



**TENDER DOCUMENT FOR SUPPLY, INSTALLATION &  
COMMISSIONING OF ORGANIC WASTE CONVERTER AT  
EMBASSY OF INDIA PREMISES AT KATHMANDU (NEPAL)**

**No: Kat/Adm/872/9/2013 (Pt)**

**ESTABLISHMENT SECTION,  
EMBASSY OF INDIA  
KAPURDHARA MARG  
KATHMANDU, NEPAL**

**Tender For "Supply, Installation & Commissioning of Organic Waste Converter at Embassy of India premises and disposal of residual wastes including e-waste from the Embassy Campus"**

**LIST OF DOCUMENTS IN THE TENDER FORM**

<b>Sr. No</b>	<b>Items</b>	<b>Page No</b>
1.	Notice inviting tender	3-4
2.	Prequalification/inclusion/exclusion criteria	5
3.	General Terms and conditions of contract	6-7
4.	Technical Specifications	8
5.	Scope of work under the contract	9
6.	Bidders Details	10
7.	Compliance Report	11
8.	Financial Bid Form	12



## Embassy of India Kathmandu

Email: [hoc.kathmandu@mea.gov.in](mailto:hoc.kathmandu@mea.gov.in),  
[estt.kathmandu@mea.gov.in](mailto:estt.kathmandu@mea.gov.in)

Tel No.01-4434276, 01-4411851 Fax No.01-4446248

**Subject: Tender for "Supply, Installation & Commissioning of Organic Waste Converter at Embassy of India premises and disposal of residual wastes including e-waste from the Embassy Campus"**

**No: Kat/Adm/872/9/2013 (Pt)**

**Dated: 16.07.2018**

For and on behalf of Government of India, sealed tenders in two parts in single cover are invited by Head of Chancery, Embassy of India, Kathmandu for "Supply, Installation & Commissioning of Organic Waste Converter at Embassy of India premises and disposal of residual wastes including e-waste from the Embassy Campus" from reputed/experienced vendors/Service agencies of such services. Bid documents shall be contained in two separate envelopes - one Technical Bid and other Financial Bid. Technical Bid consisting of all Technical details along with Commercial terms & conditions and Financial bid indicating item-wise price for the items mentioned in the Technical Bid in the prescribed format. Both the bids viz. Technical and Financial should be sealed in separate covers and both these sealed covers are to be put in one bigger cover which should also be sealed and super-scribed at top "Tender for Supply, Installation & Commissioning of Organic Waste Converter at Embassy of India premises and disposal of residual wastes including e-waste from the Embassy Campus".

2. Detailed tender documents along with terms & conditions can be obtained from office of **Attache (Estt & Project), Embassy of India, Kapurdhara Marg, Kathmandu, Nepal** on any working day from **16.07.2018** to **06.08.2018**, 1000 Hrs to 1600 hrs. The Tender can also be downloaded from our embassy website [www.indianembassy.org.np](http://www.indianembassy.org.np)

3. The sealed tender should be addressed to **Head of Chancery, Embassy of India, P.O.Box No. 292, 336, Kapurdhara Marg, Kathmandu, Nepal** and should reach this office by registered post / handed over personally on or before **06.08.2018**. Interested parties may obtain further information, if required, during office time (1000 Hrs to 1600Hrs.) on all working days from **Attache (Estt & Project), Embassy of India, Kapurdhara Marg, Kathmandu, Nepal**. Inquiry can also be made on telephone (01-4411851) and e-mail on [estt.kathmandu@mea.gov.in](mailto:estt.kathmandu@mea.gov.in).

4. The tender must accompany the following documents in the absence of which tender shall not be evaluated:

- i. Authority to sign bid on behalf of firm, if the bidder is a registered firm. In case of proprietor/ owner of the firm, a certificate of the proprietorship/ ownership from the competent authority may be submitted. In case of partnership firm, the partnership deed may be furnished and bid may be signed by all the partners of the firm. If only one partner or any other person signs the bid, the signing person must be duly authorized by all the remaining partners for signing the bid.
- ii. Proof of similar experience.

- iii. Self attested copy of PAN.
- iv. Profile of the company
- v. Compliance Report

5. The tenders shall be opened in the office of Head of Chancery, **Embassy of India, Kathmandu**, on August 07 , 2018 at 11:00 hours. The bidders or their authorized representatives may, if so desire, be present at the time of opening of tenders.

6. The notice inviting authority reserves the right to accept or reject any or all of bids without assigning any reason and is not bound to accept the lowest tender.

**Sd/**  
**Head of Chancery**  
**Embassy of India**  
**Kathmandu**

**B-1. Prequalification/Evaluation/Exclusion Criteria:**

Sl	Particulars	Details	Evaluation Marks
1	<b>Experience</b>	(a) The company/contractor should have minimum two year's experience.  (b) Preference will be given to those company/contractor which has experience in working with Diplomatic Missions/Govt. Departments/ reputed Hotels etc. Proof of the experience from that organization needs to be attached	04  02
2	<b>Registration No.</b>	The company/contractor should have a valid Registration Number either in India and/or Nepal	01
3	<b>Turnover</b>	The contractor should have a minimum turnover of NRs. 15 lakhs per year or equivalent in Indian Rupees	02
4	<b>VAT</b>	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal	01
<p><b>NOTE:</b> Unprecedented situation: If after opening of financial bids it is found that there are more than one lowest bidders, in that case preference will be given to those contractor which scores more evaluation marks in the technical bids.</p> <p>Minimum 70% examination mark is required to shortlist the firms for opening of financial bids</p>			

**B-2. Embassy of India, Kathmandu will provide:**

- i. Land and building area of approx 200 sq. ft. required for Organic Waste Converter within its campus
- ii. Electric & water supply connection within plant boundary limits.
- iii. Shed will be provided as per the General Agreement drawing provided by the bidder in consultation with the Embassy.
- iv. Embassy will facilitate in exemption of custom duty in Nepal for the machinery/equipment imported from India for installation & commissioning of the plant. However, the invoice should be in the name of Embassy of India, Kathmandu.

**B-3. Supply/Installation Period:**

- i. For supply of machinery – within one month from the date of issue of work order.
- ii. Organic Waste Converter should cover at least minimum one year warranty and service support may be provided at site during the warranty period.
- iii. Installation & Commissioning within two weeks from the date of supply of the equipment and availability of shed, electricity and water supply.

**B-4. Repeat Clause:**

In case Embassy requires one more "Organic Waste Converter", the supplier will deliver same on same terms and conditions and cost within six months after commissioning of the plant.

## **General Terms and Conditions**

1. Sealed tenders (Wax/Tape sealed) with proper personal identification mark, in two parts in Single cover are invited from eligible bidders, by the Head of Chancery, Embassy of India, Kathmandu. The Bid Envelop should superscribed at top "Tender for Organic Waste Converter"
2. The Tender should be in the printed form. The tender having overwriting will not be considered and will be liable to be rejected.
3. The bidder shall be responsible for any type of physical or equipment damage during the erection and installation work. Embassy will not be responsible for reimbursement of such expenses. The persons working during the erection work must be apprised of accordingly.
4. The plant and equipment must be supplied at the project site within one month from the date of issue of work order.
5. The price quoted in the bid by the bidder should include cost of machinery, freight, forwarding, transportation, insurance. The custom duty is exempt in case of items imported for use in Embassy of India.
6. The bidder will provide expert supervision for the period of one month for smooth running of the plant starting from the date of handover of project.
7. The bidder shall provide the details of the profile and organization for manpower requirement for operation and maintenance of the plant at the time of bidding.
8. The bidder shall provide the detailed manuals for operation, maintenance and quality assurance.
9. The successful bidder shall sign an agreement within seven days from the letter of acceptance.
10. General arrangement, Civil drawing to be handed over within seven working days from the date of signing the agreement.
11. The Embassy will withhold payment of 10% of the total contract value as Performance Security for the warranty period.
12. The plant and equipment supplied is to be warranted at least for a period of 12 months from the date of commissioning.
13. The bidder will verify the genuineness and correctness of all documents and certificates, including experience/performance certificates, issued either by the bidder or any other firm/associate before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
14. To obviate any possibility of doubt and dispute and maintain veracity of the documents/papers/certificates, the documents conforming to eligibility part will be submitted by the participant bidder along with the bid, fully stamped and signed by the authorized signatory which will be opened at the time of tender opening.

15. The notice inviting authority may at its discretion extend the deadline for submission of bids and the extension notices for the same shall be published on Embassy's website under the Tender Notice Section.
16. The rates should be quoted in figures as well as in words. If any deviation is found, amount quoted in words will be considered as final.
17. The Bidder in his own interest before quoting the price should familiarize himself with the scope of work, working environment so as to have thorough understanding of the scope and site requirements in the instant.
18. The bids should be valid for a period of at least 180 days from the date of opening of the tender, within which the award shall be finalized.
19. Conditional tenders are liable to be rejected.
20. Financial bid will be opened of only those agencies which qualify in Technical Bid stage and meet the minimum technical requirement.
21. Start of services shall be made by the contractor in accordance with the time schedule specified in the Service order.
22. The bidder shall comply to the local wages rules and ensure utmost safety of their employees. The notice inviting authority shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor, of the staff members or of any sub-contractor or agent or of any person performing on their behalf any work under the present contract, nor for any damages which may arise by reason of the neglect or default of any of them while working in the Embassy.
23. The Agreement for operation of the plant may be extended on year to year basis for a further period of two years (up to a maximum total contract period of three years) or as decided by the Embassy with mutual agreement between two side on same rates and terms and conditions subject to satisfactory services provided by the Contractor.
24. Embassy may terminate the contract if the contractor fails to provide the services as per the terms & condition of this contract, after a prior notice of fifteen days

## **Technical Specification of the Organic Waste Converter**

<b>S. No.</b>	<b>General description of items</b>	<b>Qunatity</b>	<b>Specifications</b>
(i)	Organic Waste Converter	1	<ul style="list-style-type: none"> <li>a) Power Connection : minimum 4 HP (main motor &amp; chopper motor)</li> <li>b) Brim capacity : minimum 60 lt.</li> <li>c) Waste Batch size : minimum 20 Kg</li> <li>d) Batch duration: maximum 15 min</li> <li>e) Material of Contract : All contact parts of SS-304.</li> <li>f) Trolley : One No. Of SS-304.</li> <li>g) Mobility arrangement : Suitable mobility arrangement on the plain flooring.</li> </ul>
(ii)	Double Curing System	1	<ul style="list-style-type: none"> <li>a) Capacity : 200 Kg of Organic Waster per day.</li> <li>b) 100 No. Of HDPE crates of standard size 54x36x26 cm, laminated with aerating net.</li> <li>c) One number of five shelf folding storage rack of size 365x120x255 cm</li> <li>d) Double fogger : Moisture control fogging system consisting of at least 140 foggers, Disc Filter, Ball Valve, 1 No of Pump (make of reputed brands i.e. Laxmi/Hindustan/Crompton/Kirlosker), Time Control Unit for spray and frequency control, One number of pressure gauge, and other accessories like piping, valves, etc.</li> </ul>
(iii)	Double Shredder		<ul style="list-style-type: none"> <li>a) Shredder is required if garden waste like plant pruning's is to be converted into organic manure as also will take care of meat bones.</li> <li>b) Double Shredder having feed cross section of about 130mmx300 mm and depth of 100 mm complete with 2 HP Drive geared motor and mounted on fabricated frame for easy working.</li> <li>c) The cutters should be made of C.S duly carburized and hardened. Shafts holding the cutters should be such as to operate at differential speeds, ie.e 100 RPM and 70 RPM to facilitate self cleaning. Body Cover SS-304 and Mobility arrangement.</li> </ul>



## **Scope of Work under the contract**

The scope of work includes:

- a) Supply of organic waste converter, Double Curing System and Double Shredder as per above specifications, their installation and Commissioning of the plant.
- b) Collection of household waste from 125 residential flat, CISF mess, DCM 's residence and India House. Collection of office waste from designated place (s) at Embassy campus. Curing of all waste at plant site and disposal of residual wastes outside Embassy campus at any designated landfill station, recognized by Government of Nepal in an Environment friendly manner. Disposal of e-waste should be done in coordination with the Embassy.

**Bidder details**

a)	Name/Address of Agency including PIN Code	
b)	Registrations Details	
c)	Owner's Name	
d)	Income Tax Pan No.	
e)	Service Tax Registration No.	
f)	Telephone No. Off.	
	Res.	
	Mobile	
g)	Residential ADDRESS	
h)	Annual turnover for last three financial year	
i)	List of Major Clients	
j)	Performance Report, If any	
i)	Any Other Information/ Documents which may help In assessing Bidder's abilities	

**Bidder signature with stamp**

**COMPLIANCE REPORT**

**To,**  
**Head of Chancery**  
**Embassy of India**  
**Kathmandu**

**Sub: Regarding Tender For "Supply, Installation and Commissioning of Organic Waste Converter at Embassy of India Complex and disposal of residual wastes outside Embassy Campus"**

Dear Sir,

I have gone through the complete scope of work, terms and condition of the Tender for "Supply, Installation and Commissioning of Organic Waste Converter at Embassy of India, Kathmandu campus and disposal of residual wastes from the Embassy campus" and accept the same. I am herewith enclosing:

(a).....

(b).....

**Place:**

**Date:**

**Signature of Bidder**

**Name:**

## FINANCIAL BID

**For "Supply, Installation and Commissioning of Organic Waste Converter at Embassy of India Complex and disposal of residual wastes outside Embassy Campus". My quotes are:**

S. No.	Particulars of item	Amount in (Nrs.)
(i)	Cost of Organic Waste Converter, Double Curing System, Double Shredder and allied accessories as mentioned in Technical Specification Section (including insurance, freight, forwarding & transportation upto the site and any taxes, in case of imported machinery) [the price should be exclusive of custom duty, for which EOI is exempt)	
	VAT in Nepal	
	Total price	
	Total price in words	
(ii)	Recurring operational cost per annum for processing & final disposal of household & office wastes including e-waste	
	Amount in words	

**BIDDERS SIGNATURE WITH  
OFFICIAL SEAL/STAMP.**

