



**Erasmus+ Programme, Key Action 2, Capacity Building in Higher Education**

**Project ref. no. 586227-EPP-1-2017-1-BG-EPPKA2-CBHE-JP**

**Project title: Integrating Talent Development into Innovation Ecosystems in Higher Education**

**Project partner universities in Nepal: Agriculture and Forestry University and Pokhara University**

*Annex no. 1*

## INSTRUCTIONS TO TENDERERS

Ref. No. 01- INNOTAL TENDER-AFU-2019

### SECTION I: GENERAL INFORMATION

- I. 1) This Procurement Document is prepared based on **Grant Agreement 2017-3067/001-001** for project with Number 586227-EPP-1-2017-1-BG-EPPKA2-CBHE-JP.
- I. 2) This tender is financed from sources of funding covered by the above-mentioned Grant Agreement
- I. 3) Each participant may only enter one offer under the same (announced) tender procedure.

### SECTION II: DETAILS OF THE PROCURING ENTITY

#### II.1) Name, addresses and contact persons

|  |  |                |
|--|--|----------------|
| Official name: Agriculture and Forestry University           |  |                |
| Address: Bharatpur Metropolitan city, Rampur, Chitwan, Nepal |  |                |
| Town: Rampur   | Postal Code:<br>N/A                                      | Country: Nepal |
| Contact person(s): Mr. Niranjan Karki                        | Mobile phone: 9845689358<br>Stationary phone: 056-592449 |                |
| Email: karkiniranjan89@gmail.com                             | Fax: N/A   |                |



## SECTION III: OBJECT AND SUBJECT OF THE CONTRACTOR SELECTION PROCEDURE

### III.1) Description

|   |  |
|---|--|
| III.1.1) Subject of the procurement procedure   |  |
| <b>Supply and delivery of electronic equipment</b>  |  |
| III.1.2) Place of delivery  |  |
| Location 1  | Agriculture and Forestry University, Rampur, Chitwan |
| Location 2  | Pokhara University, Lekhnath, Kaski                  |
| III.1.3) Scope of the supply  |  |
| <b>The supplied equipment contains the following equipment types:</b>   |  |
| <ul style="list-style-type: none"> <li>- Laptops/notebooks</li> <li>- Multifunctional printers</li> <li>- Interactive whiteboards</li> <li>- Tablets</li> </ul> |  |

### III.2) Quantity of the procedure

| <b>Total quantity or volume</b> ( <i>including all lots, where applicable</i> ) |   |       |  |                                     |
|---|---|-------|--|-------------------------------------|
| Supply and delivery of:   |   |       |  |                                     |
| Asset name  | Estimated unit price in NRs excluding VAT | Unit  | Number of units to be supplied in:                   |                                     |
|   |   |       | Agriculture and Forestry University, Rampur, Chitwan | Pokhara University, Lekhnath, Kaski |
| Laptops   | 133391                                    | piece | 9  | 9                                   |
| Multifunctional printer   | 333477                                    | piece | 1  | 1                                   |
| Interactive whiteboard  | 209967                                    | piece | 1  | 1                                   |
| Tablet  | 37053                                     | piece | 3  | 3                                   |



**Total estimated value of the procedure in NRs, excluding VAT:**

Total value NRs: 3,710,244

(In words: three million seven hundred and ten thousand two hundred and forty-four Nepali rupees.)

**III.3) Duration of the contract**

Term of execution

Up to **90 calendar days** from the conclusion of the contract with the Supplier but not later than the end of the term of Grant Agreement No. **586227-EPP-1-2017-1-BG-EPPKA2-CBHE-JP – 14 October 2020**.

**SECTION IV: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**IV.1) Conditions attached to the execution of the subject-matter of the procedure**

**IV.1.1) Deposits and guarantees required (not applicable)**

**IV.1.2) Terms and method of payment**

**General terms:**

1. All payments to the supplier shall be made by bank transfer in the currency in which the price has been specified
2. The price proposed by the applicants shall be deemed to be final, exclusive of VAT/GST, and shall include all costs for the performance of the whole subject matter of the contract
3. In the invoices issued by the Contractor it shall be obligatory to indicate that the expenditure is “... *in connection with the implementation of Project with ref. no. 586227-EPP-1-2017-1-BG-EPPKA2-CBHE-JP*”
4. The equipment subject to this procurement procedure shall be delivered as soon as possible, but no later than 90 calendar days following the conclusion of a contract with a Supplier.

**Terms and method of payment:** A full payment of 100% of the value of the contract, payable within 35 days after the following cumulative conditions have been met:

- *the equipment has been delivered*
- *the Contractor has issued an invoice for the value of the final payment*
- *a Delivery and Acceptance Protocol has been signed*



**IV.1.3) Conditions relating to the performance contract, which may be amended in the course of its performance:**

The parties may modify the contract only upon agreement and in accordance with the provisions of laws and administrative regulations. Any amendments to the contract shall be made in writing and signed by the two parties.

**V.1.4) Other particular conditions:**

- 1. If the submitted offers are less than 3 (three) then the tender procedure shall be declared unsuccessful and will be re-announced as soon as possible.**
2. All Technical and Financial offers should be valid for a period of 90 days after bid opening. If the bid opening day falls on a government holiday, then the next working day shall be considered as the next date.
3. Tenders submitted after the deadline for receipt will not be considered by the procuring entity.
- 4. Performance and quality requirements:**
  - 4.1. The applicant shall offer equal to or better than the minimum **technical and functional requirements** for the equipment specified in the documentation (see Annex 7 “Technical Specifications”). Failure to meet the minimum specifications shall be a reason for automatically removing the applicant from further evaluation.
  - 4.2. Equipment delivered under this procedure must be **new, unused and original equipment**. Failure to meet this requirement shall be a reason for automatically removing the applicant from further evaluation.
  - 4.3. All equipment that is delivered should be accompanied by relevant technical documentation that allows unambiguous product identification
- 4. The Beneficiary shall remove from participation in the contractor selection procedure:**
  - a. an applicant who has submitted a tender which does not include all of the information necessary in order to carry out full evaluation and comparison of the offers**
  - b. an applicant with a missing technical or financial offer**
  - c. an applicant who has submitted a partial tender by offering, for example, only selected items or only partial quantities of a particular item**
  - d. an applicant for whom there are grounds for mandatory removal from participation in a procedure for awarding public procurement under the relevant legal acts in the country
  - e. an applicant who fails to comply with the exclusion and selection criteria**
  - f. an applicant who has not submitted the required additional documents within the specified time frame or has not responded to requests for clarification within the specified deadline
  - g. an applicant who has provided false information in the course of the contractor selection procedure.



## IV.2) Conditions for participation

### IV.2.1) Exclusion criteria

- a. Tenderers must have a valid business license, demonstrated by:
- 1) A valid Company Registration Certificate
  - 2) Taxpayer Identification Number
- b. The tenderer's company and its management must not be under the supervision of a court, must not be bankrupt, their business activities must not be in the process of being stopped and / or the directors acting for and on behalf of the company must not be undergoing criminal sanctions.

Compliance with the exclusion criteria is demonstrated as follows:

- (1) at the bidding stage – with the Tender Form, including Tenderer's Declarations(Annex
- (2) at the stage of signing a contract - with relevant documents issued by the competent authorities

### IV.2.2) Selection criteria

- (1) Tenderers must have similar work experience, namely procurement of electronic equipment – they should have at least 1 supply contract, either in government or private environment,demonstrating similar experience
- (2) The value of total turnover (net sales revenue) of the tenderer for the last 3 completed financial years, depending on the date when the applicant was established or started its activity, should not be less than the total estimated value of the current contract according to III.2

Compliance with the criteria is demonstrated by declaring the turnover in the Tender Form (Annex 2)

## SECTION V: PROCEDURE

### V.1) Award criteria

**The procedure will follow the method: most economically advantageous tender according to the criterion "Optimal price-quality ratio"**

*The evaluation criteria for tenderers are specified in attached Tender Evaluation Methodology(Annex 6)*



## V.2) Timetable

|   | DATE             | TIME*               |
|---|------------------|---------------------|
| <b>Deadline for requesting clarifications from the Procuring Entity</b>     | 2019.05.25       | 5:00 pm             |
| <b>Last date on which clarifications are issued by the Procuring Entity</b> | 2019.05.25       | 5:00 pm             |
| <b>Deadline for submission of tenders</b>                                   | 2019.05.28       | 5:00 pm             |
| <b>Tender opening session</b>   | 2019.05.29       | 2:00 pm             |
| <b>Notification of award to the successful tenderer</b>                     | 2019.06.01       | 5:00 pm             |
| <b>Signing contract with Supplier</b>                                       | 2019.06.02 to 07 | During office hours |

## V.3) Submission of tenders:

|                         |   |
|-------------------------|---|
| <b>Address</b>          | Directorate of Research and Extension, AFU, Rampur, Chitwan |
| <b>Number of copies</b> | 1 copy, All tenders should be submitted in original         |
| <b>Format</b>           | Each tender should be submitted in a sealed envelope.       |

## SECTION VI: Content of tenders

All tenders submitted must comprise:

### **Part 1: Documentation:**

- ✓ Tender Form, including Tenderer's Declarations(**Annex 2**)

### **Part 2: Technical offer:**

- ✓ **Technical offer**, completed in the template provided in **Annex 3** - a detailed description of the supplied equipment tendered in conformity with the technical specifications

Please note: A Technical Offer that does not permit **the precise identification** of the models, manufacturer, and the detailed specifications may be rejected by the evaluation committee

### **Part 3: Financial offer:**

- ✓ **Financial offer**, completed in the template provided in **Annex 4**

## SECTION VII: OTHER INFORMATION

1. Clarifications can be obtained by contacting [Mr. Niranjana Karki] at the following contact details:



[karkiniranjan89@gmail.com, cell Number: 00977-9845689358]

2. The clarifications shall be published on AFU's website
3. The Procuring Entity may at any time verify the information requested by the applicants, ask for clarification of the offer and the documents submitted to it, and require additional evidence relevant to the tender.