

BIDDING DOCUMENT

Construction of Communication System

Two Envelop Competitive Bidding

STUPA HEALTH CARE CENTRE COOPERATIVE BUILDING

At

Chuchhepati, Chabahil, Kathmandu

Issued on: October 18, 2021

Issued to: All responsive national Bidders

Invitation for Bids No.: SHCC/05/078/079

Invitation for Bids

Stupa Health Care Centre Co-operative Limited (SHCC)

Invitation for Bids for the Communication System

Contract Identification No: SHCC/05/078/079

Date of publication: 18 October 2021

1. SHCC invites sealed bids or electronic bids from Nepalese eligible bidders for the construction of **Oxygen Plant with Filling Station** under National Competitive Bidding procedures.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of **SHCC Gokarnashwor -5 , Jorpati Kathmandu**
3. A complete set of Bidding Documents may be purchased from the office SHCC and the office Gokarnashwor -5 , Kathmandu by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of **5,000** till **18 October 2021** during office hours.
4. Sealed bids must be submitted to the office **SHCC, Jorpati** hand on or before **12:00 on 16 November 2021**. Bids received after this deadline will be rejected.
5. The bids will be opened in the presence of Bidders' representatives who choose to attend at **16 November, 2021 14:00 Hours at the office of SHCC Jorpati**. Bids must be valid for a period of **90 days** after bid opening and must be accompanied by a bid security, amounting to a minimum of 2.5 %, which shall be valid for 30 days beyond the validity period of the bid.
6. 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.
7. Non submission of the required documents and non-compliance of mandatory requirements as mentioned above may lead to the disqualification of the proposals.
8. The Employer reserves the right to accept or reject, completely or partially any or all the bids without assigning any reasons, whatsoever.

Bid Data Sheet

A. General	
ITB 1.1	The number of the Invitation for Bids is SHCC/05/078/079
ITB 1.1	The Employer is: Stupa Health Care Centre Co-operative Limited (SHCC)
ITB 1.1	The number and identification of lots comprising this bidding process is: N/A
ITB 2.1	The name of the Project is: Communication System works Stupa Health Care Centre Co-operative Limited Building . The implementing agency is: SHCC herself.
ITB 4.1 (a)	Maximum number of partner in a joint venture shall be: N/A
ITB 4.2	Eligible countries: <i>Nepal</i>
B. Bidding Document	
ITB 7.1	For clarification purposes only, the Employer's address is: Attention: Address: Jorpati, Kathmandu Telephone: 01-4917557/ 558 Facsimile number: 9851211751 Electronic mail address: info@stupahealth.org.np
ITB 7.4	A Pre-Bid meeting shall be held . Presence of bidders in Pre-Bid Meeting is desirable. Take place at the following date, time and place: Date: Time: Place: SHCC Building construction site at Chuchepati, Chabahil A site visit <i>shall not be</i> organized by the Employer but bidders can visit the site during per bid meeting or any other time providing information.
C. Preparation of Bids	
ITB 10.1	The language of the bid is: English / Nepali
ITB 11.1 (b)	In accordance with ITB 12 and ITB 14, the following schedules shall be submitted with the bid, including the priced Bill of Quantities for Unit Rate Contracts
ITB 11.1 (i)	The Bidder shall submit with its bid the following additional documents: - Firm /Company Registration - Business Registration license - VAT/PAN registration certificate - Tax clearance certificate up to 2076/2077 tax clearance of 2077/78 is desirable. - Power of attorney

ITB 13.6	The prices quoted by the Bidder <i>[insert “shall be” or “shall not be”]</i> subject to adjustment during the performance of the Contract. Not Applicable
ITB 15.1	The bid validity period shall be: <i>Ninety (90) days</i>
ITB 16.1	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 2.5 %, which shall be valid for 30 days beyond the validity period of the bid.
ITB 16.2 (b)	Account Name: Stupa Health Care Center Co-operative Ltd. Bank Name: ICFC Finance Ltd. Bank Address: Boudha Branch Account Number: 00200100061563000001
ITB 17.1	In addition to the original of the bid, the number of copy/ies is/are: Not applicable
ITB 17.2	The written confirmation of authorization to sign on behalf of the Bidder shall indicate: (a) The name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid such as a Power of Attorney;
D. Submission and Opening of Bids	
ITB 18.1	Bidders shall have the option of submitting their bids by hand
ITB 19.1	<u>For bid submission purposes only, the Employer’s address is :</u> Attention: Reception Address: SHCC Office, Gokarnashwor -5 Jorpati . <u>The deadline for bid submission is :</u> Date : 16 November, 2021 Time : 12:00 Hours
ITB 22.1	The bid opening shall take place at : Address : Gokarnashwor -5 Date : 16 November, 2021 Time : 14:00 hours (Time will be allocated in difference of 30 minutes for bidders in different packages)
E. Evaluation and Comparison of Bids	
ITB 29.5	The amount of the performance security be increased by Eight (8) percent of the quoted bid price.

Evaluation and Eligibility Criteria

This Section contains all the criteria that the Employer shall use to evaluate bids and eligible Bidders.

1. Eligibility

Criteria Requirement	Compliance Requirements	Submission Requirements
Firm Registration Certificate	must meet requirement	Document attachment
Business Registration Certificate (License)	must meet requirement	Document attachment
VAT and PAN Registration certificate	must meet requirement	Document attachment
Tax clearances certificate for the F/Y 2076/77 desirable 2077/78 or Tax return submission evidence or evidence of tax time extension for 2077/78	must meet requirement	Document attachment
Qualification Requirement for completion of Similar works in last 5 years		
Completed at least two similar works (building with built up area more than 5,000 SQ M as lead contractor that has requirement of modern Hospital /apartment /high class research lab /airports including communication works) and among these two works at least 1 should be modern hospital with 100 beds or above.	must meet requirement	Document attachment. Must include employers' certificate with built up area disclosed. Additionally, as built drawing of the completed building with employer/Consultant approval.

Letter of Bid

The Bidder must accomplish the Letter of Bid in its letterhead clearly showing the Bidder's complete name and address.

Date:

Name of the contract:

Invitation for Bid No.:

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: NRs.; or when left blank is the Bid Price indicated in the Bill of Quantities
- (d) The discounts offered and the methodology for their application are:.....
- (e) Our bid shall be valid for a period of *[insert validity period as specified in ITB 15.1]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries or any countries [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a consortium or association, and the nationality of each Subcontractor and Supplier];
- (h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in

accordance with ITB 4.3;

- (j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (k) We are not a government owned entity/We are a government owned entity but meet the requirements of ITB 4.5;¹
- (l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (m) We declare that, we have not been black listed as per ITB 3.4 and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business.
- (n) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (o) If awarded the contract, the person named below shall act as Contractor's Representative:
- (p) We agree to permit the Employer/DP or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Employer.

Name:

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

Bid Security

Bank Guarantee

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:

 - (i) during the period of bid validity specified by the Bidder on the Letter Bid, in case of electronic submission
 - (ii) from the period twenty-four hours prior to bid submission deadline up to the period of bid validity specified by the Bidder on the Letter of Bid, in case of hard copy submission; 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).

Bidder's Information Format

Site Organization

Method Statement

Mobilization Schedule

Construction Schedule

Others

Bidder's Information

Form ELI - 1: Bidder's Information Sheet

Bidder's Information	
Bidder's legal name	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Attached are copies of the following original documents.	

Specifications

For each of the packages, separate and detailed specifications are attached.

General Notes on the Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their Bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is encouraged by the Funding Agency in case of funding assisted projects. Most specifications are normally written specially by the Employer or Project Manager to suit the Contract Works in hand. The available standard specification of works of Ministry of Physical Infrastructure and Transport, DoLIDAR and Other line Ministries can be adopted for respective civil construction works.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction; however, it may not necessarily be adequate to be used in a particular Works Contract and may necessitate preparation of Particular (Special) Specifications to amend and or supplement the provision of the General Specifications to meet the requirement of the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Nepal or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable.

Employers should decide whether technical solutions to specified parts of the Works are to be permitted. Alternatives are appropriate in cases where obvious (and potentially less costly) alternatives are possible to the technical solutions indicated in the Procurement Documents for certain elements of the Works, taking into consideration the comparative specialized advantage of potential bidders. For example:

The Employer should provide a description of the selected parts of the Works with appropriate references to Drawings, Specifications, Bill of Quantities, and Design or Performance criteria, stating that the alternative solutions if applicable shall be at least structurally and functionally equivalent to the basic design parameters and specifications.

Such alternative solutions shall be accompanied by all information necessary for a complete evaluation by the Employer, including drawings, design calculations, technical specifications, breakdown of prices, proposed construction methodology, and other relevant details.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Project Manager's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Project Manager at least 30 days prior to the date when the Contractor desires the Project Manager's consent. In the event the Project Manager determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents. These Notes for Preparing Specifications are intended only as information for the Employer or the person drafting the Procurement Documents. They should not be included in the final documents.

Bill of Quantities

Notes for Unit Rate Contracts:

Objectives

The objectives of the Bill of Quantities are

- (a) to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and*
- (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.*

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Content

The Bill of Quantities should be divided generally into the following sections:

- (a) Preamble;*
- (b) Work Items (grouped into parts);*
- (c) Day works Schedule;*
- d) Provisional Sums; and*
- (d) Summary.*

Preamble

The Preamble should indicate the inclusiveness of the unit prices, and should state the methods of measurement which have been adopted in the preparation of the Bill of Quantities and which are to be used for the measurement of any part of the works.

Work Items

The items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works which by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, or phasing of the Works, or considerations of cost. General items common to all parts of the works may be grouped as a separate section in the Bill of Quantities.

Preamble of Bill of Quantities

A. General

1. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Project Manager and valued at the rates and prices bid in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Project Manager may fix within the terms of the Contract.
3. For any item for which measurement is based on records made before or during construction the records shall be prepared and agreed between the Engineer and the Contractor. Should the Contractor carry out such work without the prior agreement of the Engineer, the Engineer may request the Contractor to carry out investigations to confirm the extent of the work and the quantity of work certified for payment shall be solely at the Engineer's discretion. The cost of any such investigation shall be borne by the Contractor.
4. The rates and prices bid in the priced Bill of Quantities shall, except as otherwise provided under the Contract, include all construction equipment, labor, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
5. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
6. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related Items of Work.
7. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities. The Specification Clause references were given in the item description of the Bills of Quantities are for the convenience of bidders and generally refer to the principal relevant- specification clause but do not necessarily represent the whole of the specification requirements for the work required within the item. The presence of a Specification clause reference shall not in any way reduce the Bidders obligation to complete work in accordance with all the requirements of the Specification.
8. The method of measurement of completed work for payment shall be in accordance with the Specifications.

BOQ for Communication System

SN	Description of Works	Unit	Quantity	Rate (NRs.)		Amount (NRs.)
				in Figure	in words	
DATA /CCTV/TV NETWORKING						
1	Cable and cabling for LAN Networking					
1.1	Supply, laying with PVC conduct of Cat6 PVC 4 pair, 23 AWG UTP , 600MHz , TIS-568-C2, PVC cable inside the 25mm Heigh density PVC pipe from Switch HUB to individual desktop computer point and 1/2 m and 2 m patch cord for the computer and TV sets with 3x3 metal bo (Cable Brand: Kuwes , Legrand, Schneider)	point	129			
1.2	Supply, laying with PVC conduct of Cat6 PVC 4 pair, 23 AWG UTP, 250MHz , TIS-568-C2, PVC cable inside the 25mm PVC pipe from Switch HUB to individual, Access points, IP Camera and TV sets with 1/2 m patch cord and from Telephone Distribution box to individual telephone points with 3x3 metal box (Cable Brand: Kuwes , Legrand, Schneider)	points	195			
1.3	Supply, laying with PVC conduct of Cat6 PVC 4 pair, 23 AWG UTP, 600MHz , TIS-568-C2, PVC cable inside 25mm heigh density PVC pipe from LV room router to individual HUB rack for uplink cable (Cabel Brand: Kuwes , Legrand, Schneider)	meter	350			
1.4	Supply, laying with 4 core Optical fiber inside 25mm heigh density PVC pipe from LV room to individual HUB rack for uplink cable	meter	350			
1.5	Supply and laying standard audio cable for PA system, from Amplifier location to individual ceiling speaker inside 25mm heigh density PVC pipe as per drawing and from Amplifier to individual Wall speaker of conference hall	meter	400			
1.6	Supply, Installation and commission of 8-inch metal cable tray as per drawing with all accessories	meter	190			

DATA NETWORKING SYSTEM						
2	Server / switch Rack for data communication system					
2.1	Supply, Installation, testing and commissioning of 42 Unit floor mounted Rack with fan and power strip. (Perforable brand: Link Basic, HP, APC)	no.	1			
2.2	Supply, Installation, testing and commissioning of 9U Unit wall mounted Rack with fan and power strip. (Perforable brand: Link Basic, HP ,APC)	no.	4			
2.3	Supply ,Installation, testing and commissioning of 6 Unit wall mounted Rack with fan and power strip. (Perforable brand: Link Basic, HP ,APC)	no.	3			
3	Switches					
3.1	Supply , Installation and testing of 8 port gigabit ethernet manageable router switch with 2 SFP uplink port, as per specification (Brand :Cisco, Trendnet,Mikrotik)	no	1			
3.2	Supply , Installation and testing of 24 gigabit ethernet auto manageable switch with 2 SFP uplink port as per specification (Brand :Alcatel-Lucent , Cisco, Trendnet)	no	4			
3.3	Supply , Installation and testing of 16 gigabit ethernet auto manageable switch with 2 SFP uplink port as per specification (Brand :Alcatel-Lucent , Cisco, Trendnet)	no	3			
3.4	Supply , Installation and testing of 24 gigabit Power over ethernet port(PoE) with 2 Gigabit uplink port, auto manageable switch , 300 watts budget (Brand :Alcatel-Lucent , Cisco, Trendnet)	no.	1			
3.5	Supply , Installation and testing of 16 gigabit Power over ethernet(PoE) port , with 2 Gigabit uplink, auto manageable switch , min 160 Watt Power Budget (Brand :Cisco ,Trendnet, Dhaua)	no.	7			
3.6	Supply, Installation and testing of 8 port SFP switches	no	1			
3.7	CE RoHS SFP Optical Transceiver Module SFP Ethernet Module	no	7			
3.8	Multi-mode SFP+ Fiber Module, 1G • Connector Type: (2) LC • TX Wavelength: 850nm • RX Wavelength: 850nm • Data Rate: 1Gbps SFP+	lot	14			

4	Supply , Installation and testing of dual band High range wireless Access point with 2x MU-MIMO, 8 SSID in one band (Brand : Ubnt, alcatel-Lucent,Trendnet)	no	61		
5	Supply, Installation and testing of wireless controller to control up to 128 Access point , the controller may be hardware base or software	no	1		
6	Supply, installation and testing of Cat6 face plate with complete module (brand : Kuwes , Legrand, Schneider)	no	129		
7	Supply and installation of 24 port patch panel	no	5		
8	Supply and installation of 48 port patch panel	no	4		
9	Supply , installation , splicing of 48 Port Optical Fiber Terminal Box Fiber Patch Panel SC FC LC Pigtail ODF 2U	no	1		
10	Supply , installation of tiffin box for optical fiber with splicing and patch cord	no	7		
Security System (CCTV Camera)					
11	CCTV Camera				
11.1	Supply , installation, commissioning and testing with installation accessories , the 4MP Heigh resolution day night dome/Bulet type IP camera , H265 Codec , IP67 protection and IR distance min 30m of security reason as per technical specification (Dahua, UNV, Bosch)	no	38		
12	Standalone NVR systems				
12.1	Supply, installation, commissioning and testing the 48 channel Standalone (32+16 channel) NVR with min 6TBx3 no HDD, Full HD as per technical specification, with key board and mouse (Dahua, Bosch or UNV)	no	1		
13	Supply and installation of 32 inch Samsung /Sony/LG LED monitor (smart TV) with all complete accessories for CCTV surveillance monitoring including necessary HDMI connection all complete	no	2		
PA Sound System & Speaker					
14	Audio Announcement System				
14.1	Supply, Installation and commission of 300-Watt, min 2 zone Power Amplifier with Heigh quality Mic as per specification	Lot	1		
14.2	Supply, Installation and commission of 8W RMS ceiling type announcement PA speaker as per specification	no	36		

Voice Communication System (IP EPABX System)						
15	Supply and testing of Fully IP voice communication system with Analogue, Digital, IP extensions, as per technical specification (Brand : Alcatel-Lucent,Unify ,Cisco)	lot	1			
16	Interface boards					
16.1	112 Analogue extensions expandable up to 300	no.	included in s.no 15			
16.2	16 digital extensions expandable up to 32	no.				
16.3	3 no operator conole	no.				
16.4	8 No IP extensions					
16.5	Fully Automated Attendant facility	no				
17	Trunks					
17.1	8 Analog PSTN (CO) Lines expand able up to 16	no.				
17.2	16 SIP Trunk for NTC trunk line	no				
18	Terminals / Sets					
18.1	Supply , Installation , testing of Analogue single line Telephone sets , the brand same as IP Pabx system	sets	62			
18.2	Supply , Installation , testing of Analogue single line Telephone sets with CLI and 4 programmable key , the brand same as IP Pabx system	sets	16			
18.3	Supply , Installation and testion of Operator console with four line display , min 20 programmable key, key pad for by name dialing facility ,during stand by should show date & time	sets	3			
18.4	Supply, Installation, programming and testing of IP telephone sets with min three line display , 20 programmable key, Key pad for by name dialing facility and 6 one touch DSS key , the brand same as IP PABX system	sets	2			
19	Cable networking					
19.1	Main Distribution Frame					
19.1.1	Supply, Installation and testing of 200 Pair MDF Box in EPABX Room of specified capacity in openable sheet metal enclosure of suitable dimensions fabricated out of 16 SWG sheet steel with castle key lock, hinged type cover including termination of telephone cables, making connections, painting of box etc, complete as required.	no	1.00			

a	Supply, Installation and testing of MDF tage module for exchange site with protector	pair	200			
b	Supply , Installation and testing of MDF tage module for terminal site	pair	200			
19.1.2	Supply, Installation and testing of 100 Pair Floor DB box in openable sheet metal enclosure of suitable dimensions fabricated out of 16 SWG sheet steel with castel key lock , inside the wall including IDF connector	lot	7			
19.1.3	Supply, Installation and testing of 50 Pair Floor DB box in openable sheet metal enclosure of suitable dimensions fabricated out of 16 SWG sheet steel with castel key lock , inside the wall including IDF connector	lot	2			
20	Cables					
20.1	Supply , Installation and testing of RJ 45 Face plate as per technical specification with moduel and accessoreis Brand : Kuwes, Schneider,Anchor	no	96			
20.2	Supply , laying with PVC conduct of telephone cable from Floor DB to individul telephone point with Cat6 PVC 4 pair , 23 AWG UTP 100Ohm , 250MHz, TIS-568-C2,NVP69% PVC cable (Cabel Brand: Kuwes , Legrand, Schneider)	point	96			
20.3	Supply, laying and testing of jelly field, Unarmod 20 pair pure copper telephone cable (From floor DB to MDF or Flor DB to Floor DB as pe drawing)	meter	350			
20.4	Supply, laying and testing of jelly field 10 pair pure copper telephone cable (From floor DB to MDF or Flor DB to Floor DB as pe drawing)	meter	95			
20.5	Supply and instalalton of trunk line protection device	no	2			
21	System Instllation / Programming / Technical training / User training/ termination of all DB box and MDF cable for voice communication system	lot	1			
22	Suppy and installation of System earthing with less then 3 Ohm	lot	1			
23	Three in one trip light for 2 KVA	no	1			
Total amount without VAT :						
Add VAT @ 13% :						
Total Amount with VAT :						

Special Conditions of Contract

A. General	
GCC 1.1 (q)	The Employer is SHCC , Gokarnashwor -5 Jorpati
GCC 1.1 (v)	The Intended Completion Date for the whole of the Works shall be 31st March 2022
GCC 1.1(bb) & 10.1	The Project Manager is Chief Executive Officer , SHCC or assigned The Project Manager and Engineer are synonyms.
GCC 1.1 (ee)	The Site is located at KMC ward 6 Chabail, Kathmandu
GCC 1.1 (hh)	The Start Date shall be December 1, 2021
GCC 1.1 (ll)	The Works consist of MEP works Communication works in individual packages.
GCC 2.2	Sectional Completions are: not applicable
GCC 3.1	The language of the contract is ENGLISH/NEPALI The law that applies to the Contract is the law of NEPAL
GCC 11.1	The Project Manager may delegate any of his duties and responsibilities.
GCC 14.1	Schedule of other contractors: <i>The civil works are ongoing at site. The contractor need to coordinate with Site in charge assigned from SHCC and with civil works contractors.</i>
GCC 19.1	The minimum insurance amounts and deductibles shall be: as per packages <ol style="list-style-type: none"> 1. The minimum cover for loss of or damage to the Works, Plant and Materials is: <i>[insert percent]</i> of the Contract Amount. 2. The maximum deductible for insurance of the Works and of Plant and Materials is: <i>[insert amount]</i> 3. The minimum cover for loss or damage to Equipment is : <i>[insert amount]</i> 4. The maximum deductible for insurance of Equipment is:<i>[insert amount]</i> 5. The minimum for insurance of other property is: <i>[insert amount]</i> with unlimited number of occurrences 6. The maximum deductible for insurance of other property is: <i>[insert amount]</i> 7. The minimum cover for personal injury or death insurance <ol style="list-style-type: none"> i. for the Contractor’s employees is that specified in the Labor act of Nepal and ii. for other people is :<i>[insert amount]</i> with an unlimited number of occurrences
GCC 20.1	Site Investigation Reports are: <i>N/A</i>
GCC 23.1	The following shall be designed by the Contractor: <i>N/A</i>
GCC 26.1	The Site Possession Date(s) shall be: 1 December 2021

GCC 30.1	The place of arbitration shall be: Kathmandu
C. Time Control	
GCC 34.1	The Contractor shall submit for approval a Program for the Works within 7 Days from the date of the Letter of Acceptance.
GCC 34.3	The period between Program updates is 7 days. The amount to be withheld for late submission of an updated Program is NPR 100,000
D. Quality Control	
GCC 42.1	The Defects Liability Period is: 12months for works and 24 months for materials supplied.
E. Cost Control	
GCC 49.1	10 %per Annum
GCC 53.1	The Contract is not subject to price adjustment, and the following information regarding coefficients does not apply. The coefficients and indices for adjustment of prices in Nepalese Rupees shall be as specified in the Table of Adjustment Data submitted by bidder together with the Letter of Price Bid which is approved by the Project manager.
GCC 53.6	Base Price of Construction Materials applicable for price adjustment shall be as per the Table of Adjustment Data submitted by Bidder together with the Letter of Price Bid which is approved by the Project manager. N/A
GCC 53.7	The Price Adjustment amount shall be limited to a maximum of: 25 % Percentage of the initial Contract Amount.
GCC 54.1	The proportion of payments retained is: 5 (five) percent
GCC 55.1	The liquidated damages for the whole of the Works are 0.05 Percent of the final Contract Price per day. The maximum amount of liquidated damages for the whole of the Works is 10 Percent of the final Contract Price.
GCC 56.1	The Bonus for the whole of the Works is 0.05 Percent per day . The maximum amount of Bonus for the whole of the Works is NPR 1, 00,000 of the final Contract Price .
GCC 57.1	The Advance Payments shall be: 15% and shall be paid in two equal installments and to the Contractor. First 5% shall be paid within 7 days of contract agreement date after submitting responsive work schedule. Another 10% after approval of materials by engineer of major construction material and contractor materials procurement process is started; and submission of insurance policies and certificates as per GCC 19.1 of SCC.

GCC 57.3	Deductions from Payment Certificates will commence in the first certificate in which the value of works executed exceeds 30% of the Contract Price. Deduction will be at the rate of 40 % the respective Monthly Interim Payment Certificate until such time as the advance payment has been repaid; provided that the advance payment shall be completely repaid prior to the end of 80 % of the approved contract period.
GCC 58.1	The Performance Security amount is: 5 %
G. Finishing the Contract	
GCC 71.1	The date by which operating and maintenance manuals are required is; Before submission of final Running Bill
GCC 71.2	The date by which “as built” drawings are required is: Together with final Running Bill The amount to be withheld for failing to produce “as built” drawings and/or Operating and maintenance manuals is: NPR 1,00,000
GCC 72.3 (i)	The maximum number of days is: 90 Days (The bidders need to submit the realistic time line required for the proposed works in the section below; Bidder’s Information Format. The methods, timeline and
GCC 80	The Project Manager has to obtain the specific approval of the Employer for taking any of the following actions : <ul style="list-style-type: none"> a. Approving subcontracting of any part of the works under General Conditions of Contract Clause 13; b. Certifying additional costs determined under General Conditions of Contract Clause 50; c. Determining start date under General Conditions of Contract Clause 1; d. Determining the extension of the intended Completion Date under General Conditions of Contract Clause 35; e. Issuing a Variation under General Conditions of Contract Clause 1 and 46, except in an emergency situation, as reasonably determined by the Project Manager; emergency situation may be defined as the situation when protective measures must be taken for the safety of life or of the works or of adjoining property. f. Adjustment of rates under General Conditions of Contract Clause 45;

Letter of Intent

Date:

To:*Name and address of the Contractor*.....

Subject: Issuance of letter of intent to award the contract.....

This is to notify you that, it is our intention to award the contract*[insert date]*for execution of the*[insert name of the contract and identification number, as given in the Contract Data/SCC]* to you as your bid price *[insert amount in figures and words in Nepalese Rupees]* as corrected and modified in accordance with the Instructions to Bidders is hereby selected as substantially responsive lowest evaluated bid.

Authorized Signature:

Name:

Title:

CC:

[Insert name and address of all other Bidders, who submitted the bid]

Letter of Acceptance

Date:

To:*Name and address of the Contractor*.....

Subject: *Notification of Award*

This is to notify that your Bid dated*date*for execution of the.....*name of the contract and identification number, as given in the Contract Data/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 15 days with Performance Security of **NRs.** in accordance with the Conditions of Contract, using for that purpose the Performance security Form included in Section X (Contract Forms) of this Bidding Document.

Authorized Signature:

Name and Title of Signatory:

Contract Agreement

THIS AGREEMENT made theday of.....between..... name of the Employer(hereinafter "the Employer"), of the one part, andname of the Contractor(hereinafter "the Contractor"), of the other part:

WHEREAS the Employer desires that the Works known as name of the Contractshould be executed by the Contractor, and has accepted a Bid 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. This Agreement shall prevail over all other Contract documents.
 - (a) the Letter of Acceptance;
 - (b) the Letters of Bid;
 - (c) the Addenda Nos **Insert addenda numbers if any**
 - (d) the Special Conditions of Contract;
 - (e) the List of Eligible Countries that was specified in Section V of the bidding document,
 - (f) the General Conditions of Contract;
 - (g) the Specification;
 - (h) the Drawings;
 - (i) Bill of Quantities (or Schedules of Prices for lump sum contracts), and
 - (j) Table of Price Adjustment Data
 - (k) List of Approved Subcontractors
 - (l).....**[Specify if there are any other documents]**
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

Performance Security

(On letterhead paper of the Commercial Bank or 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".

Advance Payment Security

(On letterhead paper of the Commercial Bank or 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 thathas 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 (herein after 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".