

TENDER PRESS NOTE

1. The Embassy of India, Kathmandu (Nepal) { Phone No 4418064, and 4412597 } Invites sealed quotations from approved and eligible Security Service providers for provision of one security guard each at 22 different locations across Nepal. The guard duty will be 12 hrs at night time only.
2. Tender Forms can be obtained from the Embassy of India, Defence Wing, Welfare Branch, Kathmandu, Nepal against the payment of NRs 160/- (non refundable) for each form on any working day between 1000 hrs to 1500 hrs up to 02 Jun 2017.
3. Tender form duly completed alongwith earnest money in the form of a Bid Bond in the name of Indian Embassy, Kathmandu must be submitted on or before 05 Jun 2017 by 1400 hrs. Tenders will be opened on the next day i.e. 06 Jun 2017 at 1500 hrs.
4. The Embassy of India reserves the right to accept in part or reject any tender without assigning any reasons.

Assistant Military Attaché (W)

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NIT approved for NRs_____ only

NOTICE INVITING TENDER

1. Tenders are invited on behalf of the Welfare Branch, Defence Wing, Embassy of India from approved and eligible Security Service Companies for supply of the 01 Security Guard each to our 22 District Soldier Boards in Dharan, Terathum, Bhojpur, Taplejung, Ilam, Okhaldhunga, Butwal, Bharatpur, Gulmi, Dang, Surkhet, Baitadi, Palpa, Pokhara, Turture, Baglung, Besisahar, Kohalpur, Diktel, Gorkha, Tikapur & Waling for period of one year starting from 01 Apr 2017 to 30 Mar 2018.
2. Tender Document can be bought from the **Account Clerk, Welfare Branch, Defence Wing, Embassy of India @ NRs 160/- each** (non-refundable) after 10 days from the date of publication of this Tender Notice from 1000 hrs to 1500 hrs. The last date for sale of tender forms is 02 Jun 2017.
3. An earnest money of 5% of the offered cost of the project in form of a Bid-Bond in the name of Welfare Branch, Defence Wing, Embassy of India, Kathmandu (Nepal) will be deposited at the time of submission of the Tender Form. The earnest money is refundable.
4. The Tender documents will be issued to those eligible Security Companies who shall submit with the application documentary proof of registration from appropriate authorities of GoN.
5. Completed tender form may be delivered and must be submitted for the above works latest by 05 Jun 2017 before 1400 hrs. The envelopes containing the tender/proposal must be superscribed separately as "**TENDER FOR SUPPLY OF SECURITY GUARDS**" and addressed/submitted to the **Asst Military Attache (Welfare), Bharatiya Gorkha Sainik Niwas Complex, Opposite Saraswoti Campus, Lekhnath Marg, Kathmandu. The Tender Form received after 1400hrs on 05 Jun 2017 will not be entertained.** Tenders/ Proposal shall be opened on 06 Jun 2017 at 1500 hrs in the presence of representatives of firms. In case the date of opening of sealed tenders/proposals is declared to be a holiday, the same shall be opened on the next working day at the same time and venue.
6. **The Tenders will be opened by the Board of Officers detailed by the Defence Attaché, Defence Wing, Embassy of India on 06 Jun 2017 at 1500 hrs in Bharatiya Gorkha Sainik Niwas, Lekhnath Marg, Thamel, Kathmandu.**
7. Welfare Branch, Defence Wing, Embassy of India reserves the right to accept in part or reject any tender without assigning any reason.

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Defence Wing
Embassy of India
Kathmandu (Nepal)

GENERAL INSTRUCTIONS FOR TENDER FOR THE SUPPLY
OF 22 SECURITY GUARDS AT DSB LOCATIONS

Tender submitted by: _____

Last Date of submission of Bid - 05 Jun 2017 hrs on 1400 hrs

Venue for submission of Bid- Bharatiya Gorkha Sainik
Niwas, Thamel, Kathmandu

Date and Time for the Opening of Tenders- _____ hrs on 06 Jun 2017 at 1500 hrs

Place of Opening of Tender -Bharatiya Gorkha Sainik
Niwas, Thamel, Kathmandu

Embassy of India
336 Kapur Dhara Marg
Kathmandu (Nepal)

ITEM RATE TENDER FOR THE SUPPLY OF 22 SECURITY GUARDS AT DISTRICT SOLDIER BOARDS

Tender Form Price : NRs 160.00
Submission of Tender :1400 hrs on 05 Jun 2017
Opening Date & Time :1500 hrs on 06 Jun 2017 Earnest Money @ 5% of
Validity : offered Cost NRs _____/-
Place of opening of Tender: Bharatiya Gorkha Sainik Niwas,
Thamel, Kathmandu
Authority to Grant
Extension of time : Embassy of India

Note :

1. The supplier/Security Company must sign the agreement within 7 days from the date of intimation of the award of tender/bid.
2. If the supplier/Security Company fails to sign the agreement within the stipulated period Embassy of India reserves the right to cancel the award of the tender.
3. The tender document comprises of 11 pages.
4. Each page of the bid/tender shall be signed and stamped by the bidder.
5. No extra clause of the suppliers shall be entertained.
6. This bid document must be submitted along with your offer failing which bid shall be considered void.
7. Embassy of India reserves the right to accept in part or reject any tender without assigning any reason.

Signature of officer issuing the documents _____
Designation _____

Date of Issue _____
Issued to M/S _____

TENDER FORM

To

Asst Military Attache (W)
Embassy of India
Kathmandu (Nepal)

Dear Sir,

1. With reference to the tender invited by Welfare Branch, Defence Wing, Embassy of India, I/We have read and examined the Notice Inviting Tender, General Rules and Directions, Conditions of Contract and all other contents in the tender document for the supply of Security Guards and I/We possess full knowledge of the manpower/security guards to be supplied under this bid.

2. I/We hereby tender/bid for the supply of security guards to Welfare Branch, Defence Wing, Embassy of India, Kathmandu in conformity with the said conditions of the contract and the related documents of the contract and within the time as decided by the Welfare Branch, Defence Wing, Embassy of India the sum of NRs _____ (in figures) Rupees (in words) _____ inclusive all taxes.

3. A sum of NRs _____ (as a earnest money) 5% of offered cost in the form of Bid Bond, valid for one year, payable in favour of Welfare Branch, Defence Wing, Embassy of India, Kathmandu is enclosed herewith. If I/We, fail to furnish the prescribed performance guarantee within the prescribed period, I/We agree that the said Welfare Branch, Defence Wing, Embassy of India or their successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence supply work as specified, I/We agree that Welfare Branch, Defence Wing, Embassy of India or their successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by them towards security deposit to execute all the supply work (Security guards) as referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Further, I/We agree that in case of forfeiture of earnest money or both earnest money and performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the supply work.

4. I/We hereby declare that I/We shall treat the tender documents, other records connected with the supply work as confidential documents and shall not communicate information/derived there from to any person other than person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the Mission.
5. I/We agree to abide by this submission and bid price for a period of one year from the date of opening of the bid/tender and any reasonable extension asked by Welfare Branch, Defence Wing, Embassy of India on later date.
6. I/We understand that this bid/tender may be rejected if it is not made on the official form.
7. If the bid/tender is accepted, I/We shall furnish a performance bond (10% of the total accepted bid amount) in favour of Welfare Branch, Defence Wing, Embassy of India within 7 days of the receipt of the notice of award.
8. If our bid/tender is accepted, I/We shall commence the supply work within the specified mobilization period as mentioned in the award letter (normally after 15-30 days) from the date of the notice to proceed and supply of security guards as detailed in the contract form.
9. I/We understand that Welfare Branch, Defence Wing, Embassy of India is not bound to accept partially or fully the lowest bid or any other bid which may be received under this tendering.
10. The rates quoted in the bid is including VAT.

Dated :

Signature of Supplier

Witness :

Complete address:

Occupation :

Tele No :

Address :

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(APPENDIX A)
BILL OF QUANTITY

| S/N o | Name of DSB | Locations/Address | Hiring charges per hrs duty | Total Cost in NRs (Hiring of 01 Security Guard for 12 hrs duty in the night) | | Total Cost for each security guard per month(NRs) | |
|--------------------|-----------------|---------------------------------|-----------------------------|---|----------|---|----------|
| | | | | In Figure | In Words | In Figure | In Words |
| 1. | DSB Taplejung | Chihan Danda, Talejung | | | | | |
| 2. | DSB Tehrathum | Near Myaglung, Tehrathum | | | | | |
| 3. | DSB Ilam | Ilam Bazar | | | | | |
| 4. | DSB Bhojpur | Near Bhojpur Bazar | | | | | |
| 5. | DSB Diktel | Diktel Bazar, Khotang | | | | | |
| 6. | DSB Okhaldhunga | Okhaldhunga | | | | | |
| 7. | DSB Dharan | Phusre, Dharan, Sunsari | | | | | |
| 8. | DSB Bagalung | Baglung Bazar | | | | | |
| 9. | DSB Waling | Wiling Bazar, Syangja | | | | | |
| 10. | DSB Turture | Turture, Bhanu VDC, Tanahu | | | | | |
| 11. | DSB Besisahar | Besisahar, Lamjung | | | | | |
| 12. | DSB Gorkha | Laxmi Bazar, Gorkha | | | | | |
| 13. | DSB Bharatpur | Yagyapuri, Bharatpur Chitwan | | | | | |
| 14. | DSB Butwal | Phulbari, Butwal, Rupendehi | | | | | |
| 15. | DSB Dang | Choughera, Dang | | | | | |
| 16. | DSB Kohalpur | Kohalpur, Banke | | | | | |
| 17. | DSB Gulmi | Tamghas, Gulmi | | | | | |
| 18. | DSB Palpa | Chilangdi, Palpa | | | | | |
| 19. | DSB Surkhet | Birendranagar, Surkhet | | | | | |
| 20. | DSB Pokhara | Rambazar , Pokhara, Kaski | | | | | |
| 21. | DSB Tikapur | Tikapur, Kailali | | | | | |
| 22. | DSB Baitadi | Khalanga, Baitadi | | | | | |
| Total | | | | | | | |
| VAT | | | | | | | |
| Grand Total | | | | | | | |

Signature of Tenderer _____

INSTRUCTIONS TO BIDDER AND TERMS AND CONDITIONS

1. The bid/tender form may be obtained from **Account Clerk, Welfare Branch, Defence Wing, Embassy of India @ Rs 160/-each** (non-refundable) from 1000 hrs to 1200 hrs as per Tender Notice published in the news papers.
2. Earnest money amounting to 5% of the quoted bid amount in the form of a Bid Bond in the name of Indian Embassy will be deposited at the time of the purchase of the Tender Form.
3. **Submission of Tender Form.** Tenders, which should always be placed in sealed envelopes, with the name of work and due date written on the envelope, will be received by the **Asst Military Attaché (Welfare), Embassy of India, Bharatiya Gorkha Sainik Niwas Complex, Kathmandu up to ____ - hrs on _____.**
4. Tenders/ Proposal shall be opened on _____ at _____ hrs in the presence of representatives of firms. . In case the date of opening of sealed tenders/proposals is declared to be a holiday, the same shall be opened on the next working day at the same time and venue.
5. The bid/tender document is not transferable. The bidder shall use a legal and authenticated bid document purchased in their own name. The bid document shall not be used or disclosed to any other party fully or partially. All the information shall be treated as **CONFIDENTIAL**.
6. Bid documents together with renewed copies of **firm registration certificate, VAT/PAN registration certificate, of the security service provider, bank guarantee, and any relevant papers** must be enclosed in the sealed tender.
7. The bidder shall in their own interest study carefully the conditions and bill of quantities and satisfy themselves as the guards are required to be deployed to the different places of Nepal.
8. The bid document may be filled in English language and no alteration shall be made by the bidder in the bid document.
9. In the schedule of Price Format, the bidder shall clearly specify the unit rate for each column in figure and words using ink pen and shall specify the item-wise total amount correctly for total quantity using already specified unit price. The rates quoted must be including all taxes.

10. In case of discrepancy between unit rate specified in figure and words:-
 - (a) The rates written in words shall govern.
 - (b) The rate corresponding to the total amount for a given quantity will govern if amount is calculated.
 - (c) If no rate is filled for an item, then it is treated as NIL and contractor has to supply the mentioned quantity free of cost.
11. Each pages of the bid/tender document, the corrections, over writing in the rates, amounts, bid validity etc shall be duly signed by the bidder or their authorized representative to authenticate the same.
12. The quoted bid rates shall remain valid for period of one year from the date of opening of the tender or any reasonable extension demanded by Welfare Branch, Defence Wing, Embassy of India.
13. The bidder shall specify the correct postal address for efficient communications related to the current bid/supply work.
14. The bidder shall not be allowed to submit more than one bid against one bid security/bank guarantee.
15. The bid/tender documents submitted or received after the specified closing date and time will not be entertained and hence rejected.

Quantities.

16. The quantities specified under the schedule of requirement/Appendix A shall be treated as the actual total quantities of services. The suppliers shall supply as per the actual supply order issued by the Welfare Branch, Defence Wing, Embassy of India with in the time mentioned therewith. Payment to the supplier shall be made on the basis of actual supply order placed by the Welfare Branch, Defence Wing, Embassy of India.
17. The supplier shall have no claim whatsoever against Embassy of India if the scheduled quantities of guards to be employed are increased or decreased or omitted or abandoned or postponed to any later date in the overall interest of the owner or for any other reason.
18. Welfare Branch, Defence Wing, Embassy of India's decision in this matter shall be final and binding on the suppliers.

Bid Bond

19. The bid/tender shall be accompanied by a bank guarantee, issued by a reputed commercial bank in favour of Welfare Branch, Defence Wing, Embassy of India, Kathmandu. The amount of the bid bond shall be equivalent to 5% of the total estimated cost. Bank guarantee shall have validity minimum of 6 months.

Submission of Bid

20. The envelopes containing the tender/proposal must be superscribed as "**TENDER FOR SUPPLY OF SECURITY GUARDS**" and addressed/submitted to the Asst **Military Attaché (Welfare), Bharatiya Gorkha Saionik Niwas, Embassy of India, Thamel, Kathmandu.**

Acceptance/Rejection of Bids

21. Welfare Branch, Defence Wing, Embassy of India reserves the right to accept in part or reject any tender without assigning any reason whatsoever.

22. The bid shall be rejected if it contains unauthorized additions, comments, letter other than those requested in the bid documents, incomplete price schedule or conditional bid documents.

23. Once the bid document is submitted and registered in Embassy of India by the bidder for the said works, any other additional letter, document, conditions etc, mailed, posted or registered to Embassy of India before or after opening of the bid shall not be entertained. However, Embassy of India shall have full right to ask for additional documents, clarifications etc required for their full satisfaction.

Evaluation of Bids

24. The bids shall be evaluated on the basis of the responsiveness of the bid on technical specifications, commercial terms and conditions, and bidders experience and background.

Award of Contract

25. The successful bidder will be notified through a letter of Intent (Notice of Award) issued by Welfare Branch, Defence Wing, Embassy of India.

26. The supplier shall submit a performance bond within 7 days of receiving the Letter of Intent. The performance bond shall be equivalent to 10% of the accepted tender value in the form of a bank guarantee.

27. The supplier shall sign the contract agreement in the prescribed format within 7 days after receiving the Letter of Intent from Welfare Branch, Defence Wing, Embassy of India.

28. Failure to sign the contract and furnish the performance bond within the stipulated period shall be treated as bidder's default, hence it will lead to cancellation of award of contract and forfeit the bid guarantee without any further notification.

Scope of Work

29. Security Guards (an ex-servicemen of Indian Armed Forces/Para Military Forces) are required to be deployed for 12 hours night duty i.e. from 1800 hr pm to 0600 hr. The guard is required to be deployed in uniform provided by security service provider. The guard will be performing his duties under the command and control of Secretary, District Soldiers Board.

30. The Security Guard employed and his security service provider is responsible to protect government property from theft, violence or any type of incident.

31. The security guard is responsible to forward weekly security report to his employer i.e. security service provider and the same report will be compiled and send to Welfare Branch, Embassy of India by security service provider on monthly bases.

32. The security guard will report daily to Secretary District Soldiers Board. Any untoward incident will be reported to the security provider firm & secretary, District Soldier Board by the guard immediately.

33. Police & CDO verification certificates giving out address & background of all the security guards employed at various DSBs will have to be submitted by Security Service provider to Welfare Branch, Defence Wing, Embassy of India.

Payment Terms

34. The 100% payment will be made after completion of one month duty. Ink signed copy of bill supported by supply order is required to be submitted after completion of every month.

35. No advance payment will be made.

Termination of Contract.

36. If the service provider work is not satisfactory in the judgment of the Employer, the Employer shall ask to make immediate correction. The contract can be terminated if the service provider does not make correction to the satisfaction of the employer within a given time period.