation/s to provide agriculture inputs with transport to following location/s. I have filled one price quotation sheet for each location I have provided proposal for.

S.N	Markest	Willingness for supply material (Tick✓)
1	Halesituwachung Municipality (Khotang)	
2	Khalsa Chinntang Sahidbhumi Rural Municipality (Dhankuta)	

We will fully comply with the provided TOR and Caritas Nepal's contract if our bid is selected.

Signature:

Name:

Post in firm / company:

Name for firm/company:

Stamp of firm/company:

Address:

Contact number of proprietor:

Contact number of contact person:



**CARITAS NEPAL**  
**LIVEIHOOD SUPPORT PROJECT (LSP)**  
**TERMS & CONDITIONS FOR BIDDERS**

1. Caritas Nepal will receive expression of interest proposals in sealed manner at its offices Caritas Nepal Rural Municipality/Municipality Office for LSP, Project Office at Damak (Jhapa), or at Central Office Dhobighat (Lalitipur). EOI can also be submitted to [procurement@caritas.org.np](mailto:procurement@caritas.org.np). Electronically. The outside of the envelope is to be marked "EOI for LSP of Caritas Nepal" and same is to be noted in subject line if sent by e mail.
2. Caritas Nepal reserved the right to select vendor / supplier as per EOI submitted without giving any reason or explanation. This selection for vendors / suppliers out of who have submitted EOI will be done by Procurement Committee of Caritas Nepal.
3. When LSP agriculture input bid call is made, Bids are to be submitted in sealed envelopes to Caritas Nepal Rural Municipality/Municipality Office for LSP, Project Office at Damak (Jhapa), or at Central Office Dhobighat (Lalitipur). Bids can be presented by e-mail to [procurement@caritas.org.np](mailto:procurement@caritas.org.np). Envelope should be marked – "bid submission for LSP of Caritas Nepal"; and/or subject of e mail has to be "bid submission for LSP of Caritas Nepal".
4. Sealed bids completed in all respects shall be opened by Caritas Nepal itself (and bidders will not be invited to be present during bid opening process).
5. TDS on the total amount shall be deducted from the bill as per the Government rules and regulations and deposited to the Tax Office.
6. The quoted material price (rate) and total bid amount as submitted by the bidder will be taken into consideration for financial decision on the bid approval. In case total amount is requested then the quoted total amount will be the figure taken for decision making; and in case material price rate only is requested then the material price rate quoted will suffice.
7. Caritas Nepal reserves the right to accept or reject the proposal without giving any reason whatsoever, or to waive minor irregularities or errors in bids received and is not obliged to accept the lowest bid.
8. **Timeline for delivery: By making the bid the vendor/supplier agrees to supply the materials to Caritas Nepal immediately. Vendor/supplier has to initiate the supply within 5 days of contract with Caritas Nepal and complete all supply of input/items within 12 days of contract with Caritas Nepal. (Note: All agriculture inputs have to be supplied within first half of October as soon as possible and will be specified in contract of bidders that are selected).**
9. Vendors / suppliers should coordinate with Caritas Nepal to transport good to the project locations.
10. Caritas Nepal will verify number and types of goods received. The payment will be made upon receiving payment requests from vendor/supplier. The payment will be made in 2-3 weeks after supply of goods.
11. The vendor /supplier has to have legal status as per concerned laws in Nepal for their bids to be taken into consideration in the procurement process. This includes valid registration certificate of firm/company and tax payment status etc.
12. Caritas expects the vendors/suppliers 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, and tax laws of the land etc.
13. **Caritas Nepal expects vendors / suppliers to adhere to following ethical code of conduct**
  - a) To prevent corruption: Caritas expects its suppliers and service providers to adhere to highest standards of ethical conduct and not engage in any corrupt practices including but not limited to bribery, fraud or extortion,
  - b) To prevent conflict of interest: The suppliers shall disclose to Caritas any situation that may appear as a conflict of interest or if any Caritas employee has any kind of interest in the business of the supplier including economic ties.
  - c) No Gifts or hospitality allowed: Suppliers shall not provide any gifts or hospitality to Caritas employees.
  - d) Duty to report violation: Caritas employees are expected to refrain from accepting any favors, bribes, or other forms of personal enrichment from vendors / suppliers under any circumstances. Caritas expect suppliers to



report to the management any attempt by Caritas staff to exert pressure, or extract favors or personal gain economically, professionally, politically or sexually with necessary proof for such notable allegation.

14. The bid proposal shall be disqualified on the following grounds:

- a. Bid proposal needs to be submitted in sealed envelope, if bid proposal is submitted in open envelope then it will be disqualified.
- b. In case bid is submitted by e mail it has to be sent to [procurement@caritas.org.np](mailto:procurement@caritas.org.np). If it is not sent by e mail to this address then it will be disqualified.
- c. If there all the documents as noted in the Vendor Submission Requirement Clause of Bid Call is not submitted.
- d. If there is no firm's seal on the Terms and Conditions document.
- e. If there is no proper Proprietor's & Firm's authorized representative's signature in the Terms and Conditions document.
- f. If bid is not submitted within the time period of bid call.

**For use by the bidders**

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 Quotation.

Name of the Firm: \_\_\_\_\_

Name of the Proprietor: \_\_\_\_\_ Signature of Proprietor \_\_\_\_\_

Name of the Authorized Representative: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Firm or Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_



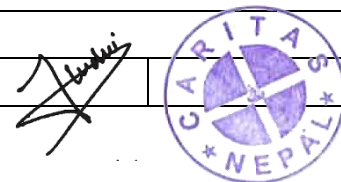


## Quotation form

### Quotation for Supply of Agriculture items

Location : Sahidbhumi Rural Municipality, Dhankuta

S.N	List of Agricultural Input	Unit	Number	Rate	Total Amount	Specification	Remarks
<b>A. Agriculture inputs</b>							
1	Tomato-All Rounder	2 gram	1814			Minimum 70% Germination and 98% purity	
2	Cauliflower-Snowmystique	10 gram	1814			Minimum 70% Germination and 98% purity	
3	Cabbage- Green coronet	10 gram	1814			Minimum 70% Germination and 98% purity	
4	Beans-Chaumase	500 gram	1814			Minimum 70% Germination and 98% purity	
5	Onion-Nasik Red N-53	500 gram	1814			Minimum 70% Germination and 98% purity	
6	Borad Leaf Mustard- Marpha Chaudapat	10 gram	1814			Minimum 70% Germination and 98% purity	
7	Chemical pesticide-Chloropyriphus 50% + Cypermethrin 5% EC	100 ml	1814			Should have at least one year of valid expiry date	
8	Chemical fungicide- Carbendazim 12% + Mancozeb 63% Wp	250 gram	1814			Should have at least one year of valid expiry date	
9	Neembicide-Multineem	500ml	1814			At least 3000 PPM Azadirachtin	
10	Micro Nutrient-Vertimin VF	250 ml	1814			Should contain Zn, B, Mg, co, Mo, Fe, Mn, N and p	
11	Knapsack Sprayer	16 ltrs	1814			Agricultural purpose, Manually operated, Plastic body of any color, ISO certified	
12	Agriculture purpose Seed storage Plastic Bag	50 Kg Capacity	1814			Capacity 50 kg and 60 Micron	
13	Secature	large	1814			Stainless steel, Minimum 67*28 cm size, plant cutting	
14	Rosecane (Hajari)	5 Liters	1814			Plastic Body	
<b>Total for Agriculture Inputs (A)</b>							
<b>B. Transportation Cost for the supply of all above Particulars/Items to Sahidbhumi Rural Municipality Dhankuta in Rupees</b>							
SN	Transport vehicle type	Unit	Rate	Total			
1							
<b>Total cost of transportation (B)</b>							
<b>Note: The distance of Sahidbhumi Rural Municipality from Itahari is about 95 KM.</b>							
<b>C. Grand total of agriculture Items and Transportation (A+B):</b>							
<b>Grand Total in Words</b>							



Quotation for Supply of Agriculture items							
Location : Halesituwachung Rural Municipality, Khotang							
S.N	List of Agricultural Input	Unit	Number	Rate	Total Amount	Specification	Remarks
A. Non Vat Items							
1	Tomato-Improoved Srijana	2 gram	4053			Minimum 70% Germination and 98% purity	
2	Beans-Trishuli	20 gram	4053			Minimum 70% Germination and 98% purity	
3	Borad Leaf Mustard- Marpha Chaudapat	10 gram	4053			Minimum 70% Germination and 98% purity	
4	Chilly- Namdhari	2 gram	1362			Minimum60% Germination and 98% purity	
5	Radish- Mino Early	10 gram	1362			Minimum60% Germination and 98% purity	
6	Neembicide-Multineem	500ml	4053			At least 3000 PPM Azadirachtin	
7	Micro Nutrient-Vertimin VF	250 ml	4053			Zn, B, Mg, co, Mo, Fe, Mn, N and p in small amount	
8	Bacillus thuriengiensis(BT)- Minchu Plus	100 MI	4053			BT+Spinosad 15% SC + 1 year of valid expiry date	
9	Knapsack Sprayer	16 ltrs	4053			Agricultural purpose, Manually operated, Plastic body of any color, ISO certified	
10	Rosecane (Hajari)	5 Liters	4053			Plastic body	
11	Double coated Silpaulin film (tunnel)	pcs	2691			Size: 18 Ft*24 Ft and Thickness 120 GSM	
Sub totalof Non Vat Items (A)							
B. Vat Item							
12	Water tank	300 ltrs	1362				
Sub total of Vat Item (B)							
Total of Vat Items and Non vat Items (A+B)							
C. Transportation Cost for the supply of all above Particulars/Items to Halesituachung Municipality in Rupees							
SN	Transport vehicle type	Unit	Rate	Total			
1							
Total cost of transportation:							
Note: The distance of Halesituwachung Muniaplity from Mirchaya (Siraha) at Mahendra Highway is about 120 KM							
D. Grand total of agriculture Items and Transporation (A+B+C):							

Grand total in words

