

Community Self Reliance Centre

BIDDING DOCUMENT

PROCUREMENT OF GOODS

Community Self Reliance Centre (CSRC), Dhapasi, Tokha-7, Kathmandu invites sealed bids from eligible and qualified Nepalese suppliers for the goods as follows. Detailed specification of goods is mentioned in Section IV. The price per unit, applicable Value Added Tax and Delivery charges should be declared in the Bidding Form, Section VI.

Particular	Details
Procuring Entity	Community Self Reliance Centre (CSRC)
Contract ID	CSRC/Flood Response/NCB/GOODS/2083/01
Procurement Title	Supply and Delivery of Bedding Materials for flood affected families
Issue Date	26/09/2026
Bid Deadline	02/10/2026, 5:00 PM
Bid Opening	03/10/2026, 11:00 AM
Delivery Location	CSRC Tokha-7, Dhapasi

SECTION I – INSTRUCTIONS TO BIDDERS

Scope of Bid

CSRC invites bids for supply and delivery of the goods in the Schedule of Requirements.

Eligible Bidders

Legally registered Nepalese firms or companies holding valid registration, PAN/VAT registration and current tax-clearance evidence, and not ineligible, suspended or blacklisted.

Cost of Bidding

Bidders bear all costs of preparing and submitting bids.

Clarification

Clarification requests shall be submitted to CSRC by September 29, 2026 via email (procurement@csrcnepal.org). All the responses will be provided by the 12:00 PM of September 30, 2026.

Amendment

CSRC may issue written additions before the deadline.

Bid Price

Prices in NPR and inclusive of delivery-related costs.



Taxes

VAT and applicable taxes shall be identified separately.

Bid Validity

90 Days from the period of Bid Submission Date.

Submission

Original signed and stamped bid with all mandatory documents in sealed envelope.

Late Bids

Late bids shall be rejected.

Opening

Bids will be opened at the stated time and place; representatives may attend.

Confidentiality

Evaluation information shall remain confidential except as required by applicable rules.

Clarification of Bids

CSRC may request clarification without permitting material change to the bid.

Preliminary Examination

CSRC shall examine whether each bid is complete, properly signed, accompanied by the required bid security (if any), supported by the mandatory eligibility documents, and substantially responsive to the Bidding Document. A material deviation, reservation or omission that affects scope, quality, performance, contractual rights or obligations, or fair competition shall not be waived. Non-material omissions may be clarified or rectified only on an equal and transparent basis and without changing the substance or price of the bid.

Technical Evaluation

Compliance with specifications and schedule of requirements shall be assessed.

Financial Evaluation

Responsive bids shall be evaluated using the stated price methodology.

Award

Subject to compliance with all applicable requirements, the contract shall be awarded to the substantially responsive bidder offering the lowest evaluated price (50%), subject to quality assurance (30%) and the shortest delivery lead time (20%).

Verification

CSRC may verify registration, tax status, experience, capacity, samples and other submitted information.

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Right to Reject

CSRC may reject any bid, withdraw the process or reject all bids under applicable policy.

Contract

Successful bidder shall sign the contract and provide performance security, if required.

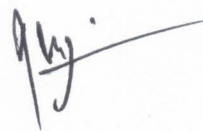
SECTION II – BID DATA SHEET

Clause	Requirement
Procuring Entity	Community Self-Reliance Centre (CSRC), Dhapasi, Tokha-7, Kathmandu
Eligible Bidders	Nepalese registered firms/companies
Currency	NPR
Bid Validity	90 days
Submission Deadline	02/10/2026, 5:00 PM
Opening	03/10/2026, 11:00 AM
Destination	CSRC, Tokha-7, Dhapasi
Payment	As per agreed in the Contract Document

SECTION III – ELIGIBILITY AND REQUIRED DOCUMENTS

S.N.	Document	Mandatory
1	Cover Letter with authorized signature	Yes
2	Signed Bid Submission Form	Yes
3	Completed Price Information	Yes
4	Firm/Company Registration Certificate	Yes
5	PAN/VAT Registration Certificate	Yes
6	Latest Tax Clearance Certificate/evidence	Yes
7	Renewal certificate, where applicable	Yes
8	Manufacturer/brand details	As applicable
9	Sample	Upon Request
10	Similar supply experience, if specified	As applicable

Bidders shall disclose any conflict of interest with persons involved in the procurement.



SECTION IV – SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

Item	Qty.	Minimum draft specification
Mattress	3656	* Size: 3" 6" (Length 6 feet, Width 3 feet) * Dasna single bed mattress, 9kg approx. * Life span/shelf-life: minimum 12 months of use under hard tropical conditions. * Cotton (White Kapas)- 2 grade
Bed Sheet & Pillow Cover	3976	Bedsheet: Size 2.44m X1.37m Pillow cover: Size 45cm X 74 cm Life span/shelf-life: minimum 12 months of use under hard tropical conditions. Cotton material.
Pillow	3976	Type: White cotton-filled pillow. Weight: Approx. 900 grams of filling for sufficient loft and longevity. Dimensions: Standard size 45 x 74 cm.
Insulation Mat for floor	476	P foam for floor insulation material for tent; Required size: 10ft * 10ft (per tent) - 4pcs of 5ft *5ft Black pfoam Thickness: 12mm Weight: 1.96
Winter Hats	3976	Item Type: Beanie / woolen winter hat Material: Woolen knit (or wool-blend) designed for cold weather insulation Allocation: 1 piece per person Distribution Frequency: One-off (provided specifically for the coldest regions/winter response) Color Preference: Preferably dark in colorizing: Fitted or "one size fits most"
Mufflers (scarf)	3976	Material: Woolen or thick cotton fleece designed explicitly for cold winter conditions to ensure heat retention. Sizing: One-size-fits-all (standard adult size).
Rope	420	12 mm ($\pm$ 0.5 mm) Length: 30 meters supplied in a roll, Material: Polypropylene (twisted, minimum 3 strands) or polyester, Color: Black, Weight: Approximately 1.9 kg per roll (for polypropylene)

Important: The Bidder must stitch one Brand Name or Brand Logo (max 1*1 Inch) in the Mattress for quality assurance, accountability and transparency. One set of samples of all goods, upon request must be delivered to CSRC Office, Tokha-7, Dhaphashi which shall contain the Brand Name or Brand Logo in the Mattress.

Goods shall be new, unused, and fully compliant with the specified requirements and approved samples. Each set shall be properly packed in a manner that ensures adequate waterproofing and



protects the goods from moisture, dust, damage, and other potential risks during handling, transportation, and storage.

SECTION V – GENERAL CONDITIONS OF CONTRACT

Inspection

CSRC may inspect/test goods before or after delivery; inspection does not relieve supplier obligations.

Warranty

Warranty against manufacturing defects for 12 months or as specified.

Payment

After satisfactory delivery, inspection/acceptance and complete supporting documents, subject to applicable Tax deductions as per the provisions of Income Tax Act.

Termination

For material breach, failure to deliver, fraud/corruption, insolvency or other contractual grounds.

Fraud and Corruption

Supplier shall comply with CSRC anti-fraud, safeguarding and ethical requirements.

Disclaimer

CSRC reserves the right to accept/reject single bids or multiple bids or withdraw the process in accordance with its procurement policy and this document.

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SECTION VI- BIDDING FORM

1. Bid Submission Form

To: Community Self Reliance Centre (CSRC)

We submit our bid for supply and delivery under Contract ID CSRC/Flood Response/NCB/GOODS/ 2083/01. We confirm that we have examined and accept the Bidding Document; our bid is valid for the stated period; the goods comply with specifications except deviations expressly identified; prices include required costs; and we are legally eligible.

Authorized Signatory:

Designation:

Firm:

Address:

Phone/Email:

Signature/Stamp:

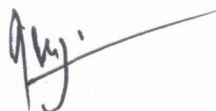
Date:

2. Manufacturer/Brand/Origin Declaration

Item	Brand/Manufacturer	Country of Origin	Model/Specification
Mattress			
Bed Sheet & Pillow Cover			
Pillow			
Insulation Mat for floor			
Winter Hats			
Mufflers Hats			
Rope			

3. PRICE of BEDDING MATERIALS

S.N.	Description	Qty.	Unit	Unit Price NPR	Total NPR
1	Mattress	3656	Nos.		
2	Bed Sheet & Pillow Cover		Nos.		



		3976			
3	Pillow		Nos.		
		3976			
4	Insulation Mat for floor	476			
5	Winter Hats		Nos.		
		3976			
6	Mufflers (scarf)		Nos		
		3976			
7	Rope		Nos		
		420			
	Subtotal				
	Delivery Charge upto CSRC, Tokha 7, Dhapasi				
	VAT				
	Grand Total				

Grand Total in Words:

guy.