****

**ANSAB Nepal**

**BIDDING DOCUMENT**

**Bid No: ANSAB/27/25122024**

*First date of publication: December 25, 2024*

**Supply and Delivery of Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts**

Part A: Terms of Reference & Instruction to Bidders

Part B: Eligibility & Related Forms

Part C: Technical Proposal & Related Forms

Part D: Financial Proposal & Related Forms

This bid document consists of four parts:

Part A: Terms and Reference and Instruction to Bidders

Part B: Eligibility & Related Forms

Part C: Technical Proposal & Related Forms

Part D: Financial Proposal & Related Forms

The first part (Part A) consists of Terms of Reference and Instruction to the bidders. The interested organizations must prepare application in accordance with instructions provided under Part A; and forms and information provided under Part B, C and D accordingly.

The bid documents should consist of three different envelopes for Part B, C and D separately. Completed parts must be kept in separate envelopes and marked accordingly as:

1. Envelope One: (Name of the Bidder) / Part B: Eligibility - Supply and Delivery of Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts
2. Envelope Two: (Name of the Bidder) / Part C: Technical Proposal - Supply and Delivery of Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts
3. Envelope Three: (Name of the Bidder) / Part D: Financial Proposal - Supply and Delivery of Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts

**Part A: Terms of Reference and Instructions to Bidder**

**Part A.1 Terms of Reference for Supply and Delivery of Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts**

1. **Background**

ANSAB is implementing the “Scaling Conservation of Himalayan Plants and Fungi Through Sustainable Trade” project funded by the UK Government through the Darwin Initiative. This project is being carried out in 10 mountainous Himalayan districts, including Darchula, Bajhang, Bajura, Humla, Dolpa, Jumla, Mugu, Rukum East, Gorkha, and Taplejung.

In this context, ANSAB plans to procure motorbikes under this project to support field activities in these districts, enabling staff to navigate challenging terrains and effectively reach remote communities.

ANSAB Nepal is inviting competitive bids for the supply and delivery of motorbikes to its operational areas in Taplejung, Humla, Jumla, Rukum East, Surkhet, and Dolpa districts.

1. **Objectives**

To procure and deliver motorbikes that are durable, efficient and suited for rugged terrains in remote districts.

1. **Geographical coverage and target group**

Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa District

**Part A.2 Instruction and Information to Bidder**

1. The bidder must Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts directly without any sub-contracting.
2. This is national level procurement and all eligible suppliers across the Nepal are encouraged to apply.
3. The bid document can be downloaded from website: [www.ansab.org.np](http://www.ansab.org.np)
4. The bidder shall submit the bid in two (2) separate sealed envelopes: one envelope marked as “ORIGINAL BID” and another envelope marked as “BID COPIES”. Each envelope should include PART B: ELIGIBILITY, PART C: TECHNICAL PROPOSAL, AND PART D: FINANCIAL PROPOSAL in three separate envelopes marked as:
5. Envelope One: (Name of the Bidder) / **Part B: Eligibility –** Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts
6. Envelope Two: (Name of the Bidder) / **Part C:** **Technical Proposal** – Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts
7. Envelope Three: (Name of the Bidder) / **Part D: Financial Proposal** **–**Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts
8. The bid must be packed and sealed properly, and should be clearly marked with **Application for Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts** clearly stating the name of submitting bidder in an envelope.
9. The bid in an envelope as described under **Section 4** above must reach (hand delivery) to address given below by **January 08**, **2025** – **05:00 PM***.*Unsealed bids and bids submitted after the deadline shall not be considered for procurement proceedings.

ANSAB Nepal

House no: 819/29, Bhimsengolamarg, New Baneshwor

Kathmandu-31, Nepal

Tel.: 014597547 / 4578412

1. If a bidder has any questions or queries to bid call (process, forms etc), those shall reach in written to ANSAB until **Tuesday, December 31, 2024**. Email can be written to ANSAB at ansab@ansab.org.np with mentioning **Clarification to Call for Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts** in subject line. The questions will be clarified back in written by Thursday, January 02, 2025.
2. The information within application MUST be submitted as per forms provided in this bid document and substantiated with necessary supporting documents as required in English or Nepali language.
3. If proved, ANSAB shall reject the bids that are submitted by collusion among the bidders.
4. ANSAB will open bids in the presence of bidder’s authorized representative, with the letter of authorization from the company, to attend at **11:00 AM on January 09, 2025 (Thursday)** at address stated below:

ANSAB Nepal

House no: 819/29, Bhimsengolamarg, New Baneshwor

Kathmandu-31, Nepal

Tel.: 014597547 / 4578412

ANSAB reserves the right to open the bids at the time indicated above, even at the absence of bidder’s representatives. In case the bid opening date happens to be an official holiday, ANSAB will open the bids in the following working day at the same time. The bidder’s representative (only one person) shall present and sign in register evidencing their attendance.

1. Bid must be valid for a period of **30 days** after the deadline for bid submission date.
2. If the qualification of bidder is found not to be in conformity with the qualification as evaluation criteria set forth in the bidding documents, such bid shall be excluded from evaluation.
3. If the bid price of the selected bid is above the cost estimated, ANSAB shall reject all bids or cancel the procurement proceedings.
4. Upon selection, the bidder must submit the letter of attorney for signing the contract with specimen signature of authorized person with office seal. The bidder must submit the work schedule for project completion with the timeline not exceeding **30 days** before signing the contract.
5. Payment procedure

**First Installment: 80%** payment will be made after transfer of ownership of the motorbikes to ANSAB Nepal that will be supported by the original invoices and bluebook in the name of ANSAB Nepal.

**Final Installment:** Remaining **20%** payment will be made after delivery of the motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts that will be supported with delivery report/ certificate.

1. The Technical Proposal and Financial Proposal carry equal weightage during the evaluation process. During the evaluation of Technical Proposal, along with the technical specifications outlined in Section C, aspects such as after-sales service, warranty/ guarantee, and complimentary accessories will also be considered for evaluation.
2. ANSAB reserves the right to cancel the bid, without any obligation to inform the bidders.
3. The contract shall be interpreted in accordance with prevailing laws of Nepal.
4. The bidder shall pay all the taxes as per the rules of the Government of Nepal.

**Negotiations**

1. Negotiations may be held before finalizing the award of contract.
2. After completing the negotiations, ANSAB shall award the contract to the selected bidder.

**Procurement Schedule**

|  |  |  |
| --- | --- | --- |
| **SN** | **Description** | **Deadline** |
| 1. | Call for Bid | December 25, 2024 |
| 2. | Questions by applicants for clarity | December 31, 2024 |
| 3. | Clarification by ANSAB | By January 02, 2024 |
| 4. | Deadline for submission of the bid by bidders | January 08, 2025 |
| 5. | Opening of the bid | January 09, 2025 |
| 6. | Assessment of the bid | By January 15, 2025 |
| 7. | Communication to the selected bidder | January 17, 2025 |
| 8. | Further clarification & negotiation (if required) | January 20, 2025 |
| 9. | Award contract (expected) | January 22, 2025 |
| 10. | Commencement of service (expected) | Immediate after contract |

**Part B: Eligibility Criteria (Envelope 1)**

The bidder must submit an official Letter of Submission with authorized signature and official seal for following documents along with clear proposal.

1. Copy of registration certificate and renewals where applicable, Copy of PAN/VAT registration and must submit proof of tax clearance certificate of recently completed fiscal year. The bidder must submit the date extension certificate in case there is no latest tax clearance certificate. [……]

*Proof of eligibility: copies of the certificates, PAN/VAT and other relevant documents as applicable*

1. The bidder must submit the letter of attorney for signing the contract with specimen signature of authorized person with office seal. [……]

*Proof of eligibility: Providing the letter of attorney for signing the contract with specimen signature and official seal*

1. The letter of commitment for bid validity should be submitted separately. [……]

*Proof of eligibility: Providing the commitment letter for bid validity as per requirement stated above in Section 11 of Part A.2 Instruction and Information to Bidder.*

1. The working schedule stating the timeline not more than 30 days from the date of contract awarded for project completion must be submitted. [……]

*Proof of eligibility: Providing the commitment letter of supply and delivery*

**Assessment for eligibility**

The above eligibility criteria must be answered with **YES** with sufficient Proof (in hard copies) in order to let the bidder pass to the next evaluation step (assessment of technical proposal) after a thorough assessment.

**List of the forms to be submitted**

**Annex 1: B1: Submission form for bid proposal**

**B2: List for the letters/copies/certificates and forms submitted**

**Part C: Technical Proposal (Envelope 2)**

**Detail Technical Specifications** for Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts

Required quantity: 6 units

Delivery place: District headquarters of Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts

**DETAILED SPECIFICATION**

* **Bike Type:** Dirt Bike
* **Engine Type:** 4 Stroke
* **Displacement:** More than 150 cc
* **Power:** Above 18 PS
* **Torque:** Minimum 15 Nm
* **Fuel Tank Capacity:** At least 10 liters
* **Ground Clearance:** At least 220 mm
* **Suspension:** Long-travel telescopic front suspension and Monoshock rear suspension
* **Brakes:** Front and rear disc brakes
* **Tires:** Dual-purpose tires suitable for off-road and on-road use
* **Features**
	+ Digital Instrument Cluster
	+ Lightweight frame for rugged terrains

***Note: Bidders are free to provide product brochures, and other necessary information as they may see fit.***

**Compliance Statements to Technical Requirement:**

In the bid document, the bidder shall include clause-by-clause statement on ANSAB’s technical requirements. In the statement of compliance, the bidder shall state –

1. "FULLY COMPLIANT (FC)" if goods and functions offered fully meet the requirement.
2. "PARTIALLY COMPLIANT (PC)" if the goods and functions offered meet the requirement partially. The bidder shall state the reason why the offer is partially compliant.
3. "NON COMPLIANT (NC)" if the goods and functions cannot meet the requirements. The bidder shall also state reasons for it.
4. Compliance statements such as 'Agreed', 'Noted', 'OK', 'Tick Mark', 'Understood', etc. shall not be acceptable.

In case of absence or unclear statements of compliance for any specified requirement, ANSAB will interpret that particular requirement as being "NON COMPLIANT".

|  |  |  |
| --- | --- | --- |
| ***S/N*** | ***Description*** | ***Bidder shall state as Fully Compliant/ Partially Compliant/ Non-compliant*** |
| 1 | Delivery Place: District Headquarter of Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts |  |
| 2 | Supply, delivery and test operation: Within 30 days after receiving contract award |  |
| 3 | Required Quantity: 6 units |  |
| 4 | * **Bike Type:** Dirt Bike
* **Engine Type:** 4 Stroke
* **Displacement:** More than 150 cc
* **Power:** Above 18 PS
* **Torque:** Minimum 15 Nm
* **Fuel Tank Capacity:** At least 10 liters
* **Ground Clearance:** At least 220 mm
* **Suspension:** Long-travel telescopic front suspension and Monoshock rear suspension
* **Brakes:** Front and rear disc brakes
* **Tires:** Dual-purpose tires suitable for off-road and on-road use
* **Features**
	+ Digital Instrument Cluster
	+ Lightweight frame for rugged terrains
 |  |

**Part D: Financial Proposal (Envelope 3)**

**Price Schedule** for Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts

Name of the Bidder: ………………………………………………………………………

**Summary of the financial proposal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Description** | **Unit** | **Qty.** | **Unit Price in NPR** | **Total Price in NPR** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Price** |  |  |  |  |

Total Price including VAT, in figures (NPR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Price including VAT, in words (NPR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Bidder:

Full Name:

Designation:

Official Seal:

Date:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note:***

1. ***In case of discrepancy between unit price and the total price, the unit price shall prevail. The bidder must clearly mention VAT.***
2. ***The bidder must clearly specify whether the quoted price is delivery charge inclusive or not.***

**ANNEX 1: PART B: STANDARD FORMS TO BE SUBMITTED FOR BID PROPOSAL**

##### **B1: SUBMISSION FORM FOR BID PROPOSAL** Date: DD/MM/YYYY

**Bid No. ANSAB/27/25122024 for Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts**

ANSAB Nepal

House no: 819/29, Bhimsengolamarg, New Baneshwor

Kathmandu, Nepal

Tel.: 014597547 / 4578412

Dear Madam/Sir,

Having examined the bidding documents including Bid No.: *------------(insert number)*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts** inconformity with the stated bidding documents.

We undertake, if our bid is accepted, to complete supply and delivery of all the items specified in the contract within *----- (Specify days)* **days** calculated from the date of signing of the contract.

Our bid is valid up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(mention date****)*** and it shall remain binding upon us and may be accepted at any time before the expiration of this validity.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

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

Signature:

Name:

Designation:

Official Seal:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note:***

***This bid form must be duly filled, signed, dated and stamped with official seal. Bid form not duly filled, signed, dated and stamped with official seal will not be considered for evaluation.***

**B2: LIST FOR THE LETTERS/ COPIES/ CERTIFICATES SUMBITTED**

**Bid No.** **ANSAB/27/25122024 for Supply and Delivery the Motorbikes to Taplejung, Humla, Jumla, Rukum East, Surkhet and Dolpa Districts**

1. List of letters/ copies/ certificates submitted in part of **Envelope One: Part B: Eligibility & Related Forms**

|  |  |
| --- | --- |
| ***SN*** | ***Description/ Type of hard copies submitted*** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

1. List of letters/ copies/ certificates submitted in part of **Envelope Two: Part C: Technical Proposal**

|  |  |
| --- | --- |
| ***SN*** | ***Description/ Type of hard copies submitted*** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

1. List of letters/ copies/ certificates submitted in part of **Envelope Three: Part D: Financial Proposal**

|  |  |
| --- | --- |
| ***SN*** | ***Description/ Type of hard copies submitted*** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note:* *This list of documents should be attached with Bid Form.***

**DETAIL INFORMATION OF BIDDER**

|  |
| --- |
| **Name of the Bidder** |
| **Full Address** | **Country** |  |
| **Province** |  |
| **District** |  |
| **City** |  |
| **Street** |  |
| **Office Contact** | **Telephone** |  |
| **Email** |  |
| **Contact Person**  | **Name** |  |
| **Designation** |  |
| **Mobile** |  |
| **Email** |  |
| **Website (if applicable)** |  |