



Government of Nepal
Ministry of Science, Technology and Environment
Alternative Energy Promotion Centre (AEPC)
National Rural and Renewable Energy
Programme (NRREP)
Khumaltar Height, Lalitpur, Nepal

BIDDING DOCUMENT

FOR

**Supply and Delivery of Portable Improved Cooking Stove (ICS) for
Earthquake Victims**

Contract ID No.: **AEPC/NRREP/BESC/NCB/G/EQ/-2071/72-01**

Issued by:
AEPC/NRREP
Khumaltar Height, Lalitpur

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10June 2015

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Section I. Invitation for Sealed Bids (Notice)

Government of Nepal
Ministry of Science, Technology and Environment
Alternative Energy Promotion Centre (AEPC)
National Rural and Renewable Energy Programme (NRREP)
Khumaltar Height, Lalitpur, Nepal
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Invitation for Bids

(AEPC/NRREP/BESC/NCB/G/EQ/-2071/72-01)

Date of Notice Publication: 10 June 2015

1. The AEPC/NRREP invites sealed bids from registered Suppliers for the **Supply and Delivery of Portable Improved Cooking Stove (ICS) for Earthquake Victims** as per the required specifications mentioned.
2. Interested eligible Suppliers/Bidder may obtain further information and Bidding Document from the website **www.aepc.gov.np**
3. Sealed Bids (As per instruction on bidding document) must be submitted to the above office on or before **12.00 Noon** on **17 June 2015**. Bids received after this deadline shall not be accepted. One Sample Portable ICS should be submitted along with the bid.
4. Bids must be valid for a period of **30 days** after opening of Bids.
5. Sealed Bids shall be opened in the presence of Suppliers' representatives who choose to attend at **2:00 P.M.** on **17 June 2015** at the office of Alternative Energy Promotion Centre (AEPC), Khumaltar Height, Lalitpur, Nepal.
6. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered the last day.
7. **AEPC/NRREP** shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or submission of Bids. The bidders are advised to visit and assess the actual site conditions before submitting their bid.
8. **AEPC/NRREP** reserves the right to accept or reject, wholly or partly any or all the bids without assigning any reason, whatsoever.

Section II. Instructions to Bidder

1. The **AEPC** invites Priced Quotations for the **Supply and Delivery of Portable Improved Cooking Stoves (ICS) for earthquake victims** as detailed in attached Specifications and the Schedule of Requirements provided herein.
2. The Sealed Bids submitted by the Bidder shall comprise the following:
 - a. Quotation and Price Schedules
 - b. Schedule of Requirements
 - c. Technical Specifications
3. Priced Quotations must be submitted to the office of **AEPC/NRREP** on or before **12 Noon, 17 June 2015**.
4. The Bidder shall indicate on the Price Schedule the unit prices (where applicable) and total price of the goods to be supplied under the contract. All duties, taxes and other levies payable by the Supplier/Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.
5. Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
6. Submitted Priced Quotations must remain valid for a period of **30 days** after the deadline for submission date.
7. The Bidder shall furnish, as part of its bid, documents establishing the Supplier's/ Bidder's eligibility to bid and qualification to perform the contract if the bid is accepted. Documents to establish such eligibility shall be but not limited to the following:
 - a. Copy of Up to date **Firm/Company** Registration Certificate
 - b. Copy of **VAT/PAN** Registration Certificates
 - c. Copy of Tax Clearance Certificate of **F. Y. 2070/71**
 - d. Power of Attorney (if other than owner's Signature on document)
 - e. Detailed Technical Specification with required test reports as mentioned in Technical Specification, Section-III.
 - f. Other documents as needed
8. The goods supplied under this contract shall conform to the Schedule of Requirements and the standards mentioned in the Technical Specification.
9. The Governing Language shall be in English.
10. The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.
11. The goods supplied under the contract shall be fully insured in the currency of the Bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
12. The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises.
13. The successful Bidder shall deliver to the Purchaser a Performance Security in cash or Bank Guarantee from Class A and Class B (Only Clean Energy Development Bank) Bank acceptable to the Purchaser equivalent to 5% of the Quotation amount.
14. Please printout the bidding document, fill the given format and send us within deadline with required supporting documents as per bidding document after signed and stamped on all pages.
15. Other provision beyond this bid document will governed by prevailing law including PPA and PPR.

Section III. Technical Specifications

Portable Improved Cooking Stove (ICS)

Stove Type : Chimneyless stove (natural draft)
 Pot hole : One
 Material : Metallic
 Fuel : Fuel wood

S.N	Parameter	Units	Requirements	Means of verification	Additional information	Bidder's Remarks *
A. Technical Parameters ¹						
1.	Thermal Efficiency	%	≥ 25	Test report ²	High power values only	
2.	PM or PM _{2.5} Emission	mg/MJ _d	≤ 386			
3.	CO Emission	g/MJ _d	≤ 11			
B. Material and construction						
4.	Outer body	-	≥ 1 mm thick Mild steel or stainless steel	Inspection or measurement of sample stove (as applicable)		

¹ Stoves having certificate of meeting prevailing requirements of Nepal Interim Benchmark for solid biomass Cookstoves (NIBC, 2014) or Bureau of Indian Standards (BIS) or as per International Workshop Agreement (tier 2 or above for each category) from National or International level Testing Stations/Universities/Institutes will be automatically qualified in Technical parameters

² Valid test report from reputed National or International level Testing Stations or Academic Institutions based on widely accepted testing protocols and equipment

5.	Combustion chamber	-	≥ 1 mm thick Stainless steel			
6.	Top plate	-	≥ 3 mm thick Cast Iron		with Pot stand/ rest , Should be able to support pots of different sizes	
7.	Insulation	-	Rock wool/Ceramic fiber			
8.	Provision for secondary air supply	-	Durable grate or holes			
9.	Handles or hand-grip	-	non-metallic or insulated material, should be able to withstand temperature of outer body			
C. Others						
10.	Weight	Kg	≤ 6	Weighing	Stove+ accessories (if any) +packaging	
11.	Warranty	Years	≥ 2	Commitment letter from company + warranty cards in each unit		

12.	'How to use' information	-	Brief information in Devanagari script (preferred) or English or self explanatory pictorial messages	Leaflets/manuals in the stove packing		
13.	Safety	-	Stable geometry, no sharp edges and pointed objects, body temperature safe from scalding	Inspection of sample stove		

Note:

*The bidder shall mention clause by clause comment of the required specification. The bidder shall state:-

- a. **"FULLY COMPLIANT"** if the item offered fully meet the quotation requirement.
- b. **"PARTIALLY COMPLIANT"** if the item offered meet the requirement partially. The bidder shall state the reason why the offer is partially compliant. In such cases, the bidder shall clearly mention the extent to which other specifications are offered.
- c. **"NON COMPLIANT"** if the item cannot meet the requirements. The bidder shall also state reasons for it.

.....

(Signature of Bidder With Seal)

Name of Authorised Person:.....

Date:.....

Contact No.....

Email Address:.....

Section IV. Schedule of Requirements

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery to the final destination where the Goods is required to be delivered.

S.N.	Description	Quantity (About ±20%)	Place of Delivery	Delivery Schedule
1	Portable Improved Cooking Stove (ICS) Package 1	2750.00	Earthquake affected areas of districts mentioned in Section VI: Annex	<p>Within <u>21 days</u> <u>to district headquarters/</u> <u>key sites</u> <u>specified by</u> <u>AEPC</u> and Within <u>51 days</u> <u>to end-users</u> from Agreement or Purchase Order</p>
2	Portable Improved Cooking Stove (ICS) Package 2	1900.00		
3	Portable Improved Cooking Stove (ICS) Package 3	1850.00		
4	Portable Improved Cooking Stove (ICS) Package 4	3050.00		

Note: Eligible bidder can choose to bid for either one or more packages or all package as per the availability of their product and capacity. The bidder must fill all the tables duly and sign and stamp each page by authorized representative of the company.

(Signature of Bidder With Seal)

Name of Authorised Person:.....

Date:.....

Contact No.....

Email Address:.....

Section V. Sample Forms

1. Price Quotation and Price Schedules

Date:

To:

AEPC/NRREP,

Ladies and Gentlemen,

Having examined the bid documents, we the undersigned, the offer of

1. Supply and Delivery of Portable Improved Cooking Stove (ICS) package 1 for earthquake victims in conformity with the said documents for the sum of NRs..... *(In*

Words:.....) including of all taxes and VAT or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Price Quotation.

2. Supply and Delivery of Portable Improved Cooking Stove (ICS) package 2 for earthquake victims in conformity with the said documents for the sum of NRs..... *(In*

Words:.....) including of all taxes and VAT or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Price Quotation.

3. Supply and Delivery of Portable Improved Cooking Stove (ICS) package 3 for earthquake victims in conformity with the said documents for the sum of NRs..... *(In*

Words:.....) including of all taxes and VAT or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Price Quotation

4. Supply and Delivery of Portable Improved Cooking Stove (ICS) package 4 for earthquake victims in conformity with the said documents for the sum of NRs..... *(In*

Words:.....) including of all taxes and VAT or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Price Quotation

We undertake, if our Price Quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this price Quotation for a Period of 30 days from the last date fixed for submission of the Price Quotation.

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

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Price Quotation for and on behalf of _____

2. Price Schedule

Name of Supplier _____ . _____ . Page __ of ____

Package 1 : Portable Improved Cooking Stove (ICS)

1	2	3	4	5	6	7
Item	Description	Unit	Quantity	Unit price (Site Delivery)	Total price per item (cols. 4 x 5)	Remarks
1	Portable Improved Cooking Stove (ICS) package 1	Pcs	2750.00			
Total Taxable Amount						
Add: 13% Value Added Tax						
Total Including VAT						

Total Price in words :.....

Package 2 : Portable Improved Cooking Stove (ICS)

1	2	3	4	5	6	7
Item	Description	Unit	Quantity	Unit price (Site Delivery)	Total price per item (cols. 4 x 5)	Remarks
1	Portable Improved Cooking Stove (ICS) package 2	Pcs	1900.00			
Total Taxable Amount						
Add: 13% Value Added Tax						
Total Including VAT						

Total Price in words :.....

Package 3 : Portable Improved Cooking Stove (ICS)

1	2	3	4	5	6	7
Item	Description	Unit	Quantity	Unit price (Site Delivery)	Total price per item (cols. 4 x 5)	Remarks
1	Portable Improved Cooking Stove (ICS) package 3	Pcs	1850.00			
Total Taxable Amount						
Add: 13% Value Added Tax						
Total Including VAT						

Total Price in words :

Package 4 : Portable Improved Cooking Stove (ICS)

1	2	3	4	5	6	7
Item	Description	Unit	Quantity	Unit price (Site Delivery)	Total price per item (cols. 4 x 5)	Remarks
1	Portable Improved Cooking Stove (ICS) package 4	Pcs	3050.00			
Total Taxable Amount						
Add: 13% Value Added Tax						
Total Including VAT						

Total Price in words :

.....

(Signature of Bidder With Seal)

Name of Authorised Person:.....

Date:.....

Note: In case of discrepancy between unit price and total, the unit price shall prevail. In case of discrepancy between amount in figure and words, the amount in words shall prevail.

3. Form of Agreement

THIS AGREEMENT made the ____ day of _____ 20____ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited Priced Quotation for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Price Quotation by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Price Quotation Form and the Price Schedule submitted by the Supplier;
 - b. The Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. The Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.
5. Other provision beyond this contract and bid document will governed by prevailing law including PPA and PPR.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

Name:

Designation:

Sign:

Seal:

On behalf of the Supplier

Name:

Designation:

Sign:

Seal:

4. Performance Security

Date :

To: *[name and address of the Purchaser]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

5. Bank Guarantee for Advance Payment

To: *[name of the Purchaser]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

The validity period of the guarantee shall be 30 days beyond the period scheduled for repayment of the advance payment and the guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the Purchaser receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Section VI. Annex

Mechanism for supply and delivery of Portable Metallic Improved Cooking Stoves for earthquake victims of affected districts

A. Package Description

Package No	Districts Included	No of Portable ICS
Package No 1	Sindhupalchowk	1600
	Kavrepalanchowk	1150
	Total of Package No 1	2750
Package No 2	Dolakha	1150
	Ramechhap	750
	Total of Package No 2	1900
Package No 3	Nuwakot	1150
	Rasuwa	700
	Total of Package No 3	1850
Package No 4	Gorkha	1150
	Dhading	1150
	Makawanpur	750
	Total of Package No 4	3050

B. Required Quantity of Product

Portable Metallic Improved Cooking Stoves ($\pm 20\%$) 9550

Note: Detail technical specifications will be as per attached above

C. Supply and Delivery of the product:

Selected bidder will have to supply and deliver Portable Metallic Improved Cooking Stove (ICS) to the end users (earth quake victims) residing in different locations of mentioned districts.

D. Bidder Selection procedure

Only the product of bidders submitting the bid document within the time frame stipulated by AEPC will be eligible for the technical evaluation. AEPC will only purchase the products, which have passed the technical evaluation. The companies, based on the price quoted on bid and quantity of ICS required by AEPC, quoting least price will be prioritized. If required, AEPC will purchase the product from the companies after negotiating the price and required quantity.

Note: AEPC will purchase the product on the basis of resource available with it. AEPC will not be bound to purchase as per the proposal submitted by the companies.

E) Payment Procedure

- 1) 95% of total Payment will be made after supply is done to the district headquarters or key sites within the districts as specified by AEPC
- 2) Remaining 5% will be paid only after the stoves have been successfully delivered to the end users as per list provided by AEPC (earthquake victims residing in different locations of the mentioned districts)

F) Monitoring

1. The Evaluation Committee formed by AEPC or AEPC Officials/Implementing Partners' officials designated by it will examine the products before the supply/ delivery to the relevant site.
2. On the spot monitoring will be done by the AEPC, RSC and/or through District disaster Relief Committee and District Development Committee and third party consultants

G) Punishment to the bidder

The bidders will be punished as per prevailing laws of Nepal, if they fail to supply and deliver the products to the places specified by AEPC.