



**Sealed Quotation Document  
for  
Supply and Delivery of Office Equipment  
(for Aurora Project of Erasmus+ frame)**

Sealed Quotation No: PU/SQ-02/2077-78

**Pokhara University**  
**Central Office**  
Pokhara-30, Kaski

Issued on: May 31, 2021

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**Pokhara University**  
**Pokhara-30, Kaski**  
**Invitation for Sealed Quotation**

Date of First Publication: May 31, 2021.

Pokhara University Central Office invites sealed quotations from registered suppliers for Aurora Project of Erasmus+ frame as mentioned below:

S.No	Sealed Quotation No.	Project Title	Document Fee in NPR (Non-refundable)	Bid Security Amount in NPR	Last Date of Submission	Last Date of Opening
1	PU/SQ-02/2077-78	Supply and Delivery of Laptops; Video Conference System with microphone and smart TV; Smart board; Projector and Scanner Copier.	1,000.00	50,000.00	June 15, 2021 12:00 Noon	June 15, 2021 2:00 PM

1. Eligible Bidders may obtain further information by visiting <https://pu.edu.np>.
2. Interested applicants may download the quotation document from website <http://pu.edu.np> and submit to the university either physically via courier or online (or scan copy) through e-mail at [info@pu.edu.np](mailto:info@pu.edu.np) or before June 15, 2021, 12:00 Noon.
3. Payment for the quotation document (Document Fee and Bid Security Amount) can be made either through a cash deposit or online payment to the account of the university as specified below and should attach the original bank deposit/online payment voucher together with the hard copy of quotation documents during submission.

The bank details for the deposit are as follows:

**Name of Bank: Nabil Bank**

**Name of Bank: KamanaSewaBikash Bank**

Account Holder: Pokhara University

Account Holder: Pokhara University

Account Number: 1201017500870

Account Number: 01213400024568000022

4. The quotation will be opened in the presence of Bidders' representatives who choose to attend on June 15, 2021, 2:00 PM at the Pokhara University Central Office, Pokhara-30, Kaski. Quotation must be valid for a period of 45 days from the date of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format, amounting to minimum of NRs.50,000.00, which shall be valid from 30 days beyond the validity period of the bid.
5. If the last date of purchasing and/or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
6. Pokhara University reserves the right to accept or reject, solely or partially any or all bids/quotation documents without assigning any reason, whatsoever.



## Section II. Instructions to Bidder

<p><b>1. Scope of Works</b></p>	<p>1.1 The Purchaser stated in the BDS for the procurement of Goods as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS.</p>
<p><b>2. Eligible Bidder</b></p>	<p>2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.</p> <ul style="list-style-type: none"> <li>a) <b>Up to date Firm/Company Registration Certificate</b></li> <li>b) <b>VAT and PAN Registration Certificates</b></li> <li>c) <b>Tax Clearance Certificate for the Fiscal Year 2075/2076.</b></li> <li>d) <b>Power of Attorney to sign the Sealed Quotation</b></li> <li>e) JV Agreement, or a letter of intent to enter into JV, signed by all legally authorized signatories of all the parties to the existing or intended JV, in case of Sealed Quotation is submitted from JV. Other</li> </ul> <p>2.2 <b>A bidder declared blacklisted and ineligible</b> by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.</p>
<p><b>3. One Quotation per Bidder</b></p>	<p>3.1 Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.</p>
<p><b>4. Cost of Bidding</b></p>	<p>4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotation and the Purchaser shall in no case be liable for those costs.</p>
<p><b>5. Site Visit</b></p>	<p>5.1 The Bidder at his own cost, responsibility and risk may visit the site of the supply, delivery or installation of Goods and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Goods.</p>
<p><b>6. Content of Quotation Form</b></p>	<p>6.1 The Quotation Form comprise the documents listed below:</p> <ul style="list-style-type: none"> <li>1. Section I: Invitation for Sealed Quotation (SQ)</li> <li>2. Section II: Instructions to Bidders</li> <li>3. Section III: Bid Data Sheet</li> <li>4. Section IV Quotation Forms and Price Schedule</li> <li>5. Section V: Schedule of Requirements</li> <li>6. Section VI: General Conditions of Contract (GCC)</li> <li>7. Section VII: Special Conditions of Contract</li> <li>8. Section VIII: Contract Form</li> </ul>

7. <b>Clarification</b>	7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.
8. <b>Language of Quotation</b>	8.1 All documents relating to the Quotation shall be in English or in Nepali.
9. <b>Documents Comprising Quotation</b>	9.1 The Quotation by the Bidder shall comprise the following: a. Quotation Form and Price Schedules b. Bid Security c. Schedule of Requirements
10. <b>Quotation Prices</b>	10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all items of the goods to be supplied under the contract. 10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder. 10.3 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.
11. <b>Quotation Validity</b>	11.1 The Sealed Quotation shall remain valid for the period of 45 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
12. <b>Quotation/Bid Security</b>	12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security <b>as specified in the BDS.</b> 12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms: (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) a cash deposit voucher in the Purchaser's Account as specified in <b>the BDS</b> In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid 12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as non-responsive. 12.4 The Bid security shall be forfeited if: (a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline. (b) a Bidder changes the prices or substance of the Sealed Quotation while providing information; (c) a Bidder involves in fraud and corruption pursuant to clause 26;

	<p>(d) the successful Bidder fails to:</p> <p>(i) furnish a performance security in accordance with clause 25;</p> <p>(ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or</p> <p>(iii) accept the correction of arithmetical errors pursuant to clause 19.1</p> <p>(iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification</p>
<b>13. Format and Signing of Quotations</b>	13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialled by the same authorized person.
<b>14. Sealing and Marking of Quotations</b>	14.1 Bidders may submit their bids by manually. When so <b>specified in the BDS</b> . Procedures for submission, sealing and marking are as follows:  Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation.
<b>15. Deadline for Submission of Quotations</b>	15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS.
<b>16. Late Quotation</b>	16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
<b>17. Modification And Withdrawal</b>	17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
<b>18. Bid Opening</b>	18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS  18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.
<b>19. Process to be Confidential</b>	19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.

<p><b>20. Examination of Quotations</b></p>	<p>20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation</p> <ul style="list-style-type: none"> <li>(a) meets the eligibility criteria defined in Clause 2;</li> <li>(b) has been properly signed by the authorized person;</li> <li>(c) is accompanied by the required securities; and</li> <li>(d) is substantially responsive to the requirements of the Bidding documents.</li> </ul>
<p><b>21. Evaluation and Comparison of Quotations</b></p>	<p>21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:</p> <ul style="list-style-type: none"> <li>(a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;</li> <li>(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>(c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected.</li> <li>(d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) ,(b) and (c) above.</li> </ul> <p>21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.</p> <p>21.4 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<p><b>22. Award of Contract</b></p>	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.</p> <p>22.2 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>



<p><b>23. Purchaser's Right to Accept or Reject</b></p>	<p>23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.</p>
<p><b>24. Notification of Award and Signing of Agreement</b></p>	<p>24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.</p> <p>24.2 The notification (hereafter called the “Letter of Acceptance”) to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder’s Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
<p><b>25. Performance Security</b></p>	<p>25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p><b>Performance Security Amount =</b>  <b>[(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</b></p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
<p><b>26. Corrupt or Fraudulent Practices</b></p>	<p>26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>26.2 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder’s bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
<p><b>27. Conduct of Bidders</b></p>	<p>27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN’s Procurement Act and PU Procurement Regulations-2072.</p> <p>27.2 The Bidder shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement</p>



	<p>process or the procurement agreement :</p> <ul style="list-style-type: none"> <li>a) give or propose improper inducement directly or indirectly,</li> <li>b) distortion or misrepresentation of facts</li> <li>c) engaging or being involved in corrupt or fraudulent practice</li> <li>d) interference in participation of other prospective bidders.</li> <li>e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings,</li> <li>f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price..</li> </ul> <p>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</p>
<p><b>28. Blacklisting Bidder</b></p>	<p>28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> <li>a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2,</li> <li>b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,</li> <li>c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract.</li> <li>d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder's qualification information,</li> <li>e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser.,</li> </ul> <p>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.</p>
<p><b>29. Publication of contract award notice</b></p>	<p>29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of Pokhara University Office of the Controller of Examinations, Such notice shall also be posted in its website .</p> <ul style="list-style-type: none"> <li>a. Name of the procurement,</li> </ul>

	<p>b. IFB number,  c. date and name of newspaper published the IFB notice,  d. name of the successful Bidder, and the contract price.</p> <p>29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.</p>
<p><b>30. Provision of PPA and PUPR</b></p>	<p>30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or PU Procurement Regulations (PUPR), 2072, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PUPR shall prevail.</p>

**SECTION - III**  
**Bid Data Sheet**

ITB 1	The scope supply is: Supply and Delivery of Office Equipment. The number of the Invitation for Sealed Quotation (SQ) is: PU/SQ-02/2077-78 The Purchaser is: Pokhara University, Central Office
ITB 12.1	The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of Nrs.50,000/- which shall be valid for 30 days beyond the validity period of the bid.
ITB 12.2 (b)	Cash Deposit Account for Bid Security: Account holder's Name: <b>Pokhara University.</b> Bank Name: <b>Nabil Bank Limited</b> Account Number: <b>1201017500870</b> Bank Name: <b>Kamana Sewa Bikash Bank Ltd.</b> Account Number: <b>01213400024568000022</b>
ITB 14.1	
ITB 15	The deadline for Sealed Quotation submission is: Date: <b>June 15, 2021</b> Time : <b>12:00 NOON</b> Address: <b>Pokhara University, Central Office. Pokhara-30, Kaski</b>
ITB 18	The Sealed Quotation opening shall take place at : Address: <b>Pokhara University, Central Office. Pokhara-30, Dhungepatan Khudi, Kaski</b> Date: <b>June 15, 2021</b> Time : <b>2:00 PM</b>

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## Section IV. Quotation Form and Price Schedule

### 1. Quotation and Price Schedules

Date: .....

To:

Pokhara University

Pokhara-30, Dhungepatan, Kaski

Gentlemen and/or Ladies:

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to supply and deliver Printing of Various types of forms & Envelopes in conformity with the said SQ documents for the sum of or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

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

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to the amount as stated in the ITB Clause 25 for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this SQ for a Period of 45 days from the date fixed for SQ opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that this SQ, together with your written acceptance there of included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

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

We declare that we are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business related offense.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign SQ for and on behalf of \_\_\_\_\_



## 2. Bidder's Information Form

[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted. In case of joint venture, each partner shall fill the information in separate form.]

1.	Bidder's Legal Name	
2.	Bidder's Address:	
3.	Bidder's Country of Registration:	
4.	Bidder's Year of Registration:	
5.	Bidder's Legal Address in Country of Registration	
6.	Bidder's Authorized Representative Information: Name: Address: Telephone/Fax numbers: Email Address:	
7.	Bidder's Telephone/Fax numbers:	
8.	Bidder's Email Address:	
	<b>Attached are copies of the following original documents.</b> <input type="checkbox"/> 1. Firm Registration Certificate <input type="checkbox"/> 2. Authorization to represent the firm <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6.	



### 3. Price Schedule for Goods

Name of Bidder :.....

SQ No. : PU/SQ-02/2077-78

Item No.	Description	Quantity	Unit	Unit Price (in NRs)		Total Price (in NRs) (cols. 3x5)
				In Figure	In Words	
1	2	3	4	5		3x5=6
1.	Laptops	3	Set			
2.	Copy-fax-scanner machine	1	Set			
3.	Video-conference and Software Equipment • Camera with Microphone • Smart TV	1	Set			
4.	Smart Board	1	Set			
5.	Projector	1	Set			
<b>Total Rs.</b>						
<b>13% VAT Rs.</b>						
<b>Grand Total Rs.</b>						
<b>Grand Total Amount in Words :-</b>						

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.



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Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the Sealed Quotation for and on behalf of \_\_\_\_\_

Date: \_\_\_\_\_



## 4. Bid Security

### Bank's Name, and Address of Issuing Branch or Office

(On Letter head of the Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law)

Beneficiary: ..... name and address of Employer.....

Date:.....

Bid Security No.: .....

We have been informed that ..... [*insert name of the Bidder*] (hereinafter called "the Bidder") intends to submit its bid (hereinafter called "the Bid") to you for the execution of ..... name of Contract ..... under Invitation for Bids No. .... ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we..... name of Bank. ....hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of. . .....amount in figures ..... (. ..... amount in words ..... ) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.
- (d) is involved in fraud and corruption in accordance with the ITB

This guarantee will remain in force up to and including the date .....number.....days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

Bank's seal and authorized signature(s) . . .

### Note:

The bid security of ..... has been counter guaranteed by the Bank .....on ..... (Applicable for Bid Security of Foreign Banks).





## Section V. Schedule of Requirements

### Delivery and Completion Schedule

Delivery shall take place in compliance with the dates, duration and location indicated below.

S.N.	Description	Quantity	Unit	Required Delivery Date
1	Laptops	3	Sets	15 days from the date of signing the contract.
2	Copy-fax-scanner machine	1	Set	15 days from the date of signing the contract.
3	Video-conference and Software Equipment • Camera with Microphone • Smart TV	1	Set	15 days from the date of signing the contract.
4	Smart Board	1	Set	15 days from the date of signing the contract.
5	Projector	1	Set	15 days from the date of signing the contract.

### 2. Technical Specifications

S.NO.	Tecnical Specifications
1	<p><b>Laptops</b></p> <ol style="list-style-type: none"><li>1. Processor: Intel Core i7 latest generation or equivalent or superior.</li><li>2. RAM Memory: 16 GB or higher</li><li>3. Hard Drive: 512 GB SSD or higher</li><li>4. Graphics Card: Nvidia GeForce 2GB or equivalent or superior</li><li>5. Monitor: 15.6" IPS TOUCH FHD 1920X1080, ANTI GLARE</li><li>6. Built-in Camera</li><li>7. Wired network: 10/100 Mbps Ethernet or superior</li><li>8. Wireless network: Wi-Fi 802.11ac, a/b/g/n, Bluetooth 4</li><li>9. USB port: at least 1 x USB-C (USB 3.1 Gen 2 Type-C)</li><li>10. Ports: Microphone, headphones, LAN, HDMI, SD MEMORY CARD</li><li>11. Built-in speakers</li><li>12. Input device: Keyboard, touchpad</li><li>13. Battery</li><li>14. Operating System: Microsoft Windows 10 (64-bit)</li><li>15. MS Office 2019</li><li>16. At least one year warranty</li></ol>
2	<b>Copy-fax-scanner machine</b>

### **Video-conference and Software Equipment**

comprise of top quality HD video conference camera, a MCU (or multipoint control unit) to bridge multiple videoconferencing connections, system terminals, TV panels and microphones with the following minimum technical standards:

#### **Camera with Microphone**

Digital camera with built-in speakerphone, with the following minimum technical standards:

1. Bluetooth
2. RF remote control
3. Desktop unit for connection with smart tv with HDMI Type A (x2), USB C, USB Type B, Mini XLR (x2)
4. Resolution: 4K or higher
5. Room capturing: 120° field of view or more
6. Frame Rate: 60fps
7. Zoom: HD 18X
8. Motorized pan/tilt
9. For Medium to Large Meeting Rooms
10. 1080p/60 fps Camera over USB/Mac/Windows
11. Speakerphone with 15' Pickup Range
12. Auto Framing, Auto Focus, Backlight
13. USB plug-and-play connectivity
14. pair mobile device with Bluetooth® wireless technology to the GROUP speakerphone
15. Compatibal with all video conferencing platforms
16. microphones with noise reduction technology
17. At least one year warranty

#### **Smart TV,**

with the following minimum technical standards:

1. Size: 65 inch or higher
2. FHD or higher
3. Rate: 120 HZ or higher
4. Panel: LED or equivalent
5. 2 built-in speakers
6. Integrated media player
7. Integrated PVR recorder
8. HDMI (x4)
9. Ethernet Connection
10. Wi-fi Connection
11. Bluetooth connection
12. Screen Mirroring / Screen cast
13. Android latest OS
14. Google Play | Chromecast |
15. Stand Full Height
16. At least one year warranty

4	<p><b>Smart board</b></p> <ol style="list-style-type: none"> <li>1. Display Technology: LED IPS 75” or Higher</li> <li>2. Resolution: 1920x1080p or higher</li> <li>3. Brightness 320cd/m or higher</li> <li>4. Contrast 4000:1 or higher</li> <li>5. Viewing angle 178 degrees</li> <li>6. Audio 2x10W</li> <li>7. Input Ports: HDMIx2, VGAx2, PC_AUDIOx1, LANx1, AVx2, TVx1, MEDIA_USBx2, TOUCH_USBx1 HDMIx2 (support 4K), TFx1, VGAx1, AUDIDx1, TVx1, Media-USBx3 ( USB3.0*2) , TOUCH-USBx1, LANx1, WiFi x1 (optional), RS232-INx1</li> <li>8. Output Ports: VGAx1, COAXIAL ( SPDIF) x1, AUDIO(EARPHONE)x1</li> <li>9. Operation System: Built-in Android and Windows 10 with office 2019</li> <li>10. wifi enabled wifi direct, Screen Cast compatible with Android devices</li> <li>11. At least one year warranty</li> </ol>
5	<p><b>Projector</b></p> <ol style="list-style-type: none"> <li>1. Viewing Technology: DLP</li> <li>2. Image Size 20 - 300 " or higher</li> <li>3. Native Resolution 3840 x 2160 or higher</li> <li>4. Maximum Resolution 3840 x 2160 or higher</li> <li>5. Brightness: 3000 Ansi Lumens or higher</li> <li>6. Contrast: 1500000: 1 or higher</li> <li>7. Lamp Lifespan: 15,000 hrs or higher</li> <li>8. Connectivity: Analog Audio, Ethernet, HDMI, USB, VGA, Bluetooth, wifi, wifi direct, Screen Cast compatible with Android devices</li> <li>9. App support for media without PC</li> <li>10. Video Conferencing Apps Enablement</li> <li>11. Wireless Casting from all OS/ devices</li> <li>12. Built in Android</li> <li>13. Noise level: 30 dB or less</li> <li>14. Built-in: Speakers</li> <li>15. At least one year warranty</li> </ol>

## Section VI. General Conditions of Contract

<p><b>1. Definitions</b></p>	<p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> <li>a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;</li> <li>b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;</li> <li>c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;</li> <li>d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.</li> <li>e. "The Purchaser" means the procuring entity purchasing the goods;</li> <li>f. "The Supplier" means the organization supplying the goods and services under this contract.</li> </ul>
<p><b>2. Technical Specification</b></p>	<p>2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.</p>
<p><b>3. Patent Right</b></p>	<p>3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.</p>
<p><b>4. Performance Security</b></p>	<p>4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.</p> <p>4.3 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
<p><b>5. Inspection and</b></p>	<p>5.1 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</p>

<b>Tests</b>	<p>of performance after the supply and delivery of good to the Purchaser's premises</p> <p>5.2 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser.</p>
<b>6. Packing</b>	<p>6.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.</p> <p>6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.</p> <p>6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.</p>
<b>7. Delivery of Goods</b>	<p>7.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.</p>
<b>8. Insurance</b>	<p>8.1 The goods supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.</p>
<b>9. Warranty</b>	<p>9.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.</p> <p>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.</p> <p>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.</p>
<b>10. Payment</b>	<p>10.1 Payment shall be made in the Nepalese currency as specified in the SCC</p> <p>10.2 Payment of the goods shall be made after the delivery and installation and commissioning of goods (if applicable) to the satisfaction of the Purchaser.</p>
<b>11. Prices</b>	<p>11.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.</p>
<b>12. Changed Order</b>	<p>12.1 Where the Purchaser desires to make changes in <b>Schedule of Requirement</b>, it shall not exceed more than 15 percent.</p>
<b>13. Liquidated</b>	<p>13.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other</p>

<b>Damages</b>	remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed goods for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.
<b>14. Resolution of Disputes</b>	<p>14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.</p> <p>14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <p>a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p>b. the Purchaser shall pay the Supplier any monies due the Supplier.</p>
<b>15. Governing Language</b>	15.1 The Governing Language shall be: Nepali or English
<b>16. Applicable Law</b>	16.1 The applicable law shall be Laws of Nepal.
<b>17. Notices</b>	<p>17.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt</p> <p>17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.</p>
<b>18. Taxes and Duties</b>	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GON.
<b>19. Operation, Maintenance and Spare-parts Manuals</b>	19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) as specified in SCC..
<b>20. Conduct of</b>	20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN's Procurement Act and

<p><b>Suppliers</b></p>	<p>Regulations.</p> <p>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ol style="list-style-type: none"> <li>a. give or propose improper inducement directly or indirectly,</li> <li>b. distortion or misrepresentation of facts</li> <li>c. engaging or being involved in corrupt or fraudulent practice</li> <li>d. interference in participation of other prospective bidders.</li> <li>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</li> <li>f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price..</li> <li>g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</li> </ol>
<p><b>21. Blacklisting Supplier</b></p>	<p>21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:</p> <ol style="list-style-type: none"> <li>a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2,</li> <li>b. if the supplier fails to sign an agreement pursuant to ITB Clause 24,</li> <li>c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract ,</li> <li>d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract.</li> </ol> <p>21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal.</p>

## Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder shall complete the following information before submitting his Sealed Quotation.]

Clause	Item
GCC 1.1.1 (e)	The Purchaser is: <b>Pokhara University, Central Office</b>
GCC 4.1	<p>The Currency of of the performance Security shall be in Nepalese Rupees.</p> <p>The amount of the performance security shall be as follows:</p> <ul style="list-style-type: none"> <li>(i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</li> <li>(ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</li> <li>(iii) <ul style="list-style-type: none"> <li>Performance Security Amount =</li> <li>[(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</li> </ul> </li> </ul> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
GCC 9.1	The warranty period shall be .....months/year
GCC 10	<p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <ol style="list-style-type: none"> <li>1. The payment shall be made: <ul style="list-style-type: none"> <li>(a) through accounts division</li> </ul> </li> </ol>
GCC 10	<ol style="list-style-type: none"> <li>2. Payments shall be made in Nepalese Rupees in the following manner:</li> </ol> <p>Sample provisions:</p> <p>Advance Payment: .....[Usually not more than twenty (20)] percent of the contract price shall be paid within thirty (30) days of signing of the contract, and upon submission of request for advance and a bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law for equivalent amount valid until the goods are delivered and accepted and in the form provided in the Bidding Document.</p> <p>On Delivery and acceptance: ....[Hundred (100) percent. of the Contract Price of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s. Advance payment shall be deducted and settled in this payment.</p> <p>or</p> <p>On Delivery [Usually eighty (80)] percent. of the Contract Price of the</p>



Clause	Item
	<p>Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and upon submission of Tax Invoice.</p> <p>On acceptance: ...[Usually eighty (20)] percent. of the Contract Price of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. delivered shall be paid within thirty (30) days upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s</p> <p>or</p> <p>On Delivery and acceptance: One Hundred (100)] percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and related services (installation and commissioning of goods (if applicable)) to the satisfaction of the Purchaser. and upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s</p> <p>TDS shall be deducted as per the prevailing rules and regulations.</p> <p>[Delete those not appropriate]</p>
GCC 17.1	<p>For <b><u>notices</u></b>, the Purchaser's address shall be: <b><u>Pokhara University, Pokhara-30, Dhugepatan, Kaski</u></b></p> <p>Telephone number: 061-504046, 504039</p> <hr/> <p>For <b><u>notices</u></b>, the Suppliers's address shall be:</p> <p>Name and Address of the Supplier:</p> <p>Telephone number:</p> <p>Facsimile number:</p> <p>e-mail Address:</p>
GCC 19.1	<p>The Supplier shall supply ...[Specify number of copy/ies] manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment) in English and Nepali language as specified in SCC.</p>

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## SECTION - VIII

# Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.



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# Letter of Acceptance

[on letterhead paper of the Employer]

Date: .....

To:..... name and address of the Contractor .....

Subject: ..... Notification of Award

This is to notify that your Quotation dated .....date .....for execution of the.....name of the contract and identification number, as given in the SCC ..... for the Contract price of Nepalese Rupees [insert amount in figures and words in Nepalese Rupees], as corrected in accordance with the Instructions to Bidders is hereby accepted in accordance with the Instruction to Bidders.

You are hereby instructed to contact this office to sign the formal contract agreement within 7 days with Performance Security of .....[specify the performance security amount computed as per ITB 22.2 and 25.1] consisting of a Bank Guarantee in the format included in Section IX (Contract Forms) of this Bidding Document.

The Employer shall forfeit the bid security, in case you fail to furnish the Performance Security and to sign the contract within specified period.

Authorized Signature: .....

Name and Title of Signatory: .....



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# Contract Agreement

THIS AGREEMENT made the .....day of ..... between..... name of the Employer ..... (hereinafter “the Employer”), of the one part, and .....name of the Contractor .....(hereinafter “the Contractor”), of the other part:

WHEREAS the Employer desires that the Works known as ..... name of the Contract .....should be executed by the Contractor, and has accepted a Quotation by the Contractor for the execution and completion of these Works and the remedying of any defects in the sum of NRs .....[insert amount of contract price in words and figures including taxes] (hereinafter “the Contract Price”).

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement.
  - (a) the Letter of Acceptance;
  - (b) the Letter of Bid;
  - (c) the Addenda Nos ..... insert addenda numbers if any .....
  - (d) the Special Conditions of Contract;
  - (e) the General Conditions of Contract;
  - (f) Bills of Quantities (BOQ);
  - (g) the Specification;
  - (h) the Drawings;
  - (i) the Activity Schedules; and
  - (j) .....[Specify if there are any other document ]
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Nepal on the day, month and year indicated above.

Signed by .....  
for and on behalf the Contractor in the presence  
of

Signed by.....  
for and on behalf of the Employer in the  
presence of

Witness, Name Signature, Address, Date

Witness, Name, Signature, Address, Date



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# Performance Security

*Bank's Name, and Address of Issuing Branch or Office*

*(On Letter head of the Commercial bank or any Financial Institution eligible to issue Bank Guarantee as per prevailing Law)*

..... *Bank's Name, and Address of Issuing Branch or Office* .....Beneficiary:  
..... Name and Address of Employer .....  
Date: .....

Performance Guarantee No.:.....

We have been informed that ... .. *[insert name of the Contractor]* (hereinafter called "the Contractor") has been notified by you to sign the Contract No. .... *[insert reference number of the Contract]* for the execution of ..... *[insert name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we... .. *[insert name of the Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... *[insert name of the currency and amount in figures\*]* (..... *insert amount in words*) such sum being payable in Nepalese Rupees, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the.....Day of ..... \*\*, and any demand for payment under it must be received by us at this office on or before that date.

.....  
*Seal of Bank and Signature(s)*

Note:

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

\* The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract in Nepalese Rupees.

\*\* Insert the date thirty days after the date specified for the Defect Liability Period. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee".



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# Advance Payment Security

***Bank's Name, and Address of Issuing Branch or Office***

***(On Letter head of the Commercial bank or any Financial Institution eligible to issue Bank Guarantee as per prevailing Law)***

..... ***Bank's Name, and Address of Issuing Branch or Office***.....

Beneficiary: ..... ***Name and address of employer***

Date : .....

Advance Payment Guarantee No.....

We have been informed that .....has entered into Contract No. .... ***Name and Address of Employer***..... ***name of the Contractor***.....(hereinafter called "the Contractor")..reference number of the Contract.....dated ..... with you, for the execution of ...contract and brief description of Works ..... (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum..... name of the currency and amount in figures\*...(.... ***amount in words*** .....) is to be made against an advance payment guarantee.

At the request of the Contractor, we..... ***name of the Bank*** ..... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.....name of the currency and amount in figures\*... ..(..... ***amount in words*** ... ..) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the ..... day of .....\*\*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

.....

**Seal of Bank and Signature(s)**

## Note:

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

\*The Guarantor shall insert an amount representing the amount of the advance payment in Nepalese Rupees of the advance payment as specified in the Contract.

\*\* Insert the date Thirty days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee".

