STANDARD BIDDING DOCUMENT

The Procurement of

# Supply and Delivery 2WD-16 Seater Micro Bus.

Catalogue Shopping Method

Issued by:
SOS Children's Villages Nepal
National Office, Sanothimi, Bhaktapur
Issued on: March 26, 2026

Issued to: Authorized Distributors

# Table of Contents

Section I. Invitation for Catalogue Shopping (ICS) ..... 3
Section II. Conditions of Contract ..... 4
Section III. Schedule of Requirements ..... 7
Section IV. Technical Specifications ..... 8
Section V. Sample Forms ..... 10

# Procurement of 2WD-16 Seater Micro Bus, through Catalogue Shopping Method

**Project Name: SOS Children's Village Gandaki**

**Date of publication: March 26, 2026**

SOS Children's Villages Nepal invites proposal for the procurement of **2WD-16 Seater Micro Bus** vehicle as detailed in attached specifications and the schedule of requirements provided herein.

| S.N. | PARTICULARS | QTY | GENERAL SPECIFICATION |
|---|---|---|---|
| 1 | General | 1 | **2WD Micro Bus with, Front Wheel Drive Model**, suitable for driving both in **normal & Off-Road condition** of Nepal at an altitude **up to 2000 meter** and in ambient temperature **between -50 to 50 deg**. Centigrade. Gross Vehicle Weight of the vehicle **not less than 3100 kgs** and shall have seating capacity for at **least 16 persons** including driver. |

2. Interested Authorized Distributors may submit their proposal along with

- Company Registration
- VAT/PAN Registration
- Tax clearance Certificate of 2081/082 along with
- Authorized specification/ Rate with detail catalogue and Authorization Certificate.

3. Further details may be obtained from the SOS Children's Villages Nepal or from www.sosnepal.org.np/notice website.

4. SOS Children's Villages Nepal reserves the right to accept or reject, wholly or partly any or all the bids without assigning reason, whatsoever.

# Section I. Invitation for Catalogue Shopping (ICS)

1. The *SOS Children's Villages Nepal* invites proposals for the procurement of 4WD SUV vehicle as detailed in attached Specifications and the Schedule of Requirements provided herein.

2. The Proposal submitted by the Bidder shall comprise the following:
    a. Quotation and Price Schedules
    b. Schedule of Requirements
    c. Technical Specifications
    d. Detail Catalogue

3. Proposals must be submitted to the office of **SOS Children's Villages Nepal, National Office, Sanothimi, Bhaktapur**, before **April 9, 2026, at 12:00 pm**.
4. The Bidder shall indicate on the Price Schedule the unit prices (where applicable) and total price of the goods to be supplied under the contract. All duties, taxes and other levies payable by the Supplier/Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder.
5. Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
6. Submitted Priced Quotations must remain valid for a period of ***15 days*** after the deadline for submission date.
7. The Bidder shall furnish, as part of its bid, documents establishing the Supplier's/ Bidder's eligibility to bid and qualification to perform the contract if the bid is accepted. Documents to establish such eligibility shall be but not limited to the following:

    a) Up to date Firm/Company Registration Certificate
    b) VAT and PAN Registration Certificates
    c) Tax Clearance Certificate of FY 2081/82
    d) Manufacturer's Authorization Certificate
    e) Other documents as needed

8. The goods supplied under this contract shall confirm to the Schedule of Requirements and the standards mentioned in the Technical Specification.
9. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered the last day.
10. The SOS Children's Villages Nepal reserves the right to accept or reject the proposal without assigning any reason, whatsoever.

SOS Children's Villages Nepal

Sanothimi, Bhaktapur, Nepal

# Section II. Conditions of Contract

**1. Definitions**

1.1 In this contract, the following terms shall be interpreted as indicated:

a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;

b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;

c. "The Goods" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;

d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.

e. "The Purchaser" means the procuring entity purchasing the goods;

f. "The Supplier" means the organization supplying the goods and services under this contract.

**2. Technical Specification**

2.1 The goods supplied under this contract shall confirm to the standards mentioned in the Technical Specification.

**3. Patent Right**

3.1 The Supplier shall indemnify the SOS Children's Villages Nepal against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.

**4. Inspection and Tests**

4.1 The SOS Children's Villages Nepal or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises.

**5. Delivery of Goods**

5.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the SOS Children's Villages Nepal in its Schedule of Requirements.

**6. Warranty**

6.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.

6.2 The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract and accepted by the SOS Children's Villages Nepal after installation and commissioning of equipment by the

Supplier.

6.3 The SOS Children's Villages Nepal shall promptly notify the Supplier in writing of any claims arising under this warranty.

6.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to the SOS Children's Villages Nepal. The Supplier will be entitled to remove, at its own risk and cost, the defective goods.

**7. Payment**

7.1 Payment of the goods supplied shall be made in Nepali Rupees after the delivery and installation and commissioning of goods to the satisfaction of the SOS Children's Villages Nepal.

7.2 Payment shall be made within fifteen (15) days of receipt of the goods and upon submission of claim supported by the acceptance certificate issued by the SOS Children's Villages Nepal.

**8. Prices**

8.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in the proposal.

**9. Governing Language**

9.1 The Governing Language shall be: Nepali or English

**10. Applicable Law**

10.1 The applicable law shall be Laws of Nepal.

**11. Notices**

11.1 Purchaser's address for notice purposes: Madhyapur Thimi – 2, Sanothimi, Bhaktapur

11.2 Supplier's address for notice purposes: ……..

**12. Taxes and Duties**

12.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GoN.

**13. Operation, Maintenance and Spare-parts Manuals**

13.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).

**14. Conduct of Suppliers**

14.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents.

14.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement:

a. Give or propose improper inducement directly or indirectly,
b. Distortion or misrepresentation of facts
c. Engaging or being involved in corrupt or fraudulent

practice

d. Interference in participation of other prospective bidders.

e. Coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,

f. Collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the SOS Children's Villages Nepal the benefit of open competitive bid price.

g. Contacting the SOS Children's Villages Nepal with an intention to influence the SOS Children's Villages Nepal with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract

**15. Dispute Resolution**

15.1 Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.

# Section III. Schedule of Requirements

The delivery schedule expressed stipulates hereafter a delivery date which is the date of delivery to the final destination where the Goods is required to be delivered.

| SN | Description | Quantity | Place of delivery | Delivery schedule days |
|---|---|---|---|---|
| 1 | Procurement of 2WD-16-Seater Micro Bus | 1 Unit | SOS Children's Villages Nepal, Sanothimi | Within 7 days |

# Section IV. Technical Specifications

| Technical Specification of 2WD, 16 Seater Micro Bus | | | |
|---|---|---|---|
| **SN** | **CRITERIA** | **DEPARTMENTAL REQUIREMENT** | **OFFERED SPECIFICATION** |
| 1 | GENERAL | **2WD Micro Bus with, Front Wheel Drive Model**, suitable for driving both in ON-ROAD condition giving smooth economic performance and in OFF-ROAD conditions capable of delivering adequate traction and maneuverability/stability needed for safe driving in normal road conditions of Nepal at an altitude up to **2000 meter** and in ambient temperature between **-50 deg. C to 50 deg. C.** The total seating capacity should be at least 16 persons including driver. **Gross Vehicle Weight of the vehicle not less than 3100 kgs.** | Make:<br>Model:<br>Country of Origin: |
| 2 | ENGINE | **Water cooled diesel Engine( 2800-3000 CC),** developing rated **Power Output not less than 130HP and Torque** not **less than 290 N-m** at governed RPM engine shall be fully equipped with all necessary items/accessories) for efficient fully load operation at normal operating conditions, shall be equipped with cold starting device, direct electric starting system, heavy duty fuel filter. | Make:<br>Model: |
| 3 | EMISSION STANDARD | The emission standard of the offered vehicle must be in compliance with or superior than the applicable Standard as prescribed by Nepal Vehicle Mass Emission Standard which is to be certified by Department of Transport Management. | |
| 4 | GAUGES | Fitted with all the gauges, indicators, signals as necessary for efficient operation, functional monitoring, vehicle performance and maintenance that includes (but not limited to) Battery charge indicator, water temperature, fuel, oil pressure etc. with all standard items of offered model vehicles | |
| 5 | CLUTCH | Dry, Single Plate. | |
| 6 | TRANSMISSION | **Manual shift, of at least Five Manual Speed**, synchromesh type, floor mounted, 2WD engaged through control at driver. | |
| 7 | Ground Clearance<br><br>Vehicle dimension<br>Length<br>Breadth<br>Height | **Minimum 170 mm.**<br>Higher ground clearance preferred<br><br>**Not less than 5000 mm**<br>**Not less than 1800 mm**<br>**Not less than 2200 mm** | |

| | | | |
|---|---|---|---|
| 8 | SUSPENSION | Suitable for normal terrain, smooth ride, stable Handling and comfortable driving conditions.<br>Front: Independent Suspension with coil spring and stabilizer.<br>Rear: Leaf springs and shock absorbers | |
| 9 | FUEL TANK CAPACITY | Not less than **70 Liters** | |
| 10 | TYRES | Standard Size | |
| 11 | BRAKES | Front Disc type, rear drum type, hydraulic operated on all wheels, and parking brake | |
| 12 | SEAT CAPACITY | **16-SEATER WITH DRIVER** | |
| 13 | CHASSIS AND FRAME | Steel, heavy duty high rigidity frame structure suitable for rough road conditions with hook at front. | |
| 14 | ESSENTIAL ACCESSORIES | 1. Head light, tail and light, reversing light and turn signals.<br>2. Cabin lights.<br>3. Speedometer/ odometer.<br>4. Heavy duty front bumper.<br>5. Spare wheel with tyre and tube<br>6. Jack with handle<br>7**. 3 Airbag (1 Driver, 2 Front Passenger)**<br>8. Air Conditioner<br>9. Power Windows<br>10. Central Door Locking System<br>11. **Segmented LCD Type Digital Information Display, embedded with MP3 Player, USB port, Radio, MW & FM Equipped with all accessories offered in standard model but not limited to the above items.** | |
| 15 | INSTRUCTION | All signs and instructions in the vehicle shall be in English. | |
| 16 | MANUALS | One copy of the Operator's and Owner's Manual in English shall be supplied with each vehicle. | |
| 17 | TOOLS | A set of tools as required for general maintenance shall be supplied with each unit. | |
| 18 | COLOR | Standard | |
| 19 | PROVEN PERFORMANCE | The bidder shall provide the manufacturer's data of the performance curve of the engine. | |
| 20 | WARRANTY | Manufacturer shall provide a minimum of one year warranty after acceptance. | |
| 21 | DELIVERY | As per terms and conditions | |

# Section V. Sample Forms

## 1. Price Quotation and Price Schedules

Date:

To: *[name and address of the Purchaser]*

Gentlemen and/or Ladies:

Having examined the Direct Purchase (DP) documents, we the undersigned, offer to supply and deliver ***[description of goods and services]*** in conformity with the said DP documents for the sum of ***[total amount in words and figures]*** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Price Quotation.

We undertake, if our Price Quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this price Quotation for a Period of ***15*** days from the last date fixed for submission of the Price Quotation.

Until a formal Contract is prepared and executed, this Price Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Price Quotation you may receive.

Dated this _____ day of _____ 20_____.

_____ _____

*[signature]* *[in the capacity of]*

Duly authorized to sign Price Quotation for and on behalf of _____

# 2. Price Schedule

Name of Supplier _____. _____. Page _____ of ___

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| Item | Description | Unit | Quantity | Unit price (Site Delivery) | Total price per item (cols. 4 x 5) | Remarks |
| 1 | | | | | | |
| | | | | | | |
| | | | **Total Amount** | | | |
| | | | **Add 13% Value Added Tax** | | | |
| | | | **Total Including VAT** | | | |

Total Price …….. …….. (in words)

Signature of Bidder _____

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

## 3. Form of Agreement

THIS AGREEMENT made the _____ day of _____ 20_____ between ***[name of Purchaser]*** (hereinafter called "the Purchaser") of the one part and ***[name of Supplier]*** of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Priced Quotation for certain goods and ancillary services, viz., ***[brief description of goods and services]*** and has accepted a Price Quotation by the Supplier for the supply of those goods and services in the sum of ***[contract price in words and figures]*** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
   a. Price Quotation Form and the Price Schedule submitted by the Supplier;
   b. The Schedule of Requirements;
   c. The Technical Specifications;
   d. The Conditions of Contract; and
   e. The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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 their respective laws the day and year first above written.

| | |
|---|---|
| On behalf of the Purchaser | On behalf of the Supplier |
| Name: | Name: |
| Designation: | Designation: |
| Sign: | Sign: |
| Seal: | Seal: |