

हिमालयन सामुदायिक विकास मञ्च
HIMALAYAN COMMUNITY DEVELOPMENT FORUM

Tender Dossier
For

Supply of WASH materials in Baudikali Rural
Municipality of Nawalparasi East in Nepal

Publication reference:
NP-NA-00030

09/11/2020

Kawasoti, Nawalparasi East



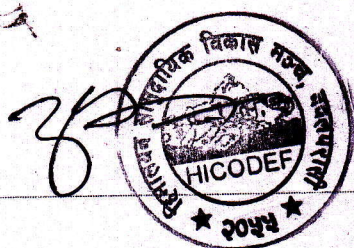
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Appendix 01



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A - INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

The bidder accepts Himalayan Community Development Forum General Terms and Conditions of Purchase by default, or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to Himalayan Community Development Forum Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Preamble

Himalayan Community Development Forum | HICODEF is a national non-governmental organization registered at Nawalparasi District in 1999. It is a pure social development and not profit making organization. As of now, it has been affiliated with Social Welfare Council, NGO Federation and National CBR Network. In addition, it is involved in various district level forums. It has decade long experience in development field and hundreds of thousands of community get benefited from its integrated community development programme. HICODEF is dedicated for the empowerment of the socially backward people (i.e. women, children, poor, disable and socially excluded) through participatory approach.

HICODEF began working in northern hilly areas of Nawalparasi district of Nepal since 2000. It initially implemented the integrated community development programme in partnership with an international NGO. It had successfully completed various development projects in association with multiple donor agency. It has covered all the area of Nawalparasi district from 2013 as well as worked in some VDCs of 5 other district i.e. Rupendehi, Chitwan, Dhading, Myagdi and Parbat from its various integrated community development programs.

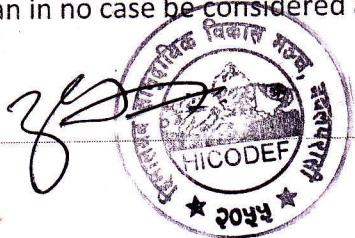
Currently it has been working various development programmes with leading development agencies of Nepal.

2. Purpose of the Call for Tenders

The purpose of this Call for Tenders is to solicit competitive offers for the supply of WASH materials in Nawalparasi East District, Baudikali Rural Municipality (Harbale, Shantitole and Nagardada) for Himalayan Community Development Forum.

The Call for Tenders aims at selecting reliable supplier(s).

Total quantities mentioned in this Call for Tenders are estimates of Himalayan Community Development Forum's needs and may vary by more or less ten percent (10%); this estimation can in no case be considered as a firm order from Himalayan Community Development Forum.



Each delivery will be triggered off by a Purchase Order issued by Himalayan Community Development Forum and will be submitted to the same conditions listed in the chapters below. After reception of the goods, the payment will be made as per respective Purchase Order issued.

A detailed description of the goods and services required by Himalayan Community Development Forum is contained in the technical specifications (see **APPENDIX 01** – Technical specifications).

3. Call for Tenders Schedule:

	DATE	TIME*
Deadline for request for any clarifications from Himalayan Community Development Forum	03/12/2020	4:00 PM
Last date on which clarifications are issued by Himalayan Community Development Forum	05/12/2020	4:00 PM
Deadline for submission of tenders (receiving date, not sending date)	09/12/2020	12:00 PM
Tender opening session by Himalayan Community Development Forum	09/12/2020	02:00 PM
Notification of award to the successful tenderer	24/12/2020	02:00 PM
Signature of the contract	31/12/2020	11:00 AM

* All times are in the local time of Kathmandu, Nepal (GMT +5:45)

Please note all dates are provisional dates and Himalayan Community Development Forum reserves the right to modify this schedule.

Please note Himalayan Community Development Forum reserves the right to pre-select some of the received offers, based upon the criteria listed in article 14 of the present document, to enter into a competitive dialogue with the shortlisted companies.

4. Questions and Clarifications

If Himalayan Community Development Forum, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, ideally by email, or by post mail, up to seven (7) calendar days before the deadline for submission of tenders, specifying the publication reference and the Tender title:

Himalayan Community Development Forum

Phone 078-540172

Kawasoti, Nawalprasi East, Nepal



Buddha Babu Rajbahak
Administrative Officer,
hicodef@ntc.net.np

Any prospective tenderer seeking to arrange individual meetings with Himalayan Community Development Forum during the tender period may be excluded from the tender procedure.

5. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company. However, to comply with some of Himalayan Community Development Forum's donors' rules, participants must clearly indicate their company's nationality and origin of the proposed goods.

6. Instructions to submit an Offer

6.1 Response Format

The tender shall consist of one original paper copy placed in a sealed non-identifiable envelope, with the words **"not to be opened before the tender opening session"** written in English.

This sealed non-identifiable envelope shall be titled:

Tender Name **Supply of WASH materials in Baudikali RM (Harbale, Shantitole and Nagardada) of Nawalparasi East District in Nepal.**

Tender Reference **NP-NA-00030**

The tenders shall be sent by personal delivery against receipt to the following address:

Himalayan Community Development Forum
Kawasoti, Nawalparasi East

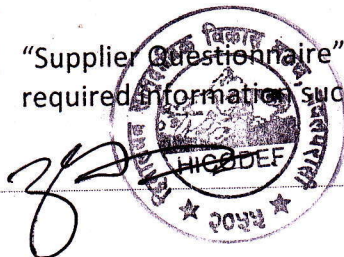
So that it is received no later than 09th December 2020 and 12:00 Hours.
Tender dropped in the Tender Box will only be valid for further process.

NB: Late proposals will not be accepted, and will be returned to the Proponent or discarded.
Also, all proposals will be irrevocable after the Call for Tenders closing date

6.2 Content of Tenders

The Tenderer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this request for proposal. The proposal shall include, as a minimum

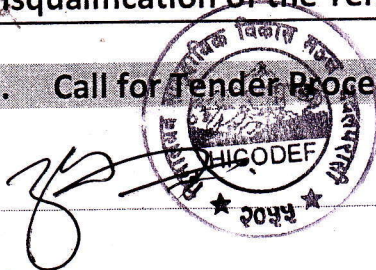
- 1) "Supplier Questionnaire" duly completed. This questionnaire should be completed with all required information such as:



- a) Proof of Firm/Company Registration,
 - b) VAT registration in Nepal
 - c) A copy of the audited financial statements for last three fiscal years (balance sheet and income statement including Tax Clearance).
 - d) Document showing financial turnover of above five million rupees/annum for last three years
 - e) The details of the names, address and contact telephone of three (3) clients for whom the similar type of services were provided in various and diverse geographic locations. Himalayan Community Development Forum reserves the right to contact these references, without notifying the Tenderer.
 - f) Organizational Profile
 - g) An organisational (human resources) chart for implementation of the Contract
- 2) "Pricing Matrix" or detailed Price offer with explanatory notes if necessary, Note that only price in local currency (NPR) will be accepted.
 - 3) "The Declaration of compliance and commitment to respect Himalayan Community Development Forum Good Business Regulations" filled and signed by the duly authorised person.
 - 4) Himalayan Community Development Forum Terms and Conditions of Purchase (signed and approved by supplier)
 - 5) If applicable, a letter specifying differences between the Supplier Sales conditions and Himalayan Community Development Forum General Purchase Conditions.
 - 6) "Technical Offer" completed in details with the products / services that the participant offers to answer to Himalayan Community Development Forum needs.
 - 7) A letter of the bidder's bank to guarantee the bidder's solvency (see Appendix 04)
 - 8) Certification of composition and expiry dates of relevant products
 - 9) A sample of the relevant products to be supplied if shortlisted/upon request.

Failure to provide all of the above and in the formats stipulated may result in disqualification of the Tenderer's proposal.

7. Call for Tender Process



Himalayan Community Development Forum reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. Himalayan Community Development Forum does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

Himalayan Community Development Forum reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

8. Period of validity

Suppliers shall be bound by their tenders for a period of Ninety (90) Days minimum from the deadline for submission of tenders.

However, the Prices and conditions defined in the contract signed with the selected supplier will be valid for **Six (6)** months after contract signature. Contract with the selected supplier will be signed.

9. Currency of tenders

Tenders must be presented in **NPR, VAT and all other cost included.**

10. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and Himalayan Community Development Forum must be written in **English.**

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

For the purposes of interpretation of the tender, the version **English** will prevail.

11. Alteration or withdrawal of tenders

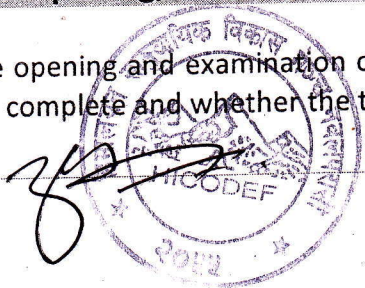
Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in **Article 3.** No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

12. Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

13. Opening, evaluation of tenders and selection criteria

The opening and examination of tenders is for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.



The subsequent evaluation of the tenders shall be carried out in Kawasoti, Nawalparasi East by an Evaluation Committee made up of representatives of Himalayan Community Development Forum and user committee.

The contract will be awarded to the technically and administratively compliant tender that is the most economically advantageous, taking into account and the price of the tender and the quality of the services offered.

Furthermore, Tenders will be evaluated on the criteria listed below:

- Ability to meet the requirements of the Call for tenders
- Compliance with Himalayan Community Development Forum terms and conditions
- Total price/cost submission
- Demonstrable ability to perform all functions related to the scope within the time specified
- Bidders' references
- Bidders' product and service offering
- Bidders' ability to provide pro-active logistics solutions
- Value added services

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

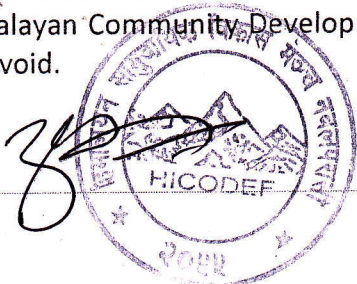
Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Himalayan Community Development Forum in its decision concerning the award of the contract will result in the **immediate rejection** of his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

14. Notification award and contract signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award). Himalayan Community Development Forum will send the signed purchase documents in two original copies to the successful bidder.

Within five (5) working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within five (5) working days, Himalayan Community Development Forum can consider after notification the award as null and void.



After selection, and before signature of the contract, Himalayan Community Development Forum will inspect the equipment/materials and the teams of the selected tenderer that will be allocated for the works. Himalayan Community Development Forum reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossier.

The unsuccessful tenderer will be informed in written shortly after the award.

15. Ownership of tenders

Himalayan Community Development Forum retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

16. Contract

The contract that will be concluded between the successful tenderer, Himalayan Community Development Forum is done according to Himalayan Community Development Forum standard Framework Agreement for six (6) months of signing the contract.

17. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by Himalayan Community Development Forum.

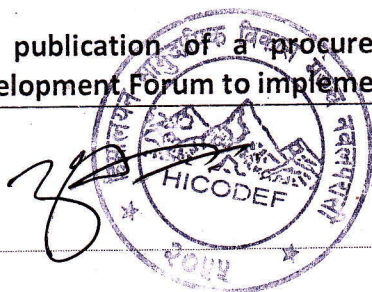
If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will Himalayan Community Development Forum be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if Himalayan Community Development Forum has been warned of the possibility of damages.

The publication of a procurement notice does not commit Himalayan Community Development Forum to implement the announced programme or project.



18. Ethics

Himalayan Community Development Forum pays very careful attention to working with companies that commit to respect basic Ethics Rules.

The tenderers have to read and understand the Good Business Regulations as defined by Himalayan Community Development Forum introduced in the Appendix 05 of this tender dossier. The tenderers will have to fill and sign the Appendix 05: *Declaration of compliance & commitment to respect Himalayan Community Development Forum Good Business Regulations*.

19. Quotation Security

The Bidder shall furnish a Quotation Security in Nepali Rupees in the amount **not less than 2.5%** of the bid amount. The Bid Security shall remain valid for a period of **Sixty (60) days** after opening of the quotation.

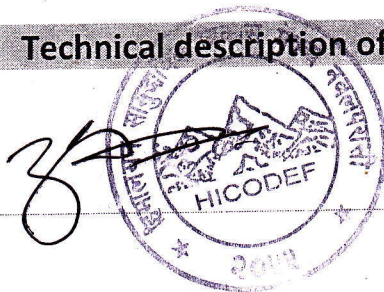
The Security shall be in the form of cash deposited in the Bank Account of the Employer specified in the notice for the "Invitation for tender" or a bank guarantee from a bank acceptable to the Employer. Bank account details can be requested via and email

20. Performance Security

- a. Within **five Days (5)** of receipt of award of contract from the Purchaser the successful Bidder shall furnish the performance security in accordance with the sub Clause 19 of the Conditions of Contract in the Performance Security Form provided in the Bidding Documents.
- b. Failure of the successful Supplier to comply with the requirement of Sub-Clause 20.a 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 quotation.
- c. The amount of performance security as a percentage of contract prices shall be **Five (5)** percent of the total amount quoted by the supplier for the supply of WASH items.
- d. The validity of Performance Security shall be **Two (2) Month** after the final installation of delivery and commissioning of the Goods and the issue of final acceptance certificate to the Suppliers. The supplier shall promptly extend the validity suitably to cover agreed extension of the warranty period of the supplied goods.
- e. The Performance Security shall be released within **Twenty Eight (28) Days** of completion of warranty period and upon submission of claim by the supplier.

B – TECHNICAL and COMMERCIAL SPECIFICATIONS

21. Technical description of the Goods / Services



The subject of the call for tender is the supply and delivery by the supplier of the following products (**refer to Appendix 01**) to Himalayan Community Development Forum.

All supplied items will have to be compliant with international and national standards and norms, and to be adapted to the extreme conditions they will be used in: (arid or humid environment)

21.1 Lots

This tender procedure is not divided into lots; Tenders must be for the entirety of the quantities indicated.

21.2 Variation in quantity

Himalayan Community Development Forum reserves the right to vary the quantities stipulated at the time of ordering within a range of **ten percent (+/- 10%)** of the contract price. Under this variation, the unit prices used in the tender shall be applicable to the quantities procured.

21.3 Packaging requirements

The supplier is responsible for using a packaging that is suitable for the items and the shipping method, while being conform to the state of the art. The packaging should protect the purchased items from any damage during the shipment, the handling and storage at final destination.

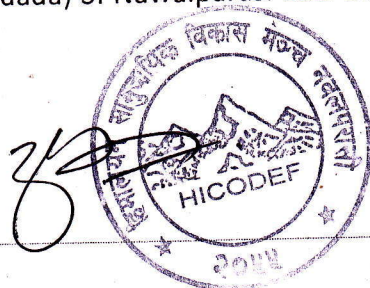
Invoicing of, or a deposit on, packaging shall not be accepted by Himalayan Community Development Forum, unless provided for in the order placed by Himalayan Community Development Forum.

Any deposit on packaging, palettes or containers, eventually accepted by Himalayan Community Development Forum, shall necessarily be mentioned on the supplier's delivery slips.

Each parcel should be duly labelled according to applicable laws and specific requirements included in the Contract.

If applicable, the supplier commits to use wooden packaging (boxes, pallets) treated in conformity with NIMP 15 European Norm, in order to avoid any insect or larvae. If the products purchased by Himalayan Community Development Forum are imported, the respect of this rule is mandatory and a certificate has to be provided.

More specifically for this call for tender, the items must be delivered at Himalayan Community Development Forum Warehouse in Baudikali Rural Municipality (Harbale, Shatitole and Nagardada) of Nawalparasi East District in Nepal.



22. Delivery conditions

22.1 Incoterms

The products are purchased according to INCOTERM 2010: Delivery at Himalayan Development Community Forum construction sites at Baudikali Rural Municipality (Harbale (84.09810, 27.8006), Shantitole (84.09331, 27.816017) and Nagardada (84.07554, 27.80205)) of Nawalparasi East District in Nepal. The supplier will be responsible for all loading and unloading conditions. Please specify the delivery plan.

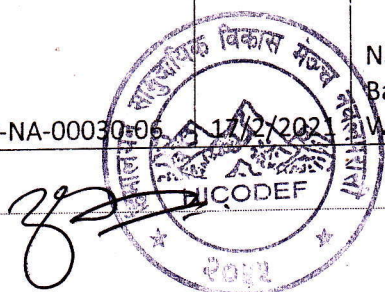
22.2 Disposal / Delivery date (or delivery plan)

The selected supplier must assure the **delivery of products within Seven (7) days of issuance of SPO (Suppliers Purchase Order)** by Himalayan Development Community Forum.

Himalayan Community Development Forum shall bear no responsibility over losses or damages of the procured products incurred during the performance period and before acceptance of said products.

Delivery here means all the items put on the Supplier purchase Order as per below Delivery Plan at the below location. It is the responsibility of the supplier to deliver the ordered items to the specified location as per below delivery plan. Below is a tentative delivery plan and date is subjected to change.

Purchase Order	Delivery Date	Delivery Location	GPS of Delivery Location	Remarks
NP-NA-00030-01	6/1/2021	Harbrale WSS (Baudikali RM, Ward no-5)	Longitude 84.09810 & Latitude 27.8006	1st Delivery
NP-NA-00030-02	7/1/2021	Santi Tole WSS (Baudikali RM- Ward no-1)	Longitude 84.09331 & Latitude 27.816017	
NP-NA-00030-03	8/1/2021	Nagardanda WSS (Baudikali RM, Ward no-6)	Longitude 84.07554 & Latitude 27.80205	
NP-NA-00030-04	15/2/2021	Harbrale WSS (Baudikali RM, Ward no-5)	Longitude 84.09810 & Latitude 27.8006	2nd Delivery
NP-NA-00030-05	16/2/2021	Santi Tole WSS (Baudikali RM- Ward no-1)	Longitude 84.09331 & Latitude 27.816017	
NP-NA-00030-06	17/2/2021	Nagardada WSS (Baudikali RM, Ward no-6)	Longitude 84.07554 & Latitude 27.80205	



It is therefore up to the supplier to manage stocks or ensure sufficient supply to comply with the delivery commitment.

22.3 Documentation

Before each delivery, the supplier has to submit a copy of the delivery note and all the shipping documents detailed below BEFORE loading and shipping the goods, in order to get the formal agreement from Himalayan Community Development Forum to deliver the goods.

For every consignment, the supplier shall always send a delivery note. Delivery slips shall necessarily bear the Contract Reference and / or Purchase order number, batch numbers, serial numbers if any, the full designation and quantities of the delivery.

Added to the delivery note, the selected supplier will also have to provide Himalayan Community Development Forum with:

- a delivery note and / or Packing List
- a commercial invoice
- a Certificate of Origin (if applicable)
- a Certificate of conformity or Certificates of Analysis including validated with a stamp and signature from the supplier(if applicable)

The Supplier commits to inform Himalayan Community Development Forum of any constraint or specific regulation linked to the goods or service supply or to the country of importation

23. Quality of the product

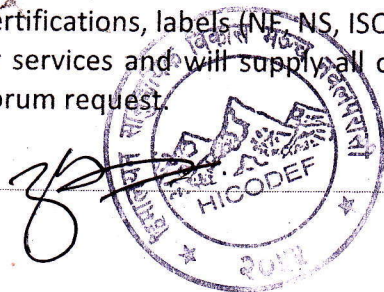
23.1 Quality Guarantee

The supplier bears the responsibility to verify and certify that the goods they supply are in keeping with the conditions applicable to them. The supplier must provide the sample of the products to be supplied as requested, these samples will be kept with HICODEF until end of the contractual period.

The supplier commits to provide Himalayan Community Development Forum with goods that will not be subject to manufacturing defect, that have not been exposed to contamination or to anything causing premature wear.

The supplier shall put in place, and communicate to Himalayan Community Development Forum, their internal quality control system, if Himalayan Community Development Forum deems it necessary for the guarantee of the supplier's products.

The Supplier will inform Himalayan Community Development Forum about all quality certifications, labels (NF, NS, ISO, CE...) and internal quality process that may apply to its goods or services and will supply all official documents upon Himalayan Community Development Forum request.



Himalayan Community Development Forum reserves the right to verify or use the services of a third party of its choice to verify the implementation by the supplier of the quality control procedures laid down in the supplier's quality control system.

23.2 Preliminary inspection

Before awarding the contract, Himalayan Community Development Forum will exercise the right to check the stock of supplies available at supplier's warehouse.

The storage of the product in the selected supplier's warehouse will have to be separate from other deliveries in order to facilitate the preliminary inspection.

Once the product is ready for a preliminary inspection, the selected supplier will inform Himalayan Community Development Forum.

Himalayan Community Development Forum representative will

- Verify the exact quantity prepared
- Register the batch number(s) of the delivery
- Control if the packaging is according to the specifications
- Take samples to analyse the quality and the composition of the product to be delivered

The supplier will have to replace the quantity of product taken for sampling and the opened packages. The Samples will be kept until the end of contract.

23.3 Results of the preliminary inspection

Tolerance for the composition or quality as defined in the Appendix 01 is the sole responsibility of Himalayan Community Development Forum.

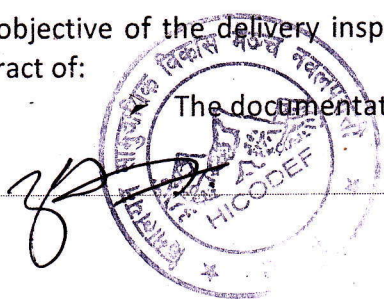
- If the results of the preliminary inspection comply with the requirements defined in the contract Himalayan Community Development Forum will inform the supplier to coordinate the delivery of the products
- An unacceptable non-compliance will result in the refusal of the products. Refer to article 30 for the conditions of replacement of non-conform products.

23.4 Delivery inspection and acceptance of the delivery

Himalayan Community Development Forum procurement committee will carry out the delivery inspection of the product at Himalayan Community Development Forum identified location.

The objective of the delivery inspection will be to assess the compliance with the terms of contract of:

The documentation provided by the supplier



- The quantity delivered
- The quality of the product delivered

Himalayan Community Development Forum representative will indicate any remarks or non-conformity of the products on the delivery note provided by the supplier. These remarks will be the ground for possible payment deductions.

If the delivery inspection concludes that the delivery complies with the requirements of the contract, Himalayan Community Development Forum will accept the products

24 Non conformity of delivery

24.1 Quality and condition

Should the quality or the condition of the products not satisfy Himalayan Community Development Forum requirements at the moment of the preliminary inspection or delivery inspection, Himalayan Community Development Forum reserves the right to demand:

- The delivery of products which conforms to the order. They will need to be replaced by the supplier at his/her own expenses. The replacement will be executed as soon as possible, at latest within fifteen (15) calendar days from the discovery of the non-compliance.
- or the immediate reimbursement of the payment
- or the cancellation of the order and of the corresponding price

If the supplier is not able to replace the defective goods within the agreed timeframe, Himalayan Community Development Forum reserves the right to ask for the immediate reimbursement of the payment or down payments if any, and to simply cancel the order, totally or partially if the defective goods were a partial delivery agreed upon by the parties.

The supplier will have to remove specific markings of the non-accepted products when mentioning Himalayan Community Development Forum name.

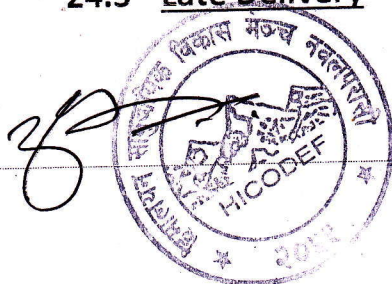
24.2 Quantity

Himalayan Community Development Forum reserves the right to refuse any delivery in excess of the current contract and to ship it back at the supplier's expense.

In case Himalayan Community Development Forum decides to accept the over-quantity, an acceptance comment will be clearly added on the delivery note, at the time of delivery.

On the other hand, should products be missing at delivery, the missing quantity will be delivered as soon as possible, at latest seven (7) days after its discovery, at the expenses of the supplier. The then delivered products will be subject to the rules laid down in this contract.

24.3 Late Delivery



Due to the emergency and constraint triggered off by Himalayan Community Development Forum specific humanitarian activities, the disposal or delivery dates define in article 22.2 are fixed and mandatory.

The supplier has to notice Himalayan Community Development Forum about any potential delay, as soon as he is aware of it, in order to anticipate and minimise the consequences. If no agreement can be found, and even if the supplier has informed Himalayan Community Development Forum upfront, if the delay is solely the supplier's responsibility, penalties below will apply.

In the event of the Supplier being late for delivering the products, following penalty will be applicable to the supplier.

- First week (7 days) or part of the week: 1.5% reduction of the value of undelivered items.
- From Second week until the end of 14 days: 3% reduction of the value of undelivered items.
- From third week till the end of month (30 days): 5% reduction of the value of undelivered items.

Any fractional part of a week is to be considered a full week. These penalties do not apply in case of force majeure, or if the delay is the responsibility of Himalayan Community Development Forum.

If delivery does not take place **one month (30 days)** after the set delivery deadline, the contract will be deemed void.

If delivery does not take place **one month (30 days)** after the notification by Himalayan Community Development Forum of non-compliant or missing products, Himalayan Community Development Forum reserves the right to simply cancel the order and delivery of remaining quantities.

Date taken into account to calculate these delay and penalties depend on the main mean of transport used to deliver the goods:

- If the main transport is done by road, a flexibility of five (5) calendar days maximum after the Disposal / delivery date define in article 22.2 is accepted before calculation of delay and penalties.

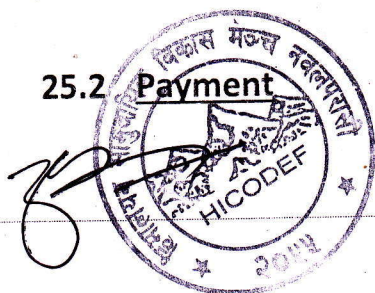
25 Invoicing & Payment

25.1 Invoicing

Payments will occur after acceptance of the products by Himalayan Community Development Forum in Kawasoti Municipality of Nawalparasi District in Nepal and upon the receiving of original invoices issued by the supplier.

25.2

Payment



All payments will be exclusively made by account payee cheque or bank transfer, on behalf of the supplier, on his/her bank account.

The currency of payment is NPR.

Payment schedule:

100 % will be paid after delivery and acceptance by Himalayan Community Development Forum of the total quantity of products after the issuance of respective Purchase Order.

In order to claim payments, the supplier must provide Himalayan Community Development Forum with the following documents for quantity supplied:

- Original invoices
- Delivery notes signed by Himalayan Community Development Forum storekeeper/logistician.

Appendixes

Appendix 01: Technical Specifications

Appendix 02: Supplier Questionnaire

Appendix 03: Detailed Pricing Matrix



Appendix 04: Bank Certificate

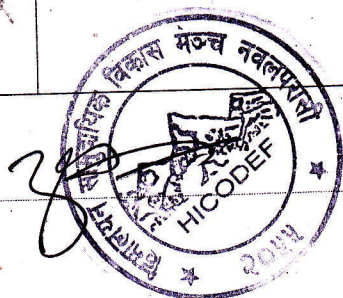
Appendix 05: Himalayan Community Development Forum's Good Business Regulations



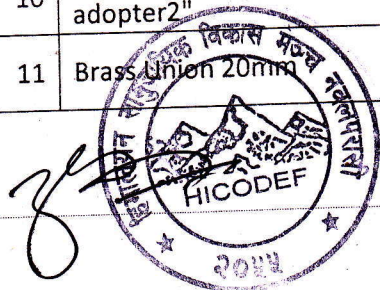
Appendix 01:

TECHNICAL SPECIFICATIONS and TECHNICAL OFFER

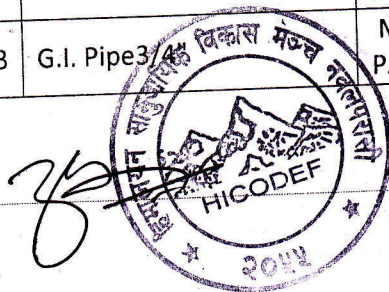
SN	Description	Details Specification	Unit	Quantity
A	Construction Materials			
1	OPC Cement @50kg/bag	NS standard- 55 Grade	Bag	553.00
2	Reinforcement Bar (10 mm)	NS standard	Kg	212.00
3	Reinforcement Bar (6 mm)	NS standard	Kg	161.00
4	Binding Wire	NS standard	Kg	13.00
5	GI Plane Wire 10 swg	NS standard	Kg	322.00
6	Chicken Wire Mesh	NS standard	Mtr	254.00
7	MS Angle Pole (40x40x6 mm)	Metal made , Heavy duty , Local Brand, - 5mm thick , 2 meter height, 5cm angle	Nos	76.00
8	Polythene Sheet	Good quality	Sqm	33.00
9	Barbed Wire	NS standard	Kg	221.00
10	U-Hook	NS standard	Nos	428.00
11	Iron Grill Gate	Medal Made , Heavy duty, 1.8m height*0.7m breadth with 5 cm* 5 cm angle framework of 5mm thickness and 10mm rods in 10 cm gaps. And cross rod from the corners	Nos	11.00
12	Circular Slab Frame (600 mm)	Heavy duty, good quality, 60 cm diameter (Iron) with 5cm iron plate of 5mm thickness with 10mm reinforcement rods in 20 cm c/c, with double lock system.	Nos	6.00



13	Rectangle Iron frame (600 * 600 mm) with attached cover	Local made, Good quality	Nos	7.00
14	Cement Paint	NS standard	Kg	18.00
15	Bitumen Paint	NS standard	Ltr	2.02
16	Iron Nail	Local brand	Kg	10.00
17	Crossing Cable (14 mm)	Stainless Steel wire rope cable, Good quality	Mtr	182.00
18	Saddle	Good quality	Nos	6.00
19	Bull Dog Grip (14 mm)	Galvanized Wire Rope Grip, Good quality	Nos	12.00
20	Clamps	Good quality	Nos	6.00
21	Thimble (14 mm)	Good quality	Nos	6.00
22	Enamel Paint	Good quality	Ltr	3.00
23	Primer	Good quality	Ltr	3.00
B Fittings				
1	G.I. Elbow1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	48.00
2	G.I. Elbow1-1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	10.00
3	G.I. Elbow2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	24.00
4	G.I. Socket1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	5.00
5	G.I. Socket1-1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	3.00
6	G.I. Socket2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	3.00
7	G.I. Union 1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	10.00
8	G.I. Union1-1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	4.00
9	G.I. Union2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	16.00
10	Flange Set with adopter2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	3.00
11	Brass Union 20mm	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	44.00

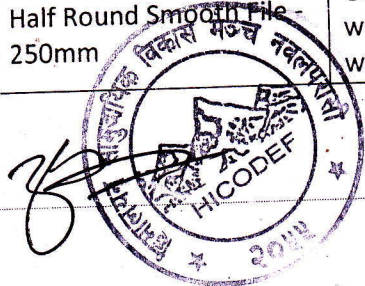


12	Brass Union 25mm	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	3.00
13	Brass Union 32mm	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	3.00
14	Brass Union 50mm	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	4.00
15	Brass Union 63mm	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	10.00
16	G.I. Equal Tee 1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	51.00
17	G.I. Equal Tee 2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	6.00
18	G.I. Unequal Tee 1/2" X 1-1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	4.00
19	G.I. Unequal Tee 1/2" X 2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	3.00
20	G.I. End Plug 2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	1.00
21	G.I. Hex Nipple 1-1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	8.00
22	G.I. Hex Nipple 2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	21.00
23	G.I. Nipple (15cm Long)- inch 1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	134.00
24	G.I. Nipple (15cm Long) 1-1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	4.00
25	G.I. Nipple (15cm Long) 2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	31.00
26	G.I. Nipple (30cm Long)-4 inch 1/2"	Medium Duty, IS:1239 PART-1/NS Standard	Pcs	5.00
27	Brass Gate Valve 1-1/2"	NS standard	Pcs	4.00
28	Brass Gate Valve 2"	NS standard	Pcs	19.00
29	Float Valve 1-1/2"	NS standard	Pcs	1.00
30	Control/Regulating Valve 1/2"	NS standard	Pcs	86.00
31	Brass Tap (300g) 1/2"	Good quality, Local brand	Pcs	86.00
32	G.I. Pipe 1/2"	Medium Duty, IS:1239 PART-1	Mtr	166
33	G.I. Pipe 3/4"	Medium Duty, IS:1239 PART-1	Mtr	20.00

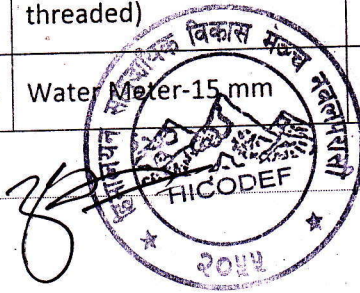


34	G.I. Pipe 1-1/4"	Medium Duty, IS:1239 PART-1	Mtr	79.00
35	G.I. Pipe 1-1/2"	Medium Duty, IS:1239 PART-1	Mtr	13.00
36	G.I. Pipe 2"	Medium Duty, IS:1239 PART-1	Mtr	43.00
37	HDPE Pipe (mm) - 6 kgf- (32mm)	NS standard-40	Mtr	1,230.00
38	HDPE Pipe (mm) - 6 kgf- (40mm)	NS standard-40	Mtr	344.00
39	HDPE Pipe (mm) - 6 kgf- (50mm)	NS standard-40	Mtr	2,807.00
40	HDPE Pipe (mm) - 6 kgf- (63mm)	NS standard-40	Mtr	1,642.00
41	HDPE Pipe (mm) - 10 kgf- (20mm)	NS standard-40	Mtr	22,526.00
42	HDPE Pipe (mm) - 10 kgf- (25mm)	NS standard-40	Mtr	38.00
43	HDPE Pipe (mm) - 10 kgf- (32mm)	NS standard-40	Mtr	490.00
44	HDPE Pipe (mm) - 10 kgf- (40mm)	NS standard-40	Mtr	847.00
45	HDPE Pipe (mm) - 10 kgf- (50mm)	NS standard-40	Mtr	4,090.00
C	OTHER COSTS			
1	Tool Box (Folding Type)	Good quality with folding metal box with Key, size 14"*8"*22"	Nos.	3.00
2	Tool Box Key (40 mm)	Good quality	Nos.	3.00
3	Heating Plate 150mm	Good quality with handle, Local brand	Nos.	3.00
4	Geberit Knife	Good quality	Nos.	3.00
5	Pipe Cutter-1/2" - 4"	Heavy-Duty Cutter Pipe, good quality	Nos.	3.00
6	Pipe Wrench 14"	Heavy Duty Iron Pipe Wrench, Good quality	Nos.	3.00
7	Pipe Wrench 18"	Heavy Duty Iron Pipe Wrench, Good quality	Nos.	3.00

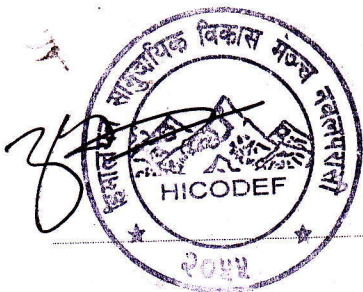
8	Hack Saw Frame	Good quality , Local Brand	Nos.	6.00
9	Hack Saw Blade (Double Edge)	Good quality , Local Brand both side teeth	Nos.	36.00
10	Adjustable Spanner 10"	Heavy Duty Adjustable Hack Saw (Orange/Black)	Nos.	3.00
11	Combination Pliers	High Leverage Combination Pliers.	Nos.	3.00
12	Shovel - 1.5 Kg	Roughneck Round Point Micro Shovel 27" with attached handle	Nos.	3.00
13	Pick Axe-- 1.7 KG	Good quality with smooth handle, local brand	Nos.	6.00
14	Crow Bar (1" X 5')	Good quality, Local brand	Nos.	3.00
15	Sledge Hammer (1/2 lbs)	Good quality with smooth handle, local brand	Nos.	3.00
16	Stone Chisel (1" x 6")	Good quality, Local brand	Nos.	3.00
17	Stone Chisel (1" x 12")	Good quality, Local brand	Nos.	3.00
18	Building Trowel-2" x 5"	Good quality with smooth handle	Nos.	6.00
19	Pointing Trowel	Good quality with smooth handle	Nos.	6.00
20	Finishing Trowel	Good quality with Soft Grip Handle	Nos.	3.00
21	Plumb Bob Line	Vertical plum bob with good quality	Nos.	3.00
22	Steel Scissor/Tin Cutter	10inches Flat Blade Tinner Snip, good quality- Heavy duty (Cutting of CGI Sheet up to 24 gauge)	Nos.	3.00
23	Spirit Level-18"	Good quality with maximum sprit level	Nos.	3.00
24	Claw Hammer- 1Kg	Good quality claw hammer, metal handle with rubber grip	Nos.	3.00
25	Mason Square	8-Inch by 12-Inch steel Carpentry Squares, good quality	Nos.	3.00
26	Half Round Smooth File - 250mm	Good quality round file with smooth wooden/plastic handle	Nos.	3.00



27	Flat File Smooth - 250mm	Good quality round file with smooth wooden/plastic handle	Nos.	3.00
28	Bucket Steel	Good quality	Nos.	3.00
29	Measuring Tape - 5m	Steel tape, good quality, Local brand	Nos.	6.00
30	Die Set 1/2" to 1" (with teeth)(Richard)	Heavy Duty , Good quality, Single hand operation	Nos.	3.00
31	Die Set (1 1/4" to 2")(Richard)(With Teeth)	Heavy Duty , Good quality, Single hand operation	Nos.	3.00
32	Teflon Tape (Small)	Good quality, local brand	Nos.	30.00
33	Teflon Cover Bag (7")	Good quality in size 7"*7"	Nos.	3.00
34	Thermochromes Crayon- 220 degree centigrade	Good quality, Local brand	Nos.	3.00
35	Steel Pan	Good quality, local brand	Nos.	6.00
36	Mason String	Good quality	BDL	6.00
37	Steel Brush/Wire Brush	Good quality, Local brand	Nos.	6.00
38	Soft Brush (4")	Good quality, Local brand	Nos.	6.00
39	Oil Can	Good quality, Local brand	Nos.	3.00
40	Table/Pipe Vice (with table)-2"	Good quality, IS standard/ NS standard	Nos.	3.00
41	Die Teeth Oil	Good quality, Local brand	Nos.	3.00
D	Extra Materials			
1	1/2" Brass ferruel	NS standard- 361/ISI	Nos.	128.00
2	1/2" GI Union	Medium Duty, IS:1239 PART-1/NS Standard	Nos.	278.00
3	1/2" GI nipple- 50 CM long (Both side threaded)	Medium Duty, IS:1239 PART-1/NS Standard	Nos.	139.00
4	Water Meter-15 mm	Good quality, NS standard/ IS standard	Nos.	139.00



5	1/2" GI Elbow	Medium Duty, IS:1239 PART-1/NS Standard	Nos.	278.00
6	1/2" GI pipe- 110 CM long (Both side threaded)	Medium Duty, IS:1239 PART-1	Nos.	139.00
7	1/2" GI pipe- 35 CM long (Both side threaded)	Medium Duty, IS:1239 PART-1	Nos.	139.00
8	1/2" GI Socket	Medium Duty, IS:1239 PART-1/NS Standard	Nos.	695.00
9	Brass Tap 15 mm dia.- 400 gm	Good quality, Local brand	Nos.	139.00
10	2" Plastic Nate	Good quality	Nos.	139.00
11	1/2" Glove Valve	NS standard	Nos.	139.00
12	1/2" GI nipple- 4" long	Medium Duty, IS:1239 PART-1/NS Standard	Nos.	139.00
13	HDPE saddle - 63 mm/20mm	NS standard- 361/ISI	Nos.	56.00
14	HDPE saddle - 50 mm/20mm	NS standard- 361/ISI	Nos.	49.00
15	HDPE saddle - 40 mm/20mm	NS standard- 361/ISI	Nos.	31.00
16	HDPE saddle - 32 mm/20mm	NS standard- 361/ISI	Nos.	53.00
17	HDPE saddle - 25 mm/20mm	NS standard- 361/ISI	Nos.	4.00
18	Air release valve(50*20)	NS standard	Nos.	14.00
19	Drip System with 200 ltrs tank	200 ltr poly tank with 50 mtr drip black pipe set with all necessary fittings	Nos.	7.00



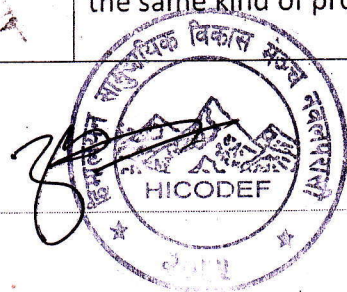
Appendix 02:

Supplier Questionnaire

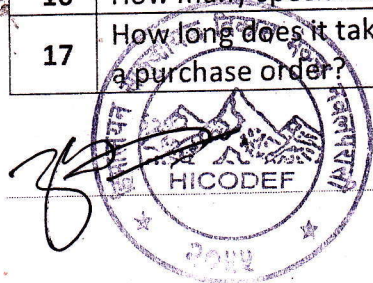
Company Name:**Publication reference:** NP-NA-00030

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details (Phone / Email):	

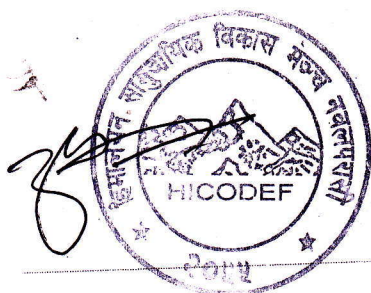
Company Information:		
1	Is your company registered in Nepal ? Please provide a copy of Registration.	
2	When was it registered?	
3	Is your company part of an international company?	
4	Do you have other offices / plants in the country? Where?	
5	How many employees work for your company in-country?	
Financial Information:		
6	What is your yearly income in NPR over the last 3 years:	
	Last Year (2075-76):	
	Previous Year (2074-75):	
	Previous Year (2073-74):	
7	Can you provide audited Financial accounts upon request?	
8	Please provide a certificate of solvency issued by your Bank on the bank Letterhead (see template in Appendix)	
Customer References:		
9	Have you worked in the past with Himalayan Community Development Forum (detail year and activity)?	
10	Please provide names and contacts of 3 customers (Humanitarian NGOs) to whom you have recently provided the same kind of products / services	



11	Please provide names and contacts of 3 customers (public or private companies) to whom you have recently provided the same kind of products / services	
Technical Capacity:		
12	What is your core activity?	
13	What other products / services do you offer?	
FOR TENDERS on SUPPLY OF PRODUCTS:		
14	Are you the manufacturer of the products presented in the offer?	
15	If yes: where is the manufacturing site located?	
16	What is the production capacity? (per week / month)	
17	If no, are you an official reseller for these products? Please provide a copy of Dealer Registration.	
18	Do you have stocks?	
19	Where are they located?	
20	What is the average volume / value of your stock?	
Delivery Capacity (for SUPPLY of PRODUCTS):		
21	Can you hold dedicated stocks for your customers?	
22	Can you manage delivery to Himalayan Community Development Forum in Baudikali Rural Municipality (Harbale, Shantitole and Nagardada) of Nawalparasi East District in Nepal?	
23	What is the average delivery lead time for delivery in Baudikali Rural Municipality (Shanti tole, Harbale and Nagardada) of Nawalparasi Distract in Nepal after receiving Himalayan Community Development Forum's Purchase Order?	
24	Do you have your own trucks / drivers for delivery?	
25	Or do you work on a regular basis with a transport company? (if so, please name it)	
FOR TENDERS on SERVICES:		
14	How many machines / equipment do you own?	
15	Briefly present a similar service that you have recently provided to another customer	
16	How many specialist of do you have in your team?	
17	How long does it take in average to deliver after issuance of a purchase order?	



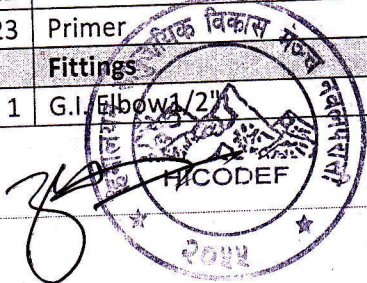
18	Can you commit on a deadline for delivery (with penalties in case of delay) ?	
Warranty & Maintenance:		
19	What warranty can you offer on your products ?	
20	Can you provide original spare parts ? (if applicable)	
21	Can you supply original spare parts for 2 years after purchase?	
22	Please detail additional services you offer: maintenance ? service ? Technical support ? Repair ?	
23	If so, where do you provide such services ? In your facilities only or at the customer's ?	
Subcontracting		
24	Which products / services do you generally sub-contract ?	
25	Which products / services would you specifically subcontract in Himalayan Community Development Forum project ?	
26	What are the names and Registration numbers of the companies you would subcontract to ?	
Documentation:		
27	Can you provide a detailed Bill of delivery for each delivery ?	
28	Can you provide a certificate of origin for each delivery ?	
29	Can you provide a certificate of Quality ?	
Financial Conditions:		
30	What is the validity of your offer ? (minimum 6 months):	
31	If you get awarded the Contract, will you offer fixed prices for 1 year ?	
32	If not, what is the maximum price variation you can commit on (no more than 5% price increase, for instance) ?	
33	In which currency do you invoice your customers ?	
34	When do you issue the invoice ?	
35	When do you expect payment ?	



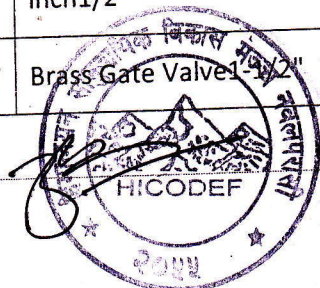
Appendix 03:

DETAILED PRICING MATRIX

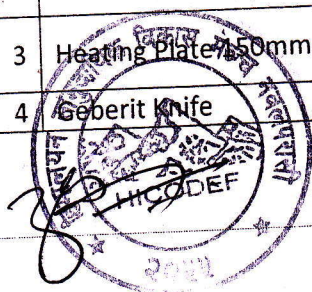
SN	Description	Unit	Quantity	Unit Price Inclusive of VAT	Total Price Inclusive of VAT
A	Construction Materials				
1	OPC Cement @50kg/bag	Bag	553.00		
2	Reinforcement Bar (10 mm)	Kg	212.00		
3	Reinforcement Bar (6 mm)	Kg	161.00		
4	Binding Wire	Kg	13.00		
5	GI Plane Wire 10 swg	Kg	322.00		
6	Chicken Wire Mesh	Mtr	254.00		
7	MS Angle Pole (40x40x6 mm)	Nos	76.00		
8	Polythene Sheet	Sqm	33.00		
9	Barbed Wire	Kg	221.00		
10	U-Hook	Nos	428.00		
11	Iron Grill Gate	Nos	11.00		
12	Circular Slab Frame (600 mm)	Nos	6.00		
13	Rectangle Iron frame (600 * 600 mm) with attached cover	Nos	7.00		
14	Cement Paint	Kg	18.00		
15	Bitumen Paint	Ltr	2.02		
16	Iron Nail	Kg	10.00		
17	Crossing Cable (14 mm)	Mtr	182.00		
18	Saddle	Nos	6.00		
19	Bull Dog Grip (14 mm)	Nos	12.00		
20	Clamps	Nos	6.00		
21	Thimble (14 mm)	Nos	6.00		
22	Enamel Paint	Ltr	3.00		
23	Primer	Ltr	3.00		
B	Fittings				
1	G.I. Elbow 1/2"	Pcs	48.00		



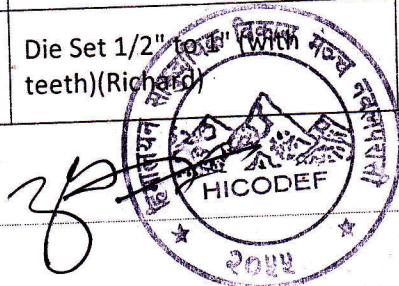
2	G.I. Elbow1-1/2"	Pcs	10.00		
3	G.I. Elbow2"	Pcs	24.00		
4	G.I. Socket1/2"	Pcs	5.00		
5	G.I. Socket1-1/2"	Pcs	3.00		
6	G.I. Socket2"	Pcs	3.00		
7	G.I. Union 1/2"	Pcs	10.00		
8	G.I. Union1-1/2"	Pcs	4.00		
9	G.I. Union2"	Pcs	16.00		
10	Flange Set with adopter2"	Pcs	3.00		
11	Brass Union 20mm	Pcs	44.00		
12	Brass Union 25mm	Pcs	3.00		
13	Brass Union 32mm	Pcs	3.00		
14	Brass Union50mm	Pcs	4.00		
15	Brass Union63mm	Pcs	10.00		
16	G.I. Equal Tee1/2"	Pcs	51.00		
17	G.I. Equal Tee2"	Pcs	6.00		
18	G.I. Unequal Tee 1/2" X1-1/2"	Pcs	4.00		
19	G.I. Unequal Tee 1/2" X2"	Pcs	3.00		
20	G.I. End Plug2"	Pcs	1.00		
21	G.I. Hex Nipple 1-1/2"	Pcs	8.00		
22	G.I. Hex Nipple 2"	Pcs	21.00		
23	G.I. Nipple (15cm Long)- inch1/2"	Pcs	134.00		
24	G.I. Nipple (15cm Long)1-1/2"	Pcs	4.00		
25	G.I. Nipple (15cm Long)2"	Pcs	31.00		
26	G.I. Nipple (30cm Long)-4 inch1/2"	Pcs	5.00		
27	Brass Gate Valve 2"	Pcs	4.00		



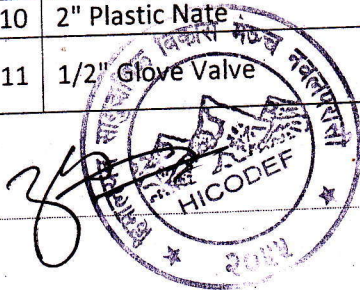
28	Brass Gate Valve2"	Pcs	19.00		
29	Float Valve1-1/2"	Pcs	1.00		
30	Control/Regulating Valve1/2"	Pcs	86.00		
31	Brass Tap (300g)1/2"	Pcs	86.00		
32	G.I. Pipe1/2"	Mtr	165.86		
33	G.I. Pipe3/4"	Mtr	20.00		
34	G.I. Pipe1-1/4"	Mtr	79.00		
35	G.I. Pipe1-1/2"	Mtr	13.00		
36	G.I. Pipe2"	Mtr	43.00		
37	HDPE Pipe (mm) - 6 kgf- (32mm)	Mtr	1,230.00		
38	HDPE Pipe (mm) - 6 kgf- (40mm)	Mtr	344.00		
39	HDPE Pipe (mm) - 6 kgf- (50mm)	Mtr	2,807.00		
40	HDPE Pipe (mm) - 6 kgf- (63mm)	Mtr	1,642.00		
41	HDPE Pipe (mm) - 10 kgf- (20mm)	Mtr	22,526.00		
42	HDPE Pipe (mm) - 10 kgf- (25mm)	Mtr	38.00		
43	HDPE Pipe (mm) - 10 kgf- (32mm)	Mtr	490.00		
44	HDPE Pipe (mm) - 10 kgf- (40mm)	Mtr	847.00		
45	HDPE Pipe (mm) - 10 kgf- (50mm)	Mtr	4,090.00		
C	OTHER COSTS				
1	Tool Box (Folding Type)	Nos.	3.00		
2	Tool Box Key (40 mm)	Nos.	3.00		
3	Heating Plate 750mm	Nos.	3.00		
4	Geberit Knife	Nos.	3.00		



5	Pipe Cutter-1/2" - 4"	Nos.	3.00		
6	Pipe Wrench 14"	Nos.	3.00		
7	Pipe Wrench 18"	Nos.	3.00		
8	Hack Saw Frame	Nos.	6.00		
9	Hack Saw Blade (Double Edge)	Nos.	36.00		
10	Adjustable Spanner 10"	Nos.	3.00		
11	Combination Pliers	Nos.	3.00		
12	Shovel - 1.5 Kg	Nos.	3.00		
13	Pick Axe-- 1.7 KG	Nos.	6.00		
14	Crow Bar (1" X 5')	Nos.	3.00		
15	Sledge Hammer (1/2 lbs)	Nos.	3.00		
16	Stone Chisel (1" x 6")	Nos.	3.00		
17	Stone Chisel (1" x 12")	Nos.	3.00		
18	Building Trowel-2" x 5"	Nos.	6.00		
19	Pointing Trowel	Nos.	6.00		
20	Finishing Trowel	Nos.	3.00		
21	Plumb Bob Line	Nos.	3.00		
22	Steel Scissor/Tin Cutter	Nos.	3.00		
23	Spirit Level-18"	Nos.	3.00		
24	Claw Hammer- 1Kg	Nos.	3.00		
25	Mason Square	Nos.	3.00		
26	Half Round Smooth File - 250mm	Nos.	3.00		
27	Flat File Smooth - 250mm	Nos.	3.00		
28	Bucket Steel	Nos.	3.00		
29	Measuring Tape - 5m	Nos.	6.00		
30	Die Set 1/2" to 1" (With teeth)(Richard)	Nos.	3.00		



31	Die Set (11/4" to 2")(Richard)(With Teeth)	Nos.	3.00		
32	Teflon Tape (Small)	Nos.	30.00		
33	Teflon Cover Bag (7")	Nos.	3.00		
34	Thermochromes Crayon-220 degree centigrade	Nos.	3.00		
35	Steel Pan	Nos.	6.00		
36	Mason String	BDL	6.00		
37	Steel Brush/Wire Brush	Nos.	6.00		
38	Soft Brush (4")	Nos.	6.00		
39	Oil Can	Nos.	3.00		
40	Table/Pipe Vice (with table)- 2"	Nos.	3.00		
41	Die Teeth Oil	Nos.	3.00		
D	Extra Materials				
1	1/2" Brass ferrule	Nos.	128.00		
2	1/2" GI Union	Nos.	278.00		
3	1/2" GI nipple- 50 CM long (Both side threaded)	Nos.	139.00		
4	Water Meter-15 mm	Nos.	139.00		
5	1/2" GI Elbow	Nos.	278.00		
6	1/2" GI pipe- 110 CM long (Both side threaded)	Nos.	139.00		
7	1/2" GI pipe- 35 CM long (Both side threaded)	Nos.	139.00		
8	1/2" GI Socket	Nos.	695.00		
9	Brass Tap 15 mm dia.- 400 gm	Nos.	139.00		
10	2" Plastic Nite	Nos.	139.00		
11	1/2" Glove Valve	Nos.	139.00		



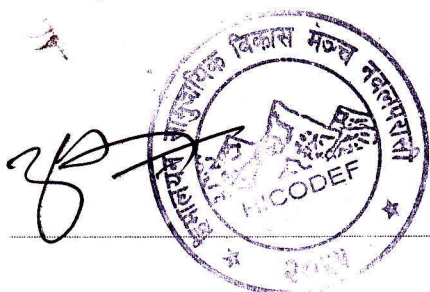
12	1/2" GI nipple- 4" long	Nos.	139.00		
13	HDPE saddle - 63 mm/20mm	Nos.	56.00		
14	HDPE saddle - 50 mm/20mm	Nos.	49.00		
15	HDPE saddle - 40 mm/20mm	Nos.	31.00		
16	HDPE saddle - 32 mm/20mm	Nos.	53.00		
17	HDPE saddle - 25 mm/20mm	Nos.	4.00		
18	Air release valve(50*20)	Nos.	14.00		
19	Drip System with 200 ltrs tank	Nos.	7.00		

NB: Samples must be provided upon request from Himalayan Community Development Forum.

Two times delivery required in each construction sites at Baudikali Rural Municipality (Harbale (84.09810, 27.8006), Shantitole (84.09331, 27.816017) and Nagardada (84.07554, 27.80205)) of Nawalparasi East District in Nepal.

Delivery of the items must be done within Seven (7) days of issuance of suppliers purchase order.

Validity of this offer (minimum 180 days):	
Commitment to offer fixed prices for 12 months if contract is awarded to your company ?	
Payment Conditions:	



Appendix 04: BANK CERTIFICATE

Document to be copied by the BANK on its own Letterhead paper.

SOLVENCY CERTIFICATE

I undersigned(name).....

Acting in my quality of(position in bank).....

On behalf of Bank(bank Name).....

Having its registered address(bank address).....

And fully authorized to represent it,

Hereby certify that(Company name).....

Having its registered office in(Company address).....

And legally represented by(Company rep).....

Owens a company bank account in our bank agency.

I also certify that this company is solvent, that the company has not filed for bankruptcy and is not in a process of receivership or liquidation.



Appendix 05:

Himalayan Community Development Forum's GOOD BUSINESS REGULATIONS

These Good Business Regulations are the ground for a professional working relationship between Himalayan Community Development Forum and the suppliers.

They are general regulations valid unless others particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.

I. Principles of the procurement procedures

Himalayan Community Development Forum has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to perform the market
- Financial and economic capacities
- Technical expertise
- Professional capacities

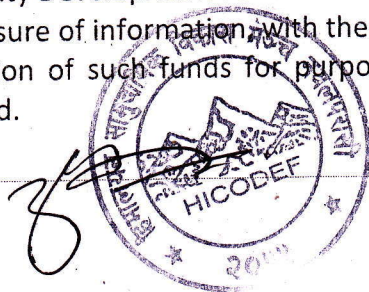
Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

II. Misbehaviour, ineligibility and exclusion

Himalayan Community Development Forum considers the following misbehaviour as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts:

- **Fraud** defined as any intentional act or omission relating to:
 - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of Himalayan Community Development Forum or institutional donors funds
 - Non-disclosure of information with the same effect
- The misapplication of such funds for purposes other than those for which they were originally granted.



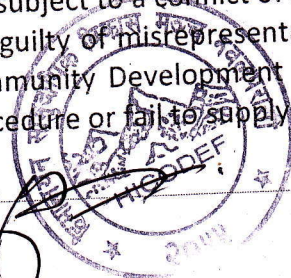
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage Himalayan Community Development Forum or institutional donors financial interests
- **Collusion:** the co-ordination of firm's competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- **Bribery:** to offer Himalayan Community Development Forum employees monetary or in kind gifts in order to gain additional markets or to continue a contract
- **Involvement in a criminal organisation** or any other **illegal activity** established by a judgement, by the US Government, the European Union, the United Nations or any other donor funding Himalayan Community Development Forum .
- **Immoral Human Resources practices:** exploitation of child labour and the non-respect of basic social rights and working conditions of employees or subcontractors

Himalayan Community Development Forum will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have enter into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been **convicted of an offence** concerning professional conduct by a judgement that has the force of *res judicata*
- To have been **guilty of grave professional misconduct** proven by any means that Himalayan Community Development Forum can justify
- To have not fulfilled obligations relating to the payment of **social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or with those of the country where Himalayan Community Development Forum is operating or those of the country where the contract is to be performed
- They have been the **subject of a judgement** that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

Himalayan Community Development Forum will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required Himalayan Community Development Forum as a condition of participation in the contract procedure or fail to supply this information



III. Administrative and financial sanctions

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices Himalayan Community Development Forum will impose:

- **Administrative sanctions:**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions:**

Himalayan Community Development Forum will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by Himalayan Community Development Forum.

IV. Information of and access for the Donors

Himalayan Community Development Forum will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of Himalayan Community Development Forum's institutional donors for the purposes of checks and audits.

V. Documents to be a supplier

Hereafter is the minimal documentation a contractor working with Himalayan Community Development Forum will have to provide:

- Personnel national ID document of the supplier/company representative
- Status and registration of the company
- Mission order or power of attorney authorising the representative to contact

Important note: Additional documentation may be required for a particular market.

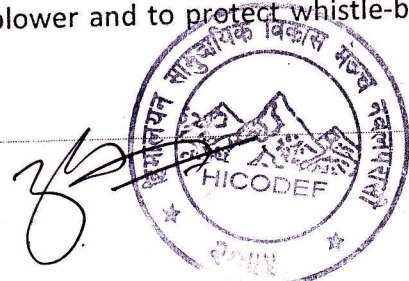
In addition the contractor must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

VI. Anti-Corruption Policy

If you believe that the action of anyone (or a group of people) working or volunteering for Himalayan Community Development Forum programs is responsible for violating the above rules, you should file a report through the Whistle-blower Email Hotline.

In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law. Himalayan Community Development Forum will use all reasonable efforts to preserve the confidentiality of the whistle-blower and to protect whistle-blowers against any possible retaliation.

Reports are to be sent as follows: hicodef@ntc.net.np



TO BE FILLED OUT BY THE BIDDER

I, undersigned *representative name* representative of *company name*
certified that I have read and understood these regulations.

On behalf of the company I act for, I accept the terms of Himalayan Community Development
ForumGood Business Regulations and I commit to achieve the best performances in the event
..... *company name* is awarded a market.

By signing, I certify that *company name* has not provided, and will take all
reasonable steps to ensure that it does not and will not knowingly provide material support or
resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or
participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a
criminal organization or illegal activity, or immoral Human Resources practices, such as the use
of Child labour or overriding basic social rights and work conditions or the standards defined
by the International Labour Organisation (ILO), particularly in terms of non-discrimination,
freedom of association, payment of the legal national minimum wage, no forced labour, and the
respect of working and hygiene conditions .

Last, I hereby certify that *company name* is not involved in any pending
lawsuit, claim or action in the Company's name, or on behalf of any other person or entity,
against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not
been convicted guilty of such practices at any time.

All the supplier's responsibilities mentions in this document extend to any supplier affiliates and
subsidiaries.

Name:

Date:

Position:

Stamp:

Signature:

