



**KHAPTAD CHHEDEHA RURAL RURAL MUNICIPALITY
OFFICE OF THE RURAL MUNICIPAL EXECUTIVE
DOGADI, BAJURA**

**REQUEST FOR TECHNICAL / FINANCIAL PROPOSAL
(RFP) DOCUMENT
FOR**

**PROCUREMENT / SHOPPING
OF**

Supply & Delivery of Motorcycle 150 (+/- 1%b cc)

Issued on:- 2081/10/10

REQUEST FOR TECHNICAL & FINANCIAL PROPOSAL (RFP)

Contract Ref:

Date of Issue:

To

M/S

.....

Dear Sir/Madam

The **Khaptad Chhededaha Rural Municipality, Dogadi-Bajura** requests you to submit price and technical proposal with relevant documents for the supply of the following items:

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____

**TERMS AND CONDITIONS FOR SUPPLY OF Supply & Delivery of
Motorcycle 150 (+/- 1%) cc**

Purchaser: Khaptad Chhededaha Rural Municipality Office, Dogadi-Bajura

Package No.

1. **Schedules for Supply:** Within 30 days from the date of agreement
2. **Fixed Price:** The prices indicated in the Form of Proposal are firm and fixed and not subject to any adjustment during contract performance.
3. **Delivery Schedule:** The delivery should be completed as per above schedule but not exceeding one months from the date of signing of contract.
4. **Insurance:** The Machine/Equipment should be insured up to delivery place/final destination.
5. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
6. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the arbitration law or rules of the Purchaser's country.
7. **Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) Manufacturer's or supplier's warranty certificate; and
 - (iii) Certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. **Payment:** Payment of the contract price shall be made in the following manner:

On Delivery and acceptance: One Hundred (100%) percent. of the Contract Price of the Goods and related services delivered shall be paid within thirty (30) days of receipt of the Goods and related services
9. **Warranty:** Goods offered should be covered by manufacturer's warranty for at least 12

months from the date of delivery to the Purchaser.

10. **Packaging and marking Instructions:** The Supplier shall provide standard packing of the goods as required preventing their damage or deterioration during transit to their final destination, as indicated in the contract.

11. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility _____

Address _____

12. **Force Majeure:** The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

13. **Required Technical Specifications:** (with attachments)

- (i) General Description
- (ii) Specific details and technical standards
- (iv) Power of attorney signed and sealed
- (v) Product Specifications and Brochures catalogue duly signed and stamped.
- (vi) Manufacture Authorization letter.

14. Training to the Employ of Municipality Staff from 1 to 2 Person who handle vehicle

15. Spare parts and after sales service facilities:-

To support the after sales service and availability of spare parts, the bidder should propose a workshop that has capacity to provide service of Bike in near the delivery place.

- 15.1. Have its own well equipped workshop or have legal partnership with a workshop

with capacity to provide service to Bike in near station. So the workshop should provide end user certificate / letter of recommendation that it has previously serviced a Bike (of their organization). The bidder should also present document evidence of the workshop area, capacity, manpower, and audit documents, relevant documents like registration, tax clearance and certification if any.

- 15.2. Authorization from the authorized service centers of the Vehicle manufacturer company it is proposing in the bid in Nepal. And audit documents, relevant documents like registration, tax clearance and certification if any.
16. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 7 day notice given by the Purchaser, without incurring any liability to the Supplier.

Supplier confirms compliance with above specifications.

NAME OF SUPPLIER:

Authorized Signature:

Place:

Date :

17 If Firm / Supplier, is associated with the firm that prepared the design and specifications of the contract that is subject of this procurement, they shall be disqualified.

18.: Supplier should mention any additional facilities If any.

19. Proposal in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English/Nepali language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Nepal.

20. The deadline for receipt of proposal (s) by the Purchaser at Khaptad Chhededaha Rural Municipality, Dogadi-Bajura is: **12:00 Hours of 2081/10/25** The proposal shall be opened in public in the presence of office representative, Suppliers' representative who choose to attend on **2:00 hours of 2081/10/25** at the mentioned address. In the absence of Suppliers' representative office will not obstruct to open the proposal.

21. Firm / Supplier shall submit only one set of proposals for the above items. Proposal must be typed or written in indelible ink and shall be signed by authorized representative. Without a signature / Seal in the Form of Technical / Financial Proposal, proposal will not be considered.

22. Proposal(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

23. Proposal in the attach format should be signed, sealed in an envelope and addressed to the following address:

Khaptad Chhededaha Rural Municipality Office
Dogadi-Bajura
Ph. no.

Name of Supplier:

Authorized Signature:

Place:

Date:

Chief Administrative Officer
KCRM, Dogadi-Bajura

Technical Specification

S. N.	CRITERIA	TECHNICAL REQUIREMENTS	OFFERED SPECIFICATION
1.	General	Motorcycle of sturdy design, suitable for driving in rough and hilly road condition of Nepal with operating condition suitable for temperature range of -5 °C to 45°C and up to altitude of 2000 meters having Kerb weight of minimum 130 Kg . Should have electric self start or kick start arrangement for starting engine.	Model -
			Kerb Weight -
			Starting system:
2.	Engine	Air cooled four stroke gasolina engine with engine displacement of range (150 ± 1) cc developing power and torque not less than 12.5 PS and 12.5 Nm respectively at the governed RPM.	Engine type-
			Engine displacement-
			Maximum output power-
			Maximum Torque-
3	Guages	To include necessary gauges and meters for efficient operation and maintenance of the vehicle.	
4	Transmission	Minimum five speed	
5	Brake	Mechanical or Hydraulic Brake	
		Front : Disc Brake Rear : Drum	
6	Frame	Sturdy frame and suspension with telescopic shock absorbers.	
7	Ground Clearance	Minimum 160 mm	
		Minimum 1320 mm	
8	Fuel tank capacity	Minimum 12 litres	
9	Essential Accessories	1. Head light, rear and turn signal lights	
		2. Two rear view mirrors	
		3. Safety/handle lock	
		4. Seat for co-rider	
		5. Helmet -1 No.	
10	Instructions	All signs and instructions on the motorcycle shall be in English.	
11	Manuals	One set of Operator's and Owner's Instruction Manual in English shall be supplied with each motorcycle	
12	Tools	A Set of tools as required for general maintenance shall be supplied for each unit	
13	Proven Performance	The Supplier should provide the manufacturers' data about the performance of the unit including the fuel consumption and performance curve of the engine.	
14	Tyre	Standard tubeless road tyre	
15	Colour	Any standard color	
16	Warranty	Manufacturer shall provide a minimum of one year warranty.	
17	Emission	The Supplied vehicle shall meet Nepal vehicle mass emission	

	standard	standard 2012 which must be certified by Department of Nepal Transport Management.	
18	Initial Service	The supplier should provide 1 year free servicing after acceptance.	
19	Delivery	The motorcycles 6 units shall be delivered to Khaptad Chhededaha Rural Municipality, Dogadi-Bajura	

FORM OF PROPOSAL

To

Executive Officer
 Khaptad Chhededaha Rural Municipality Office
 Dogadi-Bajura
 Telephone:

We offer to execute the “Shopping of **Supply & Delivery of Motorcycle 150 (+/- 1%) cc**”, Contract Identification /Shopping KCRM/SQ/G/01/2081-082 in accordance with the Conditions of Contract accompanying this Proposal for the Contract Price of -----
 ----- (amount in words and numbers) (-----
 ----- (name of
 currency)_____. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices for Supply

Item No	Description of Item	Unit	Qty	Unit Price (NRs)		Total price (NRs)		
				Figures	In Words	Figures	In Words	
01	Supply & Delivery of Motorcycle 150 (+/- 1%) cc	No's	6					
	Sub-Total							
	Discount							
	VAT @13% (NRs)							
	Grand Total (NRs) in Figure							
	Grant Total In Words:							

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____

FORM OF CONTRACT

THIS AGREEMENT number _____ made on ____, ____ 2025, between _____ (hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for proposal for _____ (description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called “Contract”) and has accepted the Proposal by the Supplier for the supply of goods under Contract at the sum of _____ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Proposal; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Nepal(country of Purchaser) on the date indicated above.

Signature and seal of the Purchaser:

For and on behalf of

Chief Administrative Officer
Khaptad Chhededaha Rural Municipality
Dogadi-Bajura

Signature and seal of the Supplier:

For and on behalf of

Name of Authorized Representative