

## Term of Reference for Bid

- 1) Submission of Public Tender Bids as per exact specification of goods to be supplied described in the attached form entitled, "**Price Quoting Sheet**".
- 2) Each page of the bid must be **signed by the Senior level authorized official** of the company.
- 3) The bid should provide your **best offer** based on the rates, quality required and costs including the delivery cost of materials. It should include warranty provision if applicable.
- 4) The delivery and specific material quantities will be specified by EPF-N on a demand basis (maximum end date of 31.12.2017). Upon the **official delivery request** the goods shall be transported, and unloaded at Nalang VDC within 7 days.
- 5) Submit **company registration certificate** according to the law of the Government of Nepal and up to date **renewal certificate** (clearly readable photocopies).
- 6) **VAT** and **PAN** registration certificate.
- 7) **TAX** clearance certificate and **VAT Return filing** evidence.
- 8) Experience of supplying the required construction materials for a minimum of **complete three years**.
- 9) A copy of the **company profile**.
- 10) **Dealership certificate** if any (for the required materials).

**Please return your Public Tender Bid on the time and addressed mentioned in the advertisement.**

- Submit your Bid in Sealed Envelope. The outer envelope shall contain two sealed envelopes with the requested bids, one marked "original" and one marked "copy".
- Bid once submitted shall not be amended or withdrawn.
- Your bid will be assessed based on the adherence to the stated requirements, technical quality, commercial rate and price and comparisons.
- Any bid that is incomplete, partially completed, or have mutual collusion will not be reviewed.
- The bid shall remain valid for 60 days from the closing date of the submission.

- Non-acceptance, acceptance and selection of the winning bid will solely rest on the procurement committee.
- Successful supplier will proceed to sign contract with EPF-Nepal within one week of confirmation.