

SHOPPING FOR GOODS REQUEST FOR QUOTATION (RFQ)

Office: Trade and Export Promotion Centre (TEPC), Implementing Agency for Nepal Trade Information Portal under the Nepal-India Regional Trade and Transport Project (NIRTTP)

Type of Procurement: Goods

Title: **Procurement of 5 KVA Solar System Backup including with installation and commissioning for TEPC.**

Reference: NIRTTP/PCO/TEPC/G/SHP-64 Date of Issue of Request: **June 1, 2018 (2075/02/18)**

To: M/S _____

Sir/Madam:

1. The **Trade and Export Promotion Centre (TEPC)** (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following:

1. 5 KVA Solar System Backup - 1 (one) set

To assist you in the preparation of your price quotation the necessary technical specifications and price schedule with required quantity are enclosed herewith.

2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address: Trade and Export Promotion Centre (TEPC),
Pulchowk, Lalitpur, Nepal
Telephone: 01-5525898/5532642
Email: info@tepc.gov.np;
Fax: 977-1-5525464

[Option: Your price quotation in the form attached may be submitted electronically to the above email addresses:]

3. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) including names and addresses of firms providing after-sales service facilities in Kathmandu Valley.

4. The deadline for receipt of your quotation (s) by the Purchaser is: **June 8, 2018 (2075/02/25) at 4:00 PM.**

5. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

6. Your quotation(s) for both the packages should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

I. PRICES: The prices should be quoted for supply and delivery to the Trade and Export



Promotion Centre (TEPC), Lalitpur (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).

- II. EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition, the quoted price shall include Value Added Tax (VAT).

- III. AWARD OF PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- IV. VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
- V. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

7. Further information can be obtained from:

Trade and Export Promotion Centre (TEPC),
Pulchowk, Lalitpur, Nepal
Telephone: 01-5525898/5532642
Email: info@tepc.gov.np
Fax: 977-1-5525464

8. The bidder whose quotation(s) has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.
9. Under the World Bank's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. TEPC will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.
10. Please confirm by e-mail the receipt of this request and whether or not you are willing to submit the price quotation(s).

Sincerely,

Deputy Executive Director
Trade and Export Promotion Centre
Pulchowk, Lalitpur, Nepal



FORM OF QUOTATION

To:
Trade and Export Promotion Centre (TEPC),
Pulchowk, Lalitpur, Nepal

We offer to execute the RFQ dated **June 1, 2018 (2075/02/18)** for Purchase of Solar Backup System (Reference- NIRTTP/PCO/TEPC/G/SHP-64) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of NRs. _____ (Amount in words: _____). We propose to complete the delivery of Goods described in the Contract within the Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Email address: _____



FORM OF CONTRACT

THIS AGREEMENT number made on _____, _____, 2018, between Trade and Export Promotion Centre, the implementing agency for Nepal Trade Information Portal under NIRTTP (hereinafter called "the Purchaser") on the one part and M/S _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for Solar Backup System to be supplied by Supplier, viz. Contract Supply and delivery of Solar Backup System, (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of Rs. _____ (in words Rupees _____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications-Annex 1 and Price Schedule- Annex 2 (attached here with)
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Nepal on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative



TERMS AND CONDITIONS OF SUPPLY

1. Schedules for Supply

S. No.	Item No.	Quantity	Delivery Time
1.	Solar Backup System 5 KVA	1 (One) set.	(4 weeks)

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

3. Delivery Schedule: The delivery should be completed as per above schedule.

4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.

5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Nepal.

6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Nepal's law (arbitration law or rules of the Purchaser's country).

7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- (ii) manufacturer's or supplier's warranty certificate; and
- (iii) Certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:

100% of payment shall be given to the supplier after delivery, inspection and installation of the Goods in the purchaser's office premises.

9. Warranty: Goods offered should be covered by manufacturers or supplier's warranty for at least the time detailed below in the table of technical specification of Annex -1 from the date of delivery to the Purchaser.

10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 2 week from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility: _____
Address: _____

11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the



extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachments as necessary)

- (i) Specific details and technical standards as Annex-1 (attached here with)

Supplier confirms compliance with above specifications.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 15-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER:

Authorized Signature: _____

Place:

Date:



Annex-1
Trade and Export Promotion Centre (TEPC)
Nepal India Regional Trade and Transport Project (NIRTTTP)

Activity Reference: NIRTTTP/PCO/TEPC/G/SHP-64

Technical Specifications of Solar Backup System 5KVA

S. No.	Features	Technical specifications	Offered Specification By Supplier
1.	Brand	(To be determined by the bidder)	
2.	Model	(To be determined by the bidder)	
3.	Country of Origin	(To be determined by the bidder)	
4.	UPS General Features	5 KVA Online UPS with 60A MPPT charge controller Battery Voltage: 192 VDC Display Panel Pure Sine Wave Technology AC input Voltage Range: 165 VAC – 275 VAC AC input frequency range: 40-70Hz Max Charging Current: 12 A Output Voltage: 220 VAC \pm 5% Output Frequency: 50/60Hz + 1% Output Power Factor: \geq 0.9 PV-AC transfer time : 0ms Alarms for AC Fails, Battery Low voltage, Overload Warranty: 3 Year	
5.	Solar Battery	150AH-12 Volt @C10, Solar tubular Battery , Quantity : 16 unit Warranty: 5 years	
6.	Solar Panel	Solar bank (Mono crystalline) Quantity :16 Unit Total Watt :3200 W @200 W each panel (24 Volt) Warranty: 5 Years	
7.	Safety (Earthing and Grounding)	Supply and install Panel EARTH Warranty: 3 Years	
8.	Battery casing	Required battery iron/metal casing for 16 Batteries with necessary bolts and wires.	

9.	Installation/setup and Commissioning	Supplying, installation and commissioning with all necessary iron angle structure, UV cable, nuts, bolts etc. Supplying ,installation and commissioning of electric point with structured electricity cabling via UPS for Computers, Printers, Switch, Router, Laptops and other necessary equipment .	
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Annex-2
Trade and Export Promotion Centre (TEPC)
Nepal India Regional Trade and Transport Project (NIRTTP)

Activity Reference: NIRTTP/PCO/TEPC/G/SHP-64

Price Schedule

Name of Supplier: _____

1	2	3	4	5	7	9
Item	Item	Unit	Quantity	Unit price per item (In figures) with VAT	Unit price per item (In Words) with VAT	Total price per item (cols. 4 x 5)
1	5 KVA Solar Backup System including with installation and commissioning etc.	Set	1 (One)			
Grand Total Price Inclusive of VAT						

Total Price to final destination (in words)

Signature of Bidder: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail

