

## INVITATION FOR SEALED QUOTATION

|   |   |   |
|---|---|---|
| <b>Name of Vendor/Suppliers:</b>  | <b>Date of issue:</b>                                     | 6 – Sep - 2023  |
|   | <b>Contract title:</b>                                    | Hardware Materials Supply for Community Building Construction   |
|   | <b>Closing date</b>                                       | 22 - Sep – 2023 5:00 pm   |
|   | <b>For further information, please contact the Buyer:</b> | Lutheran Community Welfare Society (LCWS)<br>9819038599<br>9843191002<br>9808608554<br><a href="mailto:lcwsmorang2@gmail.com">lcwsmorang2@gmail.com</a><br>Morang, Rangeli-2 Laxmipur |
| <b>Address:</b>   |   |   |
| <b>Contact No.:</b>   |   |   |
| <b>Email Address:</b>   |   |   |
| Please note that the Quotation must be submitted in person. It shall remain your responsibility to ensure that your quotation will reach the address on or before the deadline. |   |   |

**LUTHERAN COMMUNITY WELFARE SOCIETY INVITES YOU TO SUBMIT A QUOTATION FOR THE PROCURING HARDWARE MATERIALS FOR CONSTRUCTION WORKS IN IT'S PROJECT SITE THAT IS ESTIMATED SCHEDULE WITHIN ON 6<sup>TH</sup> – 22<sup>TH</sup> SEPTEMBER. 2023**

Dear Sir/Madam,

The supply contract is for supplying Constructions Hardware Materials for working area of LCWS, under the C&E project that has been running in partnership with LWF Nepal.

These supplies are further specified in the attached Annexes.

Please find enclosed the following documents, which constitute the Request for Quotation (RfQ):

**A– Instructions to Sealed Quotation**

**B– Annex:**

**1. Technical Specifications and Financial Offer/bid Form**

### ACKNOWLEDGMENT

We appreciate your confirmation on the receipt of this RfQ and your intention to submit an offer till 22<sup>th</sup> Sep. 2023, 5:00 pm at LCWS office Rangeli-2, Laxmipur, Morang.

**Note!** It is not allowed to make changes to the text in this Invitation to Request for Quotation and its annexes and it is strongly recommended that this RfQ document and its Annexes are read carefully. Failure to submit your offer using the Annexes as provided and the outlined information in this document will result in disqualification from the evaluation process.

## **A. INSTRUCTIONS TO SEALED QUOTATION**

***In submitting a proposal, the Supplier accepts in full and without restriction the conditions including annexes in this RfQ as the sole basis of a contract. The Suppliers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this RfQ.***

### **Important Notes:**

- *If your bid does not comply with the above requirements of this RfQ, it may be treated as void.*
- *Complete RfQ form shall be submitted on or before the closing date. It is forbidden to make any alteration in the text and specification of the RfQ document.*
- *Corrected figure must be signed and stamped aside of the corrected figure.*
- *In case of calculation error in totalling or multiplying, per unit price for the respective item shall be considered.*
- *The RfQ may submit documents for (selected lot) or (all lots). Technical and financial offer must submit in separated sealed envelopes.*

### **A.1. Scope of supply**

*The bidder must supply the Constructions Hardware Materials items as per technical specification mentioned in Annexes 1.*

*The supplies must comply fully with the technical specifications set out in the RfQ and conform in all respects with any additional, attached instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Buyer.*

#### **a. Delivery**

*LCWS will transport the materials as per the need based. Expected delivery of supplies to be starts within 5 days after received the supply contract.*

#### **b. Specification:**

*The bidder must comply the technical specification mentioned in Annex 1 set out in this RfQ. Deviation from established technical specifications may not be accepted unless officially informed by the authorized person of Contracting Authority.*

#### **c. Packing Instruction**

*The supplies shall be contained or packed in a manner adequate to protect the supplies while in transit to the consignee. The Supplier shall be responsible for any damage or loss, which has resulted from faulty or inadequate packing. The Supplier warrants that the cost of packing is included in the cost offered for the items.*

### **A.2. Cost of Quotation**

*The Supplier shall bear all costs associated with the preparation and submission of this quotation, including related travel, and the Buyer will in no case be responsible or liable for these costs, regardless of the outcome of this RfQ process.*

### **A.3. Ineligibility and qualification requirements**

*Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts*

*Suppliers shall in the RfQ submission form attest that they meet the above eligibility criteria specified in Annex*

#### **A.5. Exclusion from award of contracts**

*The Contract may not be awarded to Suppliers who, during the procurement procedure:*

- (a) are subject to conflict of interest; and/or*
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the quotation procedure or fail to supply this information.*

#### **A.6. Documents comprising the Quotation**

*Your submission must be received with following documents:*

- 1. Duly filled complete Request for Quotation (RfQ) including all its annexes 1 with authorised signature and Company Seal.*
- 2. Financial and specification Offer (Annex 1)*
- 3. Copy of Certificate of Firm/Company Registration*
- 4. Copy of VAT Registration*
- 5. Copy of Latest Tax Clearance Certificates*

#### **A.7. Technical Offer**

*The technical requirements for each lot can be found in Annex-1. Your technical offer should meet with Buyers technical specifications. Any deviations must be clearly disclosed.*

#### **A.8. Financial Offer**

*The financial offer shall be submitted through the application of the Financial Offer Form Annex 1. Price shall be quoted in Nepalese currency*

*VAT and/or any other taxes applicable to the purchase and delivery of supplies shall be indicated separately in Annex 1.*

#### **A.9. Validity of Quoted Rate**

*Offers are requested to remain valid for 60 days from the deadline for submission of RfQ.*

**OR**

*Quoted rates are valid until the final decision and signing of contract with successful bidder.*

*Whichever is later?*

#### **A.10. Submission of RfQ and Closing Date**

*Your offer must be submitted through by Hand or by Post not later than the closing date and time mentioned in these documents by 22 September 2023 before 5:00pm any quotation received after the deadline that will not be considered.*

*It is your responsibility to obtain a signed receipt for the timely submitted offer.*

#### **A.11. Evaluation of Quotations – Administrative Evaluation**

*Prior to the Technical and Financial evaluation of the quotations, all offers will undergo an administrative compliance control, to ascertain whether the Supplier meet the eligibility requirements and are substantially responsive with the RfQ document administrative requirements. i.e., have the Quotations been properly signed, uploaded all the documents and have the Suppliers respected the two-envelope system (i.e uploaded the documents in respective sections) and submitted the*

*mandatory and requested documents and information. If a Quotation is not administratively compliant i.e., it contains material deviations from or reservations to the terms, conditions and specifications in the RfQ, it shall not be considered further.*

*If a Quotation is not administratively compliant, it shall not be considered further.*

#### **A.12. Technical Evaluation of Quotation**

*Suppliers determined to be administratively compliant will proceed for the technical evaluation of offers.*

*For the evaluation of the technical proposal, the Buyer shall take the following criteria into consideration with the indicted weights.*

- 1. Physical inspection and meeting require specification*
- 2. Previous Experience in similar types of supply in terms of quantity & Value*
- 3. Past performance records in terms of Quality, Time and Cost:*
- 4. Available capacity and stocks*

#### **A.13. Financial Evaluation**

*Suppliers determined to be administratively and technically compliant will be financially evaluated by the procurement committee and checked for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line-item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a supplier refuses to accept the correction, his RfQ will be rejected.*

*Quoted prices are then compared and bids ranked in order beginning with the lowest responsive evaluated bid.*

#### **A.14. Overall Evaluation and Award of Quotation**

*Technically passed Tenderer whose quoted contract price is minimum will be awarding the contract.*

*In other world, The Buyer will award the contract to the Supplier whose quotation has been determined*

- Technically compliant & acceptable*
- Offering the lowest price/cost*

*Provided further that the Supplier has demonstrated the capability and resources to carry out the contract effectively.*

#### **A.15. Cancellation for convenience**

*The Buyer reserves the right to accept any quotations or reject any or all Suppliers at any time prior to the award of the Contract, without thereby incurring any liability to the Suppliers. The Buyer reserves the right to initiate a new invitation to submit an RFQ.*

**B. Annex-1**  
**Technical Specifications and Financial Offer**

| SN | Materials Items              | Specifications           | Unit   | Total Estimated QTY | Unit Price (NRS) | Total Price (NRS) |
|----|------------------------------|--------------------------|--------|---------------------|------------------|-------------------|
| 1  | 12 MM Iron rod               | Irod Rod Fe. 500, NS-191 | Bondel | 7                   |                  |                   |
| 2  | 16 MM Iron rod               | Iron Rod Fe.500, NS-191  | Bondel | 2                   |                  |                   |
| 3  | 10 MM Iron rod               | Iron Rod Fe.500, NS-191  | Bondel | 10                  |                  |                   |
| 4  | 8 MM Iron rod                | Irod Rod Fe. 500, NS-191 | Bondel | 8                   |                  |                   |
| 5  | 7 MM Iron rod                | Irod Rod Fe. 500, NS-191 | Bondel | 6                   |                  |                   |
| 6  | Bending wire                 | Bending wire Normal      | Bondel | 1                   |                  |                   |
| 7  | Nails                        | Nails for wooden Normal  | Kg     | 21                  |                  |                   |
| 8  | Cement OPC                   | Nepal standard OPC       | sackes | 200                 |                  |                   |
| 9  | Cement                       | Nepal Standard PPC       | Sackes | 86                  |                  |                   |
| 10 | Zinc (Jasta pata)            | 7 fit Blue color 26 gaze | Kg     | 505                 |                  |                   |
|    | <b>Electronic Items</b>      |                          |        |                     |                  |                   |
| 11 | Wiring pipe                  | 20MM white color rol     | Kg     | 12                  |                  |                   |
| 12 | Wiring pipe role white color | 16MM white color Pipe    | kg     | 24                  |                  |                   |
| 13 | Tape                         | Cartoon tape             | Nos    | 1                   |                  |                   |
| 14 | Box                          | Junction box metal       | Nos    | 40                  |                  |                   |
| 15 | DV box                       | 12 way DV Box Metal      | Nos    | 1                   |                  |                   |
| 16 | Metal box                    | 18 Modular Metal Box     | Nos    | 1                   |                  |                   |
| 17 | Metal box                    | 8 Modular Metal          | Nos    | 2                   |                  |                   |

|    |                           |  |            |           |  |  |
|----|---------------------------|--|------------|-----------|--|--|
|    |                           | <i>Box</i>   |            |           |  |  |
| 18 | <i>Metal box</i>          | <i>4 Modular Metal Box</i>                               | <i>Nos</i> | <i>2</i>  |  |  |
| 19 | <i>Pipe Killa (Nails)</i> | <i>Pipe Killa</i>  | <i>Pkt</i> | <i>1</i>  |  |  |
| 20 | <i>Black wire</i>         | <i>10 MM Black wire</i>                                  | <i>Mtr</i> | <i>70</i> |  |  |
| 21 | <i>Wiring Wire</i>        | <i>4 MM House wiring wire (1 Black and 1 Red)</i>        | <i>rol</i> | <i>2</i>  |  |  |
| 22 | <i>Wiring wire</i>        | <i>2.5 MM House Wiring Wire</i>                          | <i>rol</i> | <i>1</i>  |  |  |
| 23 | <i>Wiring Wire</i>        | <i>1MM House wiring wire (2 Red, 2 Black and 2 Blue)</i> | <i>rol</i> | <i>6</i>  |  |  |
| 24 | <i>Wiring Wire</i>        | <i>0.75 MM House earthin wire (Green color)</i>          | <i>rol</i> | <i>1</i>  |  |  |
| 25 | <i>Switch</i>             | <i>10 A switch</i>                                       | <i>Pkt</i> | <i>2</i>  |  |  |
| 26 | <i>Switch</i>             | <i>16 A Switch</i>                                       | <i>Nos</i> | <i>6</i>  |  |  |
| 27 | <i>Socket</i>             | <i>16 A Socket</i>                                       | <i>Nos</i> | <i>6</i>  |  |  |
| 28 | <i>Socket</i>             | <i>6 A Socket</i>  | <i>Nos</i> | <i>5</i>  |  |  |
| 29 | <i>Switch plate</i>       | <i>18 Modular switch plate</i>                           | <i>Nos</i> | <i>1</i>  |  |  |
| 30 | <i>Switch plate</i>       | <i>8 Modular Switch Plate</i>                            | <i>NOs</i> | <i>2</i>  |  |  |
| 31 | <i>Switch plate</i>       | <i>4 Modular Switch Plate</i>                            | <i>Nos</i> | <i>2</i>  |  |  |
| 32 | <i>Tape</i>               | <i>Black tape for wiring</i>                             | <i>Nos</i> | <i>6</i>  |  |  |
| 33 | <i>Rope</i>               | <i>Nariwal Rope</i>                                      | <i>kg</i>  | <i>30</i> |  |  |
| 34 | <i>Pipe</i>               | <i>¾ CPVC pipe</i>                                       | <i>Nos</i> | <i>4</i>  |  |  |
| 35 | <i>CPVC Female elbow</i>  | <i>3/4 CPVC female elbow</i>                             | <i>Nos</i> | <i>3</i>  |  |  |
| 36 | <i>CPVC Normal elbow</i>  | <i>3/4 CPVC normal elbow</i>                             | <i>Nos</i> | <i>15</i> |  |  |
| 37 | <i>CPVC Normal T</i>      | <i>3/4 CPVC Normal T</i>                                 | <i>Nos</i> | <i>5</i>  |  |  |
| 38 | <i>CPVC Fmale socket</i>  | <i>3/4 CPVC Femal socket</i>                             | <i>Nos</i> | <i>6</i>  |  |  |
| 39 | <i>Gate vulve</i>         | <i>3/4 gate vulve</i>                                    | <i>Nos</i> | <i>1</i>  |  |  |
| 40 | <i>Pan set</i>            | <i>Pan set white color Indian</i>                        | <i>Nos</i> | <i>2</i>  |  |  |
| 41 | <i>PVC 2.5 inch</i>       | <i>PVC 2.5 inch</i>                                      | <i>Nos</i> | <i>1</i>  |  |  |

|    |                     |  |        |     |                   |  |
|----|---------------------|--|--------|-----|-------------------|--|
| 42 | PVC 4 Inch Pipe     | PVC 4 Inch Pipe                            | Nos    | 1   |                   |  |
| 43 | PVC 4 Inch T        | PVC 4 Inch T                               | Nos    | 3   |                   |  |
| 44 | PVC 4 Inch elbow    | PVC 4 Inch elbow                           | Nos    | 5   |                   |  |
| 45 | PVC 2.5 Inch elbow  | PVC 2.5 Inch elbow                         | Nos    | 2   |                   |  |
| 46 | Normal tap          | PVC 2.5 Inch elbow for plumbing            | Nos    | 3   |                   |  |
| 47 | Black pipe          | Black pipe NS 20 MM                        | Kg     | 5   |                   |  |
| 48 | solvent cement 20ml | solvent cement 20ml                        | Nos    | 1   |                   |  |
| 49 | PVC gum             | PVC gum small                              | Nos    | 1   |                   |  |
| 50 | Celo tape           | celo tape                                  | Nos    | 4   |                   |  |
| 52 | Conceel cock        | Conceel cock normal                        | Nos    | 1   |                   |  |
| 53 | CPVC Tank nipple    | CPVC tank nipple 3/4 inch CPVC tank nipple | Nos    | 2   |                   |  |
| 54 | Tiles               | Tiles floor and wall toilet Normal         | sq/fit | 500 |                   |  |
|    |                     |  |        |     | <i>Total</i>      |  |
|    |                     |  |        |     | <i>VAT 13%</i>    |  |
|    |                     |  |        |     | <i>Net Amount</i> |  |

**IN WORDS: ...**

**REMARKS:**

**Supplier Detail**

Name of supplier:

Address:

Mailing address:

Email ID:

Telephone number:

Authorized signature:

Date:

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**Office seal**

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