

STANDARD BIDDING DOCUMENT

Procurement of Supply and Delivery

EV Minibus (14-15 Seater)

Catalogue Shopping Method

Issued by:

SOS Children's Villages Nepal

National Office, Sanothimi, Bhaktapur

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Issued to: Authorized Distributors

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Procurement of EV Minibus (14-15 Seater) through Catalogue Shopping Method

Project Name: SOS Children's Village Gandaki, Pokhara

Date of publication: August 22, 2026

SOS Children's Villages Nepal, invites Proposal for the procurement of EV Minibus (14-15 Seater) as detailed in attached specifications and the schedule of requirements provided herein.

S.N.	PARTICULARS	QTY	GENERAL SPECIFICATION
1	General	1	EV Microbus with right-hand-drive (RHD), suitable for operation on Nepal's roads and geographic conditions as passenger bus with a minimum seating capacity of 14-15 persons including the driver. The vehicle shall be equipped with a lithium-iron phosphate (LFP) battery with a minimum capacity of 50 kWh., Wheelbase- not less than 2850 mm, Minimum Ground Clearance -Not less than 175 mm, and Range- not less than 290 Km.

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 sosnepal.org.np 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 EV Minibus (14-15 Seater) 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 **August 28, 2026, at 17:00 hrs.**
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 7 **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** 2.1 The goods supplied under this contract shall confirm to the **Specification** 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 carry out 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 Electric Mini Bus (14-15 Seater)	1 Unit	SOS Children's Villages Nepal, Sanothimi	Within 7 days

Section IV. Technical Specifications

S.N	PARTICULARS	REQUIREMENT	OFFERED SPECIFICATION
1	General	The vehicle shall be a fully electric van, right-hand-drive (RHD), suitable for operation on Nepal's roads and geographic conditions as Passenger bus with a minimum seating capacity of 14-15 persons including the driver. The vehicle shall be manufactured in the year 2026 or later.	
2	Battery Capacity	The vehicle shall be equipped with a lithium-iron phosphate (LFP) battery with a minimum capacity of 50 kWh.	
3	Wheelbase	Wheelbase: Not less than 2850 mm	
4	Ground Clearance	Minimum Ground Clearance: Not less than 175 mm	
5	Motor power	Maximum rated Power output not less than 50 Kw	
6	Max Torque	Not less than 300 Nm	
7	Max Driving Range	Max rated driving range not less than 290 km	
8	Kerb Weight	Not be less than 2000 kg.	
9	Gradeability	Not less than 25 %	
10	Tyre Size	Not Less than 15"	
11	Charging	The vehicle shall be provided with charger of GB/T protocol, capacity of minimum 6.6-11 kW onboard AC charger, capable of charging approximately 0-100% within maximum of 10 hours	
12	Regenerative Braking	The vehicle shall be equipped with an advanced regenerative braking system capable of recovering energy during deceleration and braking, preferably with multiple selectable regeneration levels to enhance driving efficiency and extend driving range."	
13	Steering	Electric/Electronic/hydraulic power steering or power assisted	
14	Suspension (Front/Rear)	Front: double-wishbone or MacPherson Strut or equivalent, Rear: Non-independent leaf spring suspension/Multi-link independent or equivalent	
15	Instructions	All signs and instructions in the vehicle shall be in English.	

16	Safety Features	Equipped with Anti Lock Brake System (ABS) and Electronic Brakeforce Distribution(EBD), Active Seatbelts, Power Window, Electronic Rear View Mirror, Equipped with Fire Extinguisher.	
17	Comfort and Entertainment System	Rear ground-view mirror, Mp 5+ USB +SD Card Slot , Transmission box with GPS and battery lock function, Center Controlled Door lock.	
18	Manuals	One copy of the Operator's and Owner's Instructions and Maintenance manual in English shall be supplied with each vehicle.	
19	Tools	A set of tools with a tool bag, as required for general maintenance shall be supplied	
20	Color	Standard Color/Yellow	
21	Warranty	Manufacturer shall provide A) Minimum One-year or 150,000 KM warranty after acceptance for vehicle. B) Minimum of 7 year or 300,000 KM in High Voltage Battery after acceptance of vehicle . C) Minimum of 4 year or 200,000 KM warranty in Electric Motor after acceptance of Vehicle .	
22	Related Service	Installation of a board charger on the site as instructed by the purchaser after delivery.	
23	Delivery	The Vehicle shall be delivered to: SOS Children Village Office, Sanothimi, Bhaktapur.	

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 Catalogue Shopping (CS) documents, we the undersigned, offer to supply and deliver ***[description of goods and services]*** in conformity with the said CS 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

Name:

Designation:

Sign:

Seal:

On behalf of the Supplier

Name:

Designation:

Sign:

Seal: