****

**ANSAB Nepal**

**BIDDING DOCUMENT**

**Bid No: ANSAB/29/25022025**

*First date of publication: February 25, 2025*

**Supply and Delivery of Four-Wheeler Electric Vehicle**

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 an application in accordance with instructions provided under Part A; and forms and information provided under Parts B, C, and D accordingly.

The bid documents should contain 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 Four-Wheeler Electric Vehicle
2. Envelope Two: (Name of the Bidder) / Part C: Technical Proposal - Supply and Delivery of Four-Wheeler Electric Vehicle
3. Envelope Three: (Name of the Bidder) / Part D: Financial Proposal - Supply and Delivery of Four-Wheeler Electric Vehicle

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

**Part A.1 Terms of Reference for Supply and Delivery of Four-Wheeler Electric Vehicle**

1. **Background**

ANSAB is a Nepal-based non-profit, non-government organization committed to biodiversity conservation and livelihood improvement. With a vision of “rich biodiversity and prosperous communities”, it places community empowerment and economic incentives at the heart of its approach, and generates knowledge and results through applied research and studies to implement innovative solutions, such as the creation of enterprises based on the sustainable use of natural resources, especially non-timber forest products (NTFPs), high-value agricultural commodities, and ecosystem services, that increase communities’ resilience, their standards of living and harness social equity.

In this context, ANSAB Nepal plans to procure a Four-Wheeler Electric Vehicle to support operational needs across various project sites.

ANSAB Nepal is inviting competitive bids for the Supply and Delivery of Four-Wheeler Electric Vehicle.

1. **Objectives**

To procure and deliver a four-wheeler electronic vehicle.

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

1. The bidder must Supply and Deliver a Four-Wheeler Electric Vehicle directly without any sub-contracting.
2. This is national level procurement and all eligible suppliers across Nepal are encouraged to apply.
3. The bid document can be downloaded from the 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 of Four-Wheeler Electric Vehicle
6. Envelope Two: (Name of the Bidder) / **Part C:** **Technical Proposal** – Supply and Delivery of Four-Wheeler Electric Vehicle
7. Envelope Three: (Name of the Bidder) / **Part D: Financial Proposal** **–** Supply and Delivery of Four-Wheeler Electric Vehicle
8. The bid must be packed and sealed properly and should be clearly marked with **Application for Supply and Delivery of Four-Wheeler Electric Vehicle** clearly stating the name of the submitting bidder in an envelope.
9. The bid in an envelope as described under **Section 4** above must reach (hand delivery) to the address given below by **March 11**, **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 be sent via writing to ANSAB by **Tuesday, March 04, 2025**. Email can be written to ANSAB at jobs@ansab.org.np with mentioning **Clarification to Call for Supply and Delivery of Four-Wheeler Electric Vehicle** in the subject line. The questions will be clarified back in writing by Thursday, March 06, 2025.
2. The information within the application MUST be submitted as per the 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 the bidder’s authorized representative, with the letter of authorization from the company, to attend at **2:00 PM on March 12, 2025 (Wednesday)** at the 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 in the absence of the bidder’s representatives. In case the bid opening date happens to be an official holiday, ANSAB will open the bids on the following working day at the same time. The bidder’s representative (only one person) shall present and sign in the register evidencing their attendance.

1. The bid must be valid for a period of **30 days** after the deadline for the bid submission date.
2. If the qualification of the bidder is found not to conform with the qualification as evaluation criteria outlined 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 the specimen signature of an authorized person with an office seal. The bidder must submit the work schedule for project completion with a timeline not exceeding **20 days** before signing the contract.
5. Payment procedure

**First Installment: 50%** payment will be made as an advance with a conforming order that will be supported by the original invoices.

**Second and Final Installment: 50%** payment will be made after the transfer of ownership of the Four-Wheeler Electric Vehicle to ANSAB Nepal which will be supported by Bluebook in the name of ANSAB Nepal.

1. The Technical Proposal carries 70% and the Financial Proposal carries 30% weightage during the evaluation process. During the evaluation of the 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 the contract.
2. After completing the negotiations, ANSAB shall award the contract to the selected bidder.

**Procurement Schedule**

|  |  |  |
| --- | --- | --- |
| **SN** | **Description** | **Deadline** |
| 1. | Call for Bid | February 25, 2025 |
| 2. | Questions by applicants for clarity | March 04, 2025 |
| 3. | Clarification by ANSAB | March 06, 2025 |
| 4. | Deadline for submission of the bid by bidders | March 11, 2025 |
| 5. | Opening of the bid | March 12, 2025 |
| 6. | Assessment of the bid | By March 19, 2025 |
| 7. | Communication with the selected bidder | March 21, 2025 |
| 8. | Further clarification & negotiation (if required) | March 24, 2025 |
| 9. | Award contract (expected) | March 26, 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 an authorized signature and official seal for the following documents along with a 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 the specimen signature of an 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 the 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 20 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 of Four-Wheeler Electric Vehicle

Required quantity: 1 unit

Delivery place: ANSAB Nepal

House no: 819/29, Bhimsengolamarg, New Baneshwor

Kathmandu-31, Nepal

 Tel.: 014597547 / 4578412

**DETAILED SPECIFICATION**

**1. General Specifications**

* Vehicle Type: 5 adult seater Compact SUV with advanced features suitable for urban and intercity use.
* Year of Manufacture: Latest model year available in the market.
* Warranty: Minimum of 8 years or 1,50,000 KM for the battery and motor/ motor controllers

**2. Performance Criteria**

* Power Output: Minimum power of 100 kW.
* Drive System: Front-wheel drive or all-wheel drive with a focus on energy efficiency.

**3. Battery and Charging**

* Battery Type: Non-cobalt-based chemistries.
* Battery Capacity: Minimum 45 kWh, ensuring a range of 320 km or more (WLTP cycle).
* Charging:
	+ AC Charging: Minimum of 7 kW.
	+ DC Fast Charging: Capability of 70 kW or higher, with 0%-80% charge within 45 minutes.
* Energy Recovery: Regenerative braking system with multiple modes for energy efficiency.

**4. Dimensions and Design**

* Ground Clearance: Minimum of 160 mm.
* Design Aesthetics: Sleek, aerodynamic design with a modern look and premium feel.
1. **Safety**
* Safety Ratings: 5-star Euro NCAP rating.
1. **Charging and Service Network**
* Charging network: Minimum 25 charging stations throughout the country
* Service centers: Minimum 15 no of service stations throughout the country with parts availability.

***Note: Bidders are requested to provide product brochures along with other necessary information as they see fit.***

**Compliance Statements to Technical Requirement:**

In the bid document, the bidder shall include a 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: ANSAB Nepal House no: 819/29, Bhimsengolamarg, New Baneshwor Kathmandu-31, Nepal Tel.: 014597547 / 4578412 |  |
| 2 | Supply, delivery, and test operation: Within 30 days after receiving contract award |  |
| 3 | Required Quantity: 1 unit |  |
| 4 | **General Specifications*** Vehicle Type: 5 adult seater Compact SUV with advanced features suitable for urban and intercity use.
* Year of Manufacture: Latest model year available in the market.
* Warranty: Minimum of 8 years or 1,50,000 KM for the battery and motor/ motor controllers
 |  |
| **Performance Criteria*** Power Output: Minimum power of 100 kW.
* Drive System: Front-wheel drive or all-wheel drive with a focus on energy efficiency.
 |  |
| **Battery and Charging*** Battery Type: Non-cobalt-based chemistries.
* Battery Capacity: Minimum 45 kWh, ensuring a range of 320 km or more (WLTP cycle).
* Charging:
	+ AC Charging: Minimum of 7 kW.
	+ DC Fast Charging: Capability of 70 kW or higher, with 0%-80% charge within 45 minutes.
* Energy Recovery: Regenerative braking system with multiple modes for energy efficiency.
 |  |
| **Dimensions and Design*** Ground Clearance: Minimum of 160 mm.
* Design Aesthetics: Sleek, aerodynamic design with a modern look and premium feel.
 |  |
| **Safety** * Safety Ratings: 5-star Euro NCAP rating.
 |  |
| **Charging and Service Network*** Charging network: Minimum 25 charging stations throughout the country
* Service centers: Minimum 15 no of service stations throughout the country with parts availability.
 |  |
| 5 | **Please explain:**After-sales service such as warranty/ guarantee, free servicing, availability of spare parts and accessories, complementary accessories, and others if any. |  |

Bidders are also requested to provide detail specification as stated in format below for the proposed product.

|  |  |
| --- | --- |
| ***Specification*** | ***Bidder shall state Description as per specification mentioned***  |
| **General Specifications*** Vehicle Type:
* Year of Manufacture:
* Warranty:
 |  |
| **Performance Criteria*** Power Output:
* Drive System:
 |  |
| **Battery and Charging*** Battery Type:
* Battery Capacity:
* Charging:
	+ AC Charging:
	+ DC Fast Charging:
	+ Energy Recovery:
 |  |
| **Dimensions and Design*** Ground Clearance:
* Design Aesthetics:
 |  |
| **Safety** * Safety Ratings:
 |  |
| **Charging and Service Network*** Charging network:
* Service centers:
 |  |

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

**Price Schedule** for Supply and Delivery of Four-Wheeler Electric Vehicle

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 a discrepancy between the unit price and the total price, the unit price shall prevail. The bidder must clearly mention VAT.***

**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/29/25022025 for Supply and Delivery of Four-Wheeler Electric Vehicle**

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 of Four- Wheeler Electric Vehicle** in conformity with the stated bidding documents.

We undertake, if our bid is accepted, to complete the 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 an official seal. A bid form not duly filled, signed, dated, and stamped with an official seal will not be considered for evaluation.***

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

**Bid No.** **ANSAB/29/25022025 for Supply and Delivery of Four-Wheeler Electric Vehicle**

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 to the 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)** |  |