

GROUP FOR TECHNICAL ASSISTANCE

SEALED BID QUOTATION

For

SUPPLIES FOR EMERGENCY

DATE OF ISSUE OF SEALED BID QUOTATION DOCUMENT & FORM

2082-Falgun-26 (10-March-2026)

DATE & TIME FOR SUBMISSION OF SEALED BID QUOTATION DOCUMENT & FORM

2082-Chaitra-17 (31 March 2026) at 12.00 Noon

“NOTICE INVITING SEALED BID QUOTATION FOR EMERGENCY SUPPLIES”

The Group for Technical Assistance (GTA) invites sealed bid quotations for the supply of emergency supplies from reputed companies/firms. Interested companies/firms/agencies are requested to submit their bids, complete in all respects, including the total bid amount, to the undersigned. The bid envelope must be clearly superscribed with “Bid for Sealed Bid Quotation.”

The sealed bids must be submitted before 12:00 PM on 2082 Chaitra 17 (31 March 2026). Bids received after the specified deadline will not be accepted under any circumstances.

GENERAL INSTRUCTIONS TO THE SEALED BID QUOTATION

1. **Submission Format:** The sealed quotation shall include all required information and supporting documents in the prescribed format. The **financial proposal must contain only commercial details**. Any bidder submitting financial information within the technical proposal shall be **automatically disqualified**.
2. **Availability of Bid Documents:** The sealed quotation document can be downloaded from the GTA website: www.gtaneal.org.
3. **Document Submission:** All pages of the sealed quotation document must be **duly numbered and submitted as a complete package**, accompanied by a **forwarding letter on the bidder’s official letterhead, in electronic PDF format**.
4. **Price Quotation;** The quoted price/rate shall be clearly indicated in **both figures and words**.
5. **Price Validity:** Bidders must quote prices on a **firm and fixed basis** for the entire contract period. Quotations containing **variable or conditional pricing** shall be rejected.
6. **Required Documents:** Bidders must submit a **valid PAN/VAT registration certificate** and any other documents requested by GTA along with the sealed quotation.
7. **Opening of Quotations:** If the scheduled date for opening the sealed quotations falls on a **gazette holiday**, the opening shall take place on the **next working day at the same time**. In such cases, the deadline for submission will automatically be **extended until 12:00 hours on the next working day**.
8. **Late Submissions:** Sealed quotations received **after the specified deadline shall not be accepted under any circumstances**.
9. **Amendment of Bid Documents:** The **Sealed Quotation Inviting Authority** reserves the right to amend the bidding documents at any time prior to the submission deadline through a **corrigendum published on the GTA website (www.gtaneal.org)**.
10. **Extension of Deadline:** In order to allow bidders adequate time to incorporate amendments into their proposals, the **Sealed Quotation Inviting Authority** may, at its discretion, **extend the submission deadline**.
11. **Bid Opening Attendance:** Bidders or their **authorized representatives** may attend the **opening of sealed quotations** at the date, time, and venue specified in the schedule.

DOCUMENTS COMPRISING THE BID:

SUBMISSION OF BIDS

SEALING AND MARKING OF BIDS: The bidder shall wax seal the keep them in a bigger wax sealed envelope.

1. The containing bid documents address to the following address:
HR, Admin and Logistic Officer,
Group for Technical Assistance
Arun Thapa Marg, Jhamsikhel, Lalitpur, Nepal
2. Sealed bid quotation name, the sealed bid quotation number and the words '**DO NOT OPEN BEFORE**' (due date & time).
3. Bids will be entertained to deliver in office at time and date mentioned.
4. Venue of Sealed bid quotation Opening: Sealed bid quotation will be opened in the office of the Group for Technical Assistance, Arun Thapa Marg, Jhamsikhel, Lalitpur, Nepal at **14.00 pm on the due date**.
5. Bids will not be entertained from those who submit incomplete or separate bids for the supplies listed.

BID PRICES

1. The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of VAT). The basic unit price and all other components of the price need to be individually indicated against the goods it proposed to supply under the contract as per the price bidding form.
2. Prices indicated on the Price Schedule shall be entered into in the following manner:
 - a. The price of the goods shall be quoted in total (inclusive of all taxes and levies) for each item.
 - b. The bidder shall quote only one price for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and will be taken for evaluation for all the items given in schedule of requirement.
3. The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.
4. The unit price quoted by the bidder shall be in sufficient detail to enable the GTA to arrive at prices of the items offered.
5. The quoted cost must include delivery charges to the project sites at **Suryodaya Municipality and Maijogmai Rural Municipality, Ilam**
6. "**DISCOUNT**", if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc. into account.

7. The procurement committee will be inclusive of levies and taxes, packing, forwarding, freight and insurance. Break up in various heads like Custom duty, Excise duty, Sales Tax, Insurance freight and other taxes paid/payable is for the information of the GTA and any changes in the taxes shall have no effect on the price during the scheduled delivery period.

AWARD OF CONTRACT: PLACEMENT OF ORDER

The GTA shall consider placement of orders for commercial supplies on those bidders whose offers have been found technically, commercially and financially acceptable and whose goods type have been approved/ validated by the GTA. The GTA reserves the right to counter offer price(s) against price(s) quoted by any bidder.

Firm/Company Detail

1	Name of the firm/ Company/ Proprietary Concern	
2	Address of registered office:	
3	Address of the office:	
4	Telephone Nos./Fax/E-mail:	
5	Banker of Company/ Firm/agency with full address Telephone Number of Banker	
6	PAN/VAT No. (Attach attested copy)	
7	Tax Clearance Certificate. (Attach attested copy)	
8	Proof of financial status in form of Audit Report – if possible	

(Signatures of the authorized signatory with seal of sealed bid quotation firm)

Date:

Name:-

Place:

Mobile No. -

PRICE BID FORM

To,
 HR, Admin and Logistics Officer
 Group for Technical Assistance
 Arun Thapa Marg, Jhamsikhel, Lalitpur, Nepal

Dear Sir/Madam,

1. I/Wesubmitted the bid for Sealed quotation for “**supplies for emergency**”.
2. I/We thoroughly examined and understood instructions to sealed bid quotations, scope of work, terms & conditions of contract given in the sealed bid quotation document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to **supplies for emergency** at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Supplies For Emergency

SN	Type	Item Detail	QTY	Item Specification	Rate	Total
1	Household & Wash Kits	Bucket with cover, Tap and Mug	200	<ul style="list-style-type: none"> – Size: 20-liter/ Bagmati – Diameter: 20.5 inches – Material: 100% high-density Plastic Polypropylene – Jug: 1/2 liters – Tap : water tap for bucket 		
		Tarpaulin	200	<ul style="list-style-type: none"> – Size: 15*18 feet – Double layer – Weight :3 kg ±5% 		
		Water pipe	1	Length: 500-meter HDPE Pipe Dia:50 mm		
		Nail cutter	200	Size : Medium		
		Paste and Brush	800	Brush : Preferred soft toothbrush Paste : 100 gm		
		Bed Net	800	Medicated- LLIN & Size : Double bed		
		Blankets	200	<ul style="list-style-type: none"> – Woolen Blanket – Woolen: 60% ±10% – Size: 60*90 inch ±10% – weight: 2.3 kg ± 5% 		
		Towel	200	Size : 18 x 37 inch with 100% cotton water soakage		
2	Emergency Kits	Hammer	22	Weight : 1 kg		
		Stainless Steel Locker Boxes	22	Size: 5 "x 2"x 2" Thickness: 52 mm Padlock: 2 in each box		
		Peak axe	22	Chisel and pointed end, tempered steel, with handle		
		Rope	22	Good Quality, 20 meters, nylon, 8 mm		

SN	Type	Item Detail	QTY	Item Specification	Rate	Total
		Jhumble	22	5 feet metal		
		Shovel	22	Size 4 Foot Round Shovel (Steel Handle)		
		Hand Tool	22	Multiple tool set in one		
		Plier	22	Size: 8-inch, 200 mm		
		Safety Helmet	22	Material: Shell made of high-density PE, PP, with ventilation holes or similar Adjust: Adjust head size by buckle/strap/chain		
		Gum boot	88	different size with steel toe		
		Torch Light with extra batteries	22	Full body Aluminum Alloy		
		Light Jacket	88	Reflective tape, Free size Lightweight, 1.75' reflective tape Long-range visibility		
		Fire Extinguisher	22	ABC dry powder, 6 kg, and refilling enabled, suitable for LPG, Acetylene, and electrical fires		
		Hacksaw Blade with frame	22	Good Quality with extra blade		
		Spade	22	Flat type with metal handle, tempered steel		
		Whistle	22	High impact Abs Plastic		
		Tarpaulin	22	Size: 15*18 feet Double layer Weight :3 kg ±5%		
3	Medical	Hand Wash	200	Capacity :200 ml		
		Sanitary Pad	800	<ul style="list-style-type: none"> - 100% safe and comfortable; - Super soft cotton top sheet for comfort feel - Flexible Wings that do not let the pad move - Prevents allergies, itching, and irritation - Long lasting - Leakage protection 		
		Water Guard /Piyush	1000	Capacity : 200 ml or above Easy to use, reliable and cost-effective technique for water disinfection		
		First Aid Box with Medicine	22	<ol style="list-style-type: none"> 1. Roller bandage-3 inch-1 pc, 2. Roller bandage 4 inch-1 pc, 3. Sterilized Gauze pad (4 x 4 inches with at least 8-ply thickness)-2 Pc, 		

SN	Type	Item Detail	QTY	Item Specification	Rate	Total
				4. Scissor medium (Size 4")-1 pc, 5. Savlon - 100ml – 1 pc, 6. Soap-Dettol (75g) -1 pc, 7. Towel cotton-small (10*10")-1pc, Handi Plast (waterproof) -50 pcs, Ointment tube-10 gm- 1 tube, Adhesive tape-4 inch-1 pc, 8. Crepe bandage-4 inch- 1 pc, Thermometer digital with beeper - 1 pc, 9. ORS - 4 pc, 10. Cetamolol: 4 file 11. Metro : 4 file 12. Synex: 4 file 13. First Aid Plastic Box -1 pc		
		Folding Stretcher	22	<ul style="list-style-type: none"> - Folding Stretcher 2-fold is fitted with a Canvas Top. - Metallic pole ends are fitted with nylon grip handles. - Ties available in the head and leg ends. - The Load Capacity is up to 160 kg. Foldable in width and lengthwise. Size 2080 x 550 x 130 mm, - Material: Nylon 		
		Safety Eye Glass	88	Eye protective Goggles Material : Plastic		

4. I have carefully read and understood all the terms and conditions of the sealed bid quotation and undertake to abide by them;
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my sealed bid quotation at any stage besides liabilities towards prosecution under appropriate law.
6. I/We further undertake that none of the Proprietor/Partners/Directors of the organization was or is Proprietor or Partner or Director of any organization with whom the Government of Nepal have banned /suspended business dealings. I/We further undertake to report to the HR, Admin and Logistics Officer

Signature of Authorized Person
Name & Designation
Name of Firm/Company
Contact Details