



Until we are all equal



Invitation for Tender



Table of Contents

1.	Background Information on Plan International.....	3
2.	Summary of the Requirement	3
3.	ITT Overview and Instructions	3
3.1	Overview	3
3.2	Instructions to Tenderers	4
4.	Specification and Scope of Requirement.....	5
5.	Selection Criteria.....	5
6.	Evaluation of offers	6
7.	Terms & Conditions.....	6
8.	Plan International’s Ethical & Environmental Statement.....	7
9.	Submission Checklist	7

Invitation for tender for supply, delivery and installation of generator

1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

About the commissioning office

Plan International has been working in Nepal since 1978, helping marginalized children, their families and communities to access their rights to Early Childhood Development, child protection, education, Vocational Skills, girls' empowerment and sexual reproductive and health rights (SRHR), water sanitation and hygiene, and disaster risk reduction. Plan International Nepal's programs are implementing in 23 districts through our local implementing partners.

Read more about Plan International Nepal country strategy 2023 to 2028 at <https://plan-international.org/nepal/publications/country-strategy-2023-2028/>

2. Summary of the Requirement

Plan international Nepal has been working in Nepal Since 1978 together with local implementing partner NGOs to implement wide range of development projects. It has 3 offices with around 140 plus staff to implement the projects in different thematic areas. Currently Plan is working in more than 23 districts of Nepal whereas its staff need to travel frequently to the districts to support communities and partners for official work. Plan International Nepal Regional Office East located at Janakpur is one office among them.

Plan International Nepal, East Regional Office, Janakpur Invites sealed bid from interested firms to Supply, delivery and installation of Three Phase, 50-60 KVA Sound proof diesel Generator as per the requirement mentioned below in annex-1;

3. ITT Overview and Instructions

3.1 Overview

Plan International Nepal, East Regional Office Janakpur invites parties to submit sealed bid to Supply, delivery and installation of Three Phase, 50-60 KVA sound proof diesel Generator through the competitive bidding process. Successful Bidder have to supply, delivery and install of generator in Plan International Nepal, East Regional Office, Janakpur. Plan International Nepal reserves the right not to award a contract as a result of this invitation to tender.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all bidders are given equal and fair consideration. It is the bidder's responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 8 of this ITT document, 'Submission Checklist.'

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- Ref No: ERO 003-24/25- Supply, delivery and installation of Three Phase, 50-60 Kva Sound proof diesel Generator.

Non-Staff Code of Conduct attached with this form.

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a sealed bid envelop in the address given below; No electronic submission is entertained and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section '3.3 Key Dates and Timelines.'

Sealed bid hard copy should be submitted to below address

Plan International Nepal
East Regional Office
Janakpurdham-4, Bisahara chowk, Dhanusha, Nepal
Tel:- 041- 590050

or

Plan International Nepal
Country Office
Maitri Marga, Bakhundole, ward no.:-3, Lalitpur , Nepal
Tel:- 01-5435580

The offer and all correspondence and documents related to the tender must be written in [English Languages]

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender, including clarification questions, must be directed to NepalERO.Procurement@plan-international.org and must include the ITT reference number as below in email while seeking clarification

- Ref No: ERO 003-24/25- Supply, delivery and installation of Three Phase, 50-60 Kva Sound proof diesel Generator.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all

interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	07 August , 2024
Deadline for supplier to ask questions if any for further clarification about tender documents and requirements	On or before August 12th , 2024 by 5.00PM
Deadline for Plan to respond on questions	On or before August 15th , 2024 by 5.00PM
Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop)	On or before August 21 , 2024 by 4.00PM

Note: Late submission of offers than the prescribed date and time will not be accepted and will return back immediately.

3.4 Pricing

Bidders are required to complete the Annexes, ‘**Annex 1**. All prices must be quoted in [Nepalese currency], and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and **quotes valid for three months after the closing date of this tender or for the period till delivery and installation of generator**. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated projects. It is expected that bidders submit their best possible financial offer at the point of submission.

The successful bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

4. Specification and Scope of Requirement

Please refer to ‘**Annex 1** for full details of the requirement.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the tender panel prior to launching this tender process. The information gathered and any other requested documentation, will be used to evaluate and score each bid against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes and submitted no later than the closing date specified in the section 3.3 Agreement to our mandatory policies as set out in Non-Staff Code of Conduct. The service providers must be registered with relevant authority of Nepal Government and 	Pass/Fail assessment Bidders who do not meet these minimum requirements, bidders bid documents will not be further assessed for the selection process considering the fail.

		<p>registration should have been renewed as per the government law.</p> <ul style="list-style-type: none"> • PAN/VAT registration. • Latest FY tax clearance certificate or evidence letter form IRO about the date extension. • Correct bank account to make all payments through cross cheque or through online bank transfers. 	
Quality	Annex-2 - Declaration and Evidence base information	Declaration and evidence base information	55%
Gender Responsive	Gender Sensitive Practices and Policies	<ul style="list-style-type: none"> • Consider the information annex -2 point no 6. 	5%
Price	Pricing	<ul style="list-style-type: none"> • Completion of 'Annex 1 	40 %

Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

6. Terms & Conditions

By submitting a bid as part of this tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer.
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols.
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.
- Part of the evaluation process may include a presentation from the bidder and a site visit by Plan International staff, where applicable and necessary.
- Plan International reserves the right to alter the schedule of tender and contract awarding.
- Plan International reserves the right to cancel this tender process at any time and not to award any contract.
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender.
- Plan International does not bind itself to accept the lowest, or any offer.
- Any attempt by the bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of

examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive.
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion.
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing.
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing.
- You accept Plan International's standard terms of payment which are 30 days after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd.

7. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation.
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts.

8. Submission Checklist

Document	Form
Tender documents along all annexes	Satisfactory completion of the tender document with requested information, signed and stamped in each page including annexes, Annex-1, Annex-2 and Annex-3 Non-staff code of conduct Fill up your quote price in the annex -1 signed and stamped it and submit whole tender documents.
Company registration (legal documents) Registration/affiliation with sectoral business (if applicable)	<ul style="list-style-type: none"> • <i>Copy of company registration, and renewed document</i> • <i>Copy of company affiliation with sectoral business entity (if applicable)</i>
PAN/VAT registration certificate	<i>Copy of PAN/VAT registration,</i>
Authorization certificate	<i>Submit the Authorization certificate for supply of any brand Generator by your entity.</i>
Tax clearance certificate-latest prevailing financial year.	<i>Copy of tax clearance certificate of latest completed FY / 2079/80</i>

Annex-1

Price and general Information for Supply, delivery and installation of Generator

S#	Particulars	Specification	Brand	Model	Qty	Unit cost	Total
1.	Three phase Sound proof diesel engine Generator	Capacity -50- 60 KVA Power Generation: - ➤ 40 KW minimum Features: - ➤ Sound proof ➤ Changeover Panel for Automatic and manual (both) ➤ Three phases ➤ Liquid cooling ➤ Diesel Engine ➤ 8 -10 hrs continuous run capacity ➤ Advance digital controller micro processor Service ➤ Easily availability of spare parts ➤ Nearby servicing center			1		
2.	Delivery and installation cost, if any				1		
3.	Warranty Details: After sales service						
					13% VAT		
						Grand Total	
Total amount in words							

1. Delivery Date agreed by suppliers :-
2. Price validity Period :-
3. Any other terms and condition by vendors:-

Annex-2

2. Supply delivery and Installation of Generator - quality evaluation + Gender Responsive -Evidence base information: (55+5= 60 marks)

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
1	Lead time Delivery Date	<ul style="list-style-type: none"> ▶ within 4 weeks : 10 marks, ▶ After 4 weeks : 5 Marks <p><i>Lead times offered meet requirements (Shortest time to delivery will get high marks)</i></p>	10		
2	Product and model full specification document/Catalogue	<ul style="list-style-type: none"> ▶ Product Catalogue and documents: 5 Marks ▶ Product Catalogue and documents: 0 Marks 	5		
3	Warranty on Product	<ul style="list-style-type: none"> ▶ warranty on product with details for more than 2 years :- 10 Marks ▶ warranty on product with details for below 2 years :- 5 Marks ▶ No warranty on product , No details:- 0 Marks 	10		

No.	Evaluation Criteria	Below information will consider while providing score. Bidders must submit documents to get the marks	Maximum Score	Bidders' response on defined criteria	
				If you submitted evidence, please write down "YES" under Documents Submitted column and otherwise write down "YES" under Documents not available column	
				Documents Submitted	Documents not available
4	After Sales Service	<ul style="list-style-type: none"> ▶ Availability of parts - 2.5 mark ▶ Nearest Service Center - 2.5 mark ▶ Conformity Servicing and repair maintenance at premises by suppliers - 5 mark <p>If not Availability- 0 Marks , Service center far away- 1 Marks, Not conformity of servicing in premises- 0 Marks</p>	10		
5	Ability to meet quality and Specifications	<ul style="list-style-type: none"> ▶ Able to provide all goods/materials at the required specifications and minimum alternatives offered as mentioned in the annex-1 & Tender document 	20		
6	Gender Responsive (This is link with Tender documents 5 marks for GRP)	<ul style="list-style-type: none"> ▶ Service center owned by women, women working as a staff – 5 marks <p>Any one of the above- 5 marks, none-0</p>	5		

Annex-3

Non-staff code of conduct



ANNEX E - Non-staff
Code of Conduct (ITT)

Download the attached document and submit with the tender document with stamp and sign.

Signature with date of Authorized Person:

Name of Authorized Person:

Cell #.....

Name of Firm/Company:

Address:

Contact #:

E-mail ID:.....

Bank Account Details

Company Seal/Stamp