

BIDDING DOCUMENT

PROCUREMENT OF

Agriculture Equipment/Material

National Competitive Bidding (NCB)



Community Self Reliance Centre (CSRC)

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1. Introduction

1.1. Invitation to Bid

Community Self Reliance Centre (CSRC) is an organization working in the areas of land and agriculture since its establishment in 1993. CSRC is implementing the “**Climate Smart Agriculture**” program in partnership with Good Neighbors International Nepal. We are planning to support the agriculture materials and equipment’s required for the **Climate Smart Agriculture** project. Therefore, we invite your company/firm to submit a bid for agriculture equipment/materials based on the specifications, requirements, and terms and conditions outlined in this Bid document. The Bid describes our current understanding of our needs however these needs and specifications can be changed if CSRC feels necessary.

1.2. Summary of Bid

The objective of the Bid is to agree with suppliers for agricultural equipment and materials for farmers. The award will be conditional upon suppliers providing goods that meet the CSRC standard specification (as detailed in the attached document) adhering to the agreed delivery schedule.

While the successful bidder may be designated as the primary supplier, this agreement will not constitute an exclusive contract. If a supplier fails to meet the agreed delivery schedule, CSRC reserves the rights to procure the required items from an alternative supplier to ensure that its needs are met.

1.3. Office Contact

Suppliers will submit any inquiries, responses of intention to bid, clarifications, or requests relating to this Bid by **10th December 2024** to the following email address:
landrights@csrcnepal.org

2. Instructions for intending to respond and submitting of Bids

1. Bidder must submit the bid document with the organization stamp and authorized signature in its each page.
2. Bidder must quote the price for all the material otherwise the CSRC reserve right to reject the bid document.
3. Bidder must fill the rate in the Bid form clearly both in figure and in words, and if there is any variation in figure and words, the rate written in words will be considered.
4. Sealed Bids must be submitted to below address:
CSRC, Tokha-7, Dhapasi, Kathmandu
CSRC, Field Office, Lamahi-05, Dang

on or before **5:00 PM on 15th December 2024**. Documents received after this deadline shall not be accepted.

5. The bidder awarded the contract must deliver the equipment/materials to the CSRC Lamahi, Dang Office at their own cost. CSRC will not be responsible for any damage or losses during the transportation and service delivery. Verification by CSRC staff will be done before the service delivery.
6. All bidders' responses and supporting documentation will become the property of CSRC and will not be returned.
7. CSRC reserves the right to select any option or combination of options that best meets its business requirements and to hold discussions with any bidders at any time at its absolute discretion without informing other bidders.
8. This Bid document is provided for the exclusive use of interested suppliers. Copies of the documents obtained from other sources shall not be considered valid.
9. It is mandatory that the supplier should submit the Equipment/Materials Photo and Catalogue (also fill the Technical Evaluation sheet which is based on technical review and scoring) they had quoted along with bid documents for quality assurance and in the case of equipment/materials shortlisted vendors should provide sample or its manual.
10. CSRC will not be liable for any costs incurred by Suppliers in the preparation of any offers, documentation, or presentations relating to this Bid.

3. Required Written Response

Suppliers must respond in a format (or separately attached to the Bid document) that refers to the following sections and numbered items and must specifically address each and every request for information contained herein. If the Bidder is unable to comply with any information requested, an explanation must be provided as part of the response.

3.1. Company Information

A) Legal Documents (compulsory):

- Copy of Company/firm Registration Certificate with latest renewal.
- Copy of PAN/VAT Registration Certificate.
- Copy of Tax Clearance Certificate (FY 2081/082) or Date Extension Letter.

B) Other Documents:

- Copies of Audit Report of of last fiscal year.
- Copies of documents reflecting relevant work experience in partnership with GoN, government agencies, INGOs, NGOs or private agencies.
- Company profile with company details

3.2. Description of Goods:

There are three package items: Package 1 for Plastic items, Package 2 for Agroveter items and Package 3 for Agriculture equipment items as distinguished in the below table. The supplier can apply for all three packages or any one package. CSRC requires the below-mentioned works with its specifications. Bidder must quote a price in the below-given table with VAT. Bidders must quote quality-certified materials and mention the brand name in Annex – 1 (where applicable).

S. No.	Equipment/Material Description	Specification	Unit	Quantity	Rate	Total Amount	Vatable or not
Package 1: Plastic Items							
1	Plastic Drum for botanical pesticides	30-litre capacity Black drum	Pcs	3000			
2	Plastic Drum for botanical pesticides	50-litre capacity Black drum	Pcs	3000			
3	Mulching Plastic	Black and Silver Mulch Flim, UV stabilization, Top quality with 400 m length	Rol	30			
4	Polybag	For raising vegetable seedlings, Black, with overwater leakage					
		Small size (3 * 7 inch	kg	100			
		Medium size (4 * 7 inch	kg	100			
5	White Plastic for hotbed Nursery	200-micron thickness	Kg	70			
6	Staking rope	UV plastic roll, heat tolerant, water resistant, 1 kg bundle	kg	100			
7	Plastic Nursery Tray or Germination Tray	Small Size (100 holes/cavity, 1.2 mm thickness	Pcs	250			
8	Plastic Nursery Tray or Germination Tray	60-70 holes	Pcs	250			
Package 2: Agrovet Items							
1	Effective microorganism (EM)	Bottle 1 litre	Bottle	3000			
2	Sprayer 16 litre	16-litre tank with electric function	Pcs	360			
3	Cue Lure Trap	For fruit fly control in cucurbits	Pcs	100			
4	Cucumber	Variety: Brishma, Hybrid	10 gm	200			
5	Bitter Gourd	Variety: Palee F1 Hybrid	10gm	450			

6	Cauliflower	Variety: Super White Top, Hybrid	10gm	300			
7	Cabbage	Variety: T-621 F1 Hybrid	10gm	300			
8	Chilly	Variety: Nepa Hot NS-1701 F1 Hybrid	10 gm	20			
9	Pigeon Pea	Variety: Khajura Rahar-1	Kg	400			
10	Mung bean	Variety: Pratigya	Kg	400			
Package 3: Agro-Equipment Items							
1	Steel Garden Rake	29.5* 132.5*8.5 cm	Pcs	240			
2	Drip Irrigation Set	Drum 100 litre, Drip pipelines 6 and 12 m, fitting items	Nos	15			
3	Soil Tiller with Weeding Blade	Manually operated, Made of Alloy Steel, with a steel handle, used for loosening soil and bed preparation, weight 1.2 to 1.5 Kg approx	Pcs	5			
4	Electric Corn Sheller	Model:5TY-60, Speed (r/min)=1680, Motor Power: 2200 watts, Production capacity (kg/h): 1500, Integrated double helix, hand self-integrated multi-gear adjustment, size, dry and wet all, Gross wt: 21 kg	Nos	5			
5	Seedling Transplanter	Manually operated, Stainless steel	Pcs	10			
Total							
VAT @13% (If applicable)							
Grand Total							

In Words:

Note: This is an estimation of quantity & items and CSRC reserves the right to change in quantity which will be confirmed through purchase order. The Supplier should quote the price including transportation up to CSRC Lamahi Field Office.

3.3. Timing & Delivery:

Materials must be delivered within **10 days of issuing the Purchase Order** of required materials.

3.4. Pricing and Pricing Methodology:

1. All prices quoted must remain valid and available for acceptance by CSRC up to **June 2025**.
2. All prices quoted must be mentioned including VAT or not. If not mentioned it is assumed as including VAT.
3. All prices quoted must include transportation, materials, and any other cost. If not mentioned it is assumed that the price quotation is inclusive of incurring costs thereon.
4. Undisputed invoices shall be paid within twenty (20) days from the date of receipt of the original invoice and certification of completed work.
5. Payment will happen via account payee cheque.

4. EVALUATION

4.1. Evaluation Criteria

CSRC will evaluate the submitted Bid forms and select a Supplier, at its absolute discretion. Criteria that may be used includes but is not limited to the following:

Criteria	Weightage	
1. Competitive Price (Lowest Price will get highest score)	60%	
2. Technical Evaluation (total score is 100):	40%	
a) Product Quality:		30
b) Financial Liquidity:		30
c) Work Experience:		20
d) Estimated Work Duration		10
e) Location of Supplier	10	

4.2. Grounds for disqualification of Bid

Bidders will be excluded from participation in a bidding process if:

1. They have any conflicts of interest that may have in entering into a contract with CSRC.
2. They are bankrupt, or being wound up, or having their affairs administered by the courts.

3. They have been guilty of professional misconduct proven by any means that CSRC can justify.
4. During the course of the contract, if it is found that any child labor and/or child is being exploited, abused, and sexually harassed; the contract shall be terminated immediately. CSRC will not be responsible for any loss that occurs if it is found guilty.

Bidders must certify that they are not in one of the situations above.

CSRC reserves the right to accept or reject any/all Bid forms or cancel the whole process without any necessary justification.

5. **Please submit your sealed Bid document to:**
CSRC, Tokha-7, Dhapasi, Kathmandu
CSRC, Lamahi-05, Dang
The bid submission through email shall be held invalid.

By signing below, you confirm your acceptance of the above condition of Bid:

Signature: _____

Position/Title: _____

Name of Company/Firm: _____

Address: _____

Contact Number: _____

Date: _____



Annex 1: Technical Details Sheet of equipment/material to be procured

S.N.	Equipment/Material Description	Specification	Made in/Brand Name	Warranty/ Guarantee (only for Equipment)
1	Electric Corn Sheller	Model:5TY-60, Speed (r/min)=1680, Motor Power: 2200 watt, Production capacity (kg/h): 1500, Integrated double helix,hand self-integrated multi-gear adjustment, size , dry and wet all, Gross wt: 21 kg		
2	Soil Tiller with Weeding Blade	Manual operated, Made of Alloy Steel, with a steel handle, used for loosening soil and bed preparation, weight 1.2 to 1.5 Kg approx.		
3	Drip Irrigation Set	Drum 100 litre, Pipelines 6 with 12 m, fitting items		
4	Staking Rope	Made of UV plastic material, Heat tolerate, water resistant, 1 kg bundle		
5	Cue Lure Trap	Cue lure trap and lure set		

Reference Pictures of Equipment/Materials Needed:



Vegetable Seedling
Transplanter



Electric Corn Sheller



Garden Rake



Yellow sticky Trap



Staking Rope



Cue Lure Trap