



STANDARD BIDDING DOCUMENT

Procurement of Computer Based Exam Hall and Exam Center Sealed Quotation

Issued by:
Government of Nepal
Nepal Health Professional Council
Bansbari, Kathmandu

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Submitted on:

Submitted by:

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Introduction and Instructions

Introduction

1. This Standard Bidding Documents has been prepared by Government of Nepal (GON), Public Procurement Monitoring Office (PPMO) for use in the procurement of Computer Based Exam Hall and Exam Center.
2. This Introduction and Instruction part of the SBD should not be incorporated into the bidding documents of Public Entities (PEs) that may be issued to the Supplier as a part of bid documents. This part is only for the use of Purchaser in order to prepare a proper bidding document.
3. If any provision of this document is inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.

Section I. Invitation for Sealed Quotation

Name of the Office: Nepal Health Professional Council

Address of the Office: Bansbari, Kathmandu

Invitation for Sealed Quotation for the procurement of the Computer Based Exam Hall and Exam Center and related services

Sealed Quotation No: NHPC/SQ-01/080-81

Date of Publication: December 22nd 2023

1. The NHPC invites sealed quotations from registered Suppliers for **the Computer Based Exam Hall and Exam Center and related services**.
2. *Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of Nepal Health Professional Council, Bansbari Kathmanu, admin@nhpc.gov.np, 977-1-4373118, 1-4375079*
3. *A complete set of Bidding Documents may be purchased from the office Nepal Health Professional Council, Bansbari, Kathmanu and by eligible Bidders on the submission of a written application, along with the copy of company / firm registration certificate, and upon payment of a non-refundable fee of NRs. 1000.00 till January 4, 2024 during office hours.*
4. *Bidders, submitting their bid, should deposit the cost of bidding document in the following account*
Name of the Bank: Nepal SBI Bank Limited Name of Office: Nepal Health Professional Council
Office Account no.: 20435240100030
5. *Sealed bids must be submitted to the office Nepal Health Professional Council by hand on before 12:00PM on January 5, 2024 . Bids received after this deadline will be rejected.*
6. *The bids will be opened in the presence of Bidders' representatives who choose to attend at January 5, 2024, 2:00PM at the office of Nepal Health Professional Council. The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of 5% of the quoted price, which shall be valid for 30 days beyond the validity period of the bid.*
7. *If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.*
8. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This section of the bidding documents should provide the information necessary for Interested Suppliers to prepare responsive bids, in accordance with the requirements of the Purchaser. It should also give information on bid submission, opening and evaluation, and award of Contract.

These Instructions to Bidders shall not be part of the Contract and shall cease to have effect once the Contract is signed.

Section II. Instructions to Bidder

<p>1. Scope of Works</p>	<p>1.1 The Purchaser stated in the BDS for the procurement of Computer Based Exam Hall and Exam Center as detailed in attached specifications, drawings and the bill of quantities provided herein. The name of Purchaser, name of project and contract identification number of Contracts are provided in the BDS.</p>
<p>2. Eligible Bidder</p>	<p>2.1 This Invitation for Bids is open to all registered Suppliers with eligibility criteria specified below.</p> <ol style="list-style-type: none"> a) Up to date Firm/Company Registration Certificate b) VAT and PAN Registration Certificates c) Tax Clearance Certificate for the Fiscal Year 2078/79 with extension letter of F/Y 2079/80 d) Business registration certificate (if required) e) Power of Attorney to sign the Sealed Quotation f) Documents as needed [Please specify] <p>2.2 A bidder declared blacklisted and ineligible by the GoN, Public Procurement Monitoring Office (PPMO) and/or the DP in case of DP funded project, shall be ineligible to bid for a contract during the period of time determined by the GoN, PPMO and/or the DP.</p>
<p>3. One Quotation per Bidder</p>	<p>3.1 Each Bidder shall submit only one quotation, A Bidder who submits more than one quotation shall cause all the quotations with the Bidder's participation to be disqualified.</p>
<p>4. Cost of Bidding</p>	<p>4.1 The Bidder shall bear all costs associated with the preparation and submission of his Quotatio and the Purchaser shall in no case be liable for those costs.</p>
<p>5. Site Visit</p>	<p>5.1 The Bidder at his own cost, responsibility and risk may preparation of site of Computer Based Exam Hall and Exam Center and acquire all necessary information for preparing the bid and entering into a contract for the procurement of Computer Based Exam Hall and Exam Center.</p>
<p>6. Content of Quotation Form</p>	<p>6.1 The Quotation Form comprise the documents listed below:</p> <ol style="list-style-type: none"> 1. Section I: Invitation for Sealed Quotation (SQ) 2. Section II: Instructions to Bidders 3. Section III: Bid Data Sheet 4. Section IV Quotation Forms and Price Schedule 5. Section V: Schedule of Requirements 6. Section VI: General Conditions of Contract (GCC) 7. Section VII: Special Conditions of Contract 8. Section VIII: Contract Form
<p>7. Clarification</p>	<p>7.1 A prospective Supplier/Bidder may obtain clarification on the Quotation Form from the the Purchaser on or before 5 days prior to the deadline for submission of Quotation.</p>

8. Language of Quotation	8.1 All documents relating to the Quotation shall be in English or in Nepali.
9. Documents Comprising Quotation	9.1 The Quotation by the Bidder shall comprise the following: <ul style="list-style-type: none"> a. Quotation Form and Price Schedules b. Bid Security c. Schedule of Requirements
10. Quotation Prices	10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price in Nepali Rupees. for all breakdown of items of the Computer Based Exam Hall and Exam Center to be provided under the contract. 10.2 All duties, taxes and other levies payable by the Bidder under the contract shall be included in the rates, prices and total Bid Price submitted by the Bidder. 10.3 Price quoted by the Bidder shall remain fixed and valid until completion of the Contract Performance and will not be subject to variation in any account.
11. Quotation Validity	11.1 The Sealed Quotation shall remain valid for the period of 30 days after opening of the quotation. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.
12. Quotation/Bid Security	12.1 The Bidder shall furnish as part of its Sealed Quotation, in original form, a bid security as specified in the BDS . In case of e-submission of Quotation, the Bidder shall upload scanned copy of Bid security letter at the time of electronic submission of the Sealed Quotation. The Bidder accepts that the scanned copy of the Bid security shall, for all purposes, be equal to the original. The details of original Bid Security and the scanned copy submitted with e-Sealed Quotation should be the same otherwise the Sealed Quotation shall be non-responsive. 12.2 The Bid Security shall be, at the Bidder's option, in any of the following forms: <ul style="list-style-type: none"> (a) an unconditional bank guarantee from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law or; (b) a cash deposit voucher in the Purchaser's Account as specified in the BDS In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section III (Bidding Forms) or in another Form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid security shall be valid for minimum thirty (30) days beyond the original validity period of the bid 12.3 Any Sealed Quotation not accompanied by an enforceable and substantially compliant bid security, shall be rejected by the Purchaser as nonresponsive. In case of e-Submission, if the scanned copy of an acceptable Bid Security letter is not uploaded with the electronic Bid then Bid shall be rejected. 12.4 The Bid security shall be forfeited if: <ul style="list-style-type: none"> (a) a Bidder requests for withdrawal or modification during the period of Quotation validity specified by the Bidder on the Letter of Bid, after Sealed Quotation submission deadline. (b) a Bidder changes the prices or substance of the Sealed Quotation

	<p>while providing information;</p> <p>(c) a Bidder involves in fraud and corruption pursuant to clause 26;</p> <p>(d) the successful Bidder fails to:</p> <p>(i) furnish a performance security in accordance with clause 25;</p> <p>(ii) sign the Contract in accordance within the period stipulated in Letter of Award.; or</p> <p>(iii) accept the correction of arithmetical errors pursuant to clause 19.1</p> <p>(iv) fails to provide the clarification of its Quotation by the date and time set in the Purchaser's request for clarification</p>
13. Format and Signing of Quotations	13.1 The Quotation shall be typed or written in indelible ink and shall be signed by an authorized person. Any entries or amendments including alternations, additions or corrections made shall be initialled by the same authorized person.
14. Sealing and Marking of Quotations	<p>14.1 Bidders may submit their bids by manually or by electronically. When so specified in the BDS. Procedures for submission, sealing and marking are as follows:</p> <p>Bidders submitting bids by manually. The Bidder shall submit his bid in sealed envelopes. The envelope shall be addressed to the Purchaser as specified in the BDS and shall bear the name and identification number of the Sealed quotation.</p> <p>14.2 Bidders submitting Bids electronically shall follow the electronic bid submission procedure specified in the BDS</p>
15. Deadline for Submission of Quotations	15.1 Quotations shall be delivered to the Purchaser at the address no later than the time and date specified in the BDS.
16. Late Quotation	16.1 Any Quotation received by the Purchaser after the deadline shall not be accepted and shall be returned unopened to the Bidder upon request.
17. Modification And Withdrawal	17.1 Sealed Quotations once submitted shall not be withdrawn or modified.
18. Bid Opening	<p>18.1 The Purchaser shall open the Quotations in the presence of the Bidders' representatives who choose to attend at the time and in the place as specified in the BDS</p> <p>18.2 The Purchaser shall prepare and provide minutes of the opening including the information disclosed to those present.</p>
19. Process to be Confidential	19.1 Information relating to the examination, evaluation and comparison of Quotations and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any efforts by the Bidder to influence the Purchaser in the Quotation evaluation, comparison or contract award decisions may result in rejection of Bidder's quotation.
20. Examination of	20.1 Prior to the detailed evaluation of Quotations, the Purchaser shall

Quotations	<p>determine whether each Quotation</p> <ul style="list-style-type: none"> (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed by the authorized person; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Bidding documents.
21. Evaluation and Comparison of Quotations	<p>21.1 In evaluating the Quotations, the Purchaser shall determine for each Sealed Quotation the evaluated Quotation Price by adjusting any corrections for errors. Quotations shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:</p> <ul style="list-style-type: none"> (a) only for unit price Contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) If there is a discrepancy between the Quotation price in the Summary of Price Schedule and the Quotation amount in item (c) of the Letter of Quotation, the price in the Summary of Price Schedule will prevail and the Quotation amount in item (c) of the Letter of Quotation will be corrected. (d) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) ,(b) and (c) above. <p>21.2 In case of e-submission of bid, upon notification from the Purchaser, the bidder shall also submit the original of documents comprising the Sealed Quotation as per ITB 9 for verification of submitted documents for acceptance of the e-submitted bid. If a Bidder does not provide original of document of its Sealed Quotation by the date and time set in the Purchaser's request for clarification, its bid may be rejected.</p> <p>21.3 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its Quotation security shall be forfeited.</p> <p>21.4 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
22. Award of Contract	<p>22.1 The Purchaser shall decide the award of the contract to the Bidder whose Quotation is within the approved estimate and who has offered the lowest evaluated Price within Quotation validity period provided that such Bidder has been determined to be eligible in accordance with the provisions of Clauses 2.</p> <p>22.2 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the</p>

	firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.
23. Purchaser's Right to Accept or Reject	23.1 The Purchaser reserves the right to accept or reject any Quotation or to cancel the bidding process and reject all Quotations, at any time prior to the award of the contract, without assigning any reasons whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.
24. Notification of Award and Signing of Agreement	<p>24.1 The Bidder whose bid is accepted and all other participating bidders shall be notified of the award by the Purchaser.</p> <p>24.2 The notification (hereafter called the "Letter of Acceptance") to the successful Bidder shall state the sum that the Purchaser shall pay the Bidder in the execution and completion of the contract. Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver the Performance Security pursuant Clause 25 and sign the Agreement.</p> <p>24.3 Inability of the Bidder to make an Agreement within the above stated period shall result in the forfeiture of the Bidder's Quotation Security and , upon which the Contract shall then be awarded to the next successive successful Bidder.</p>
25. Performance Security	<p>25.1 Within seven (7) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security as stated below from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law in accordance with the conditions of Contract using Sample Form for the Performance Security included in Section VIII (Contract Forms), or another form acceptable to the Purchaser.</p> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows: Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
26. Corrupt or Fraudulent Practices	<p>26.1 The Purchaser shall reject a bid for award if it determines that the Bidder recommended for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>26.2 In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.</p>
27. Conduct of Bidders	<p>27.1 The Bidder shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Bidding documents, GoN's Procurement Act and Regulations.</p> <p>27.2 The Bidder shall not carry out or cause to carry out the following acts</p>

	<p>with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <ul style="list-style-type: none"> a) give or propose improper inducement directly or indirectly, b) distortion or misrepresentation of facts c) engaging or being involved in corrupt or fraudulent practice d) interference in participation of other prospective bidders. e) coercion or threatening directly or indirectly to cause harm to the person or the property of any person to be involved in the procurement proceedings, f) collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of open competitive bid price.. <p>27.3 contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</p>
<p>28. Blacklisting Bidder</p>	<p>28.1 Without prejudice to any other right of the Purchaser under this Contract, GoN, Public Procurement Monitoring Office may blacklist a bidder for his conduct up to three years on the following grounds and seriousness of the act committed by the bidder:</p> <ul style="list-style-type: none"> a) if it is proved that the bidder committed acts pursuant to the Sub-Clause 27.2, b) if it is proved later that the bidder/Supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract , c) if convicted by a court of law in a criminal offence which disqualifies the bidder from participating in the contract. d) if it is proved that the contract agreement signed by the bidder was based on false or misrepresentation of bidder’s qualification information, e) Inability of the bidder signing the contract agreement, once the letter of acceptance to the successful bidder has been provided by the Purchaser., <p>28.2 A firm declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by the PPMO.</p>
<p>29. Publication of contract award notice</p>	<p>29.1 Within three days of contract signing, the Public Entity shall publish a notice on the contract award with following information: in its notice board as well as shall manage to publish the notice on the notice board of District Coordination Committee, District Administration Office, Provincial Treasury and Controller Office and District Treasury and Controller Office, Such notice shall also be posted in its website and PPMO’s website.</p> <ul style="list-style-type: none"> a. Name of the procurement,

	<p>b. IFB number, c. date and name of newspaper published the IFB notice, d. name of the successful Bidder, and the contract price.</p> <p>29.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, within thirty days from the date of publication of contract award notice in accordance with ITB 29.1, requests in writing the grounds on which its bid was not selected.</p>
30. Provision of PPA and PPR	<p>30.1 If any provision of this document are inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this documents shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.</p>

SECTION - III
Bid Data Sheet

ITB 1	<p>The scope of project is: Procurement of the Computer Based Exam Hall and Exam Center and related services</p> <p>The number of the Invitation for Sealed Quotation (SQ) is: NHPC/SQ-01/080-81</p> <p>The Purchaser is: Nepal Health Professional Council, Bansbari, Kathmandu</p> <p>The name of the Project is: Computer Based Exam Hall and Exam Center and related services</p>
ITB 12.1	<p>The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of 5% of the quoted price, which shall be valid for 30 days beyond the validity period of the bid.</p>
ITB 12.2 (b)	<p>Cash Deposit Account for Bid Security:</p> <p>Bank Name: Nepal SBI Bank Limited Bank Address: Maharajung</p> <p>Account holder's Name: Nepal Health Professional Council (NHPC)</p> <p>Account Number: 20435240100030</p>

ITB 14.1	<p>Bidders [<i>insert “shall” or “shall not”</i>] have the option of submitting their bids electronically. Electronic submission procedure shall be : [<i>Insert electronic submission procedure if electronic submission is allowed</i>]</p> <p>"Bidders shall follow the electronic bid submission procedures specified below:</p> <ol style="list-style-type: none"> i. The bidder is required to register in the e-GP system <i>https://www.bolpatra.gov.np/egp</i> following the procedure specified in e-GP guideline. ii. Interested bidders may either purchase the bidding document from the Purchaser's office as specified in the BDS or may download the from e-GP system. iii. The registered bidders need to maintain their profile data required during preparation of bids. iv. In order to submit their bids electronically the cost of the bidding document shall be deposited in the account specified in IFQ. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the bid. v. The bidder can prepare the their bids using data and documents maintained in bidder's profile and forms/format provided in Sealed Quotation Document by Purchaser. The bidder may submit bids as a single entity or as a joint venture. The bidder submitting bid in joint venture shall have to upload joint venture agreement along with partner(s) Bolpatra ID provided during bidder's registration. vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation and submission of their bids. vii. In case of bid submission in JV, the consent of the partners shall be obtained through the confirmation link sent to the registered email address and the partners shall have to acknowledge their confirmation. The required forms and documents shall be part of technical bids. viii. After providing all the details and documents, bid response documents will be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission. ix. For verifying the authentic user, the system will send one time password in the registered email address of the bidder. System will validate the OTP and allow bidder to submit their bid. x. Once Quotation is submitted, bidders won't able to modify/withdrawal their bid. xi. The Bidder/Quotation shall meet the following requirements and conditions for e-submission of bids; <p>The e-submitted Quotations must be readable through PDF reader.</p> <p>The facility for submission of Quotation electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the bidding process. The Bidders are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Purchaser shall be held liable for Bidder's inability to use this facility.</p> <p>When a bidder submits electronic bid through the PPMO e-GP portal, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the Bidding documents including specifications, drawings and conditions of contract."</p>
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	No.	Document	Requirement	Remarks
	1	Letter of Quotation	Mandatory	PDF
	2	Quotation Security/Bank Guarantee	Mandatory	PDF
	3	Company registration	Mandatory	PDF
	4	VAT registration	Mandatory	PDF
	5	Tax clearances certificate or evidence of tax return submission for the F/Y	Mandatory	PDF
	6	Power of Attorney of Bid signatory	Mandatory	PDF
	7	Completed Price Schedule	Mandatory	PDF
	8	Bank Voucher for cost of bid document	Mandatory	PDF
	9	Additional documents specified in Bidding Document (any other required documents, which is not against the provision of Procurement Act/Regulation/Directives and Standard Bidding Document issued by PPMO)	If applicable	PDF
ITB 15	<p>The deadline for Sealed Quotation submission is:</p> <p>Date: 2024/01/05</p> <p>Before Time : 12:00 PM</p> <p>Address: NHPC Building, Bansbari, Kathmandu.</p>			
ITB 18	<p>The Sealed Quotation opening shall take place at:</p> <p>Address: NHPC Building, Bansbari, Kathmandu</p> <p>Date: 2024/01/05</p> <p>Time: 2:00 PM</p> <p>i) e-GP system allows to download the Sealed Quotation response document only after bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening.</p> <p>The Purchaser shall conduct the opening of bid at the address on the same date and time as specified in bidding document in the presence of Bidders' representatives who choose to attend.</p>			

Section IV. Quotation Form and Price Schedule

1. Quotation and Price Schedules

Date:

To: Registrar

Nepal Health Professional Council
Bansbari Kathmandu

Dear Sir,

Having examined the Sealed Quotation (SQ) documents, we the undersigned, offer to provide **Computer Based Exam Hall and Exam Center and related services** in conformity with the said SQ documents for the sum of*[total SQ amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this SQ.

We undertake, if our SQ is accepted, to provide the Computer Based Exam Hall and Exam Center in accordance with the delivery schedule specified in the Schedule of Requirements.

If our SQ is accepted, we will obtain the guarantee of a bank in a sum equivalent to the amount as stated in the ITB Clause 25 for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this SQ for a Period of **30** days from the date fixed for SQ opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that this SQ, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

We declare that we are not ineligible to participate in the procurement proceedings; have no conflict of interest in the proposed procurement proceedings and have not been punished for a profession or business related offense.

We understand that you are not bound to accept the lowest evaluated SQ or any other SQ that you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign SQ for and on behalf of _____

2. Bidder's Information Form

[The Bidder shall fill in this Form. No alterations to its format shall be permitted and no substitutions shall be accepted. In case of joint venture, each partner shall fill the information in separate form.]

1.	Bidder's Legal Name	
2	Bidder's Address:	
3	Bidder's Country of Registration:	
4.	Bidder's Year of Registration:	
5.	Bidder's Legal Address in Country of Registration	
6.	Bidder's Authorized Representative Information: Name: Address: Telephone/Fax numbers: Email Address:	
7	Bidder's Telephone/Fax numbers:	
8	Bidder's Email Address:	
	<p>Attached are copies of the following original documents.</p> <p><input type="checkbox"/> 1. Firm Registration Certificate</p> <p><input type="checkbox"/> 2. Authorization to represent the firm</p>	

2. Technical Specifications

The purpose of the Technical Specifications (TS) is to define the technical characteristics of the Computer Based Exam Hall and Exam Center and Related Services required by the Purchaser. The TS, as a part of the schedule of Requirements (SR), constitute a Contract document and are, therefore, a part of the Contract. The Purchaser must prepare the TS and include them as a part of the Procurement Document, as applicable to each Contract.

Technical Specifications

1. Hardware Requirements:

1.1. Computers:

- Minimum 350 no. of computers good operating computers (Having latest technology of processor and memory).
- Ensure compatibility with the NHPC exam software.

1.2. Monitors:

- Mention the Size and resolution specifications.
- Mention the Compatibility with computer specifications.

1.3. Peripherals:

- Keyboards and mice meeting industry standards.
- Additional hardware requirements as specified by the exam provider.

2. Internet Connectivity:

2.1. Internet Speed:

- Mention the Minimum upload and download speeds as per exam provider recommendations.
- Mention the Redundancy measures to ensure uninterrupted connectivity.

2.2. Wired and Wireless Infrastructure:

- Installation of a reliable and secure network infrastructure.
- Provision for both wired and wireless connections.

3. Security Measures:

3.1. Physical Security:

- Secure and controlled access to the exam center.
- Surveillance cameras to monitor the exam area.

3.2. Network Security:

- Implementation of firewalls and antivirus software.
- Secure configuration of routers and switches.

3.3. Data Security:

- Encryption protocols for data transmission.
- Secure storage measures to protect exam-related data.

4. Software Requirements:

4.1. Exam Software:

- Compatibility with the exam provider's software.
- Installation and configuration of the exam application on each computer.
- NHPC already have the examination software.

4.2. Operating System:

- Compatibility with the recommended operating system.
- Latest updates and security patches applied.

4.3. Additional Software:

- Necessary software for system maintenance and monitoring.

5. Testing Environment:

5.1. Physical Layout:

- Configuration of desks and seating arrangements to comply with exam regulations.
- Adequate spacing between computer stations.

5.2. Temperature and Lighting:

- Maintaining a comfortable temperature and proper lighting in the exam room.

6. Technical Support:

6.1. Help Desk:

- Establishment of a help desk for technical support during exams.
- Contact information for technical support staff.

7. Compliance and Certifications:

7.1. Compliance:

- Adherence to all relevant industry standards and regulations.
- Compliance with exam provider requirements.

7.2. Certifications:

- Certification of the exam center's technical infrastructure by relevant authorities.

7.3 Past Experience

- Bidder should submit previous Exam center conducted proof documents.

3. Price Schedule for Computer Based Exam Hall and Exam Center

Name of Bidder _____ Contract Identification Number _____

Mention student capacity _____

S.N.	Category	Items	Description	Quantity	Unit Cost	Total Cost	Remarks
1	Infrastructure	Computers and Workstations	Cost of leasing computers that meet the technical requirements for the online exams.				More Computers are preferred most
		Servers	<i>NHPC Owned server will be used to conduct exam platform locally</i>	1	0	×	<i>Don't Mentation price here</i>
		Networking Equipment	Costs of routers, switches, and other networking equipment to ensure a reliable and secure network.	Lumsum			
2	Software	Exam Software	<i>If you are using commercial exam software, include licensing fees. If you are developing custom software, consider the development and maintenance costs.</i>	1	0	×	<i>Don't Mentation price here</i>
		Security Software	Invest in security software to ensure the integrity of the exams and prevent cheating.	Lumsum			
3	Security Measures	Biometric Authentication	If required, estimate the cost of implementing biometric authentication systems.	Lumsum			
		Surveillance Cameras	Consider installing surveillance cameras to monitor the exam environment.	Lumsum			
4	Furniture and Infrastructure Setup	Desks and Chairs	Estimate the cost of furniture for the exam center.	Lumsum			
		Wiring and Electrical Setup	Include costs for wiring and electrical work to ensure a suitable setup for computers and other equipment.	Lumsum			
5	Personnel	Technical Staff	Estimate the cost of hiring or training technical staff for setup, monitoring, and technical support during exams.	Lumsum	0	×	<i>Don't Mentation price here</i>
		Invigilators	If human invigilators are required, consider the cost of hiring and training them.	Lumsum	0	×	<i>Don't Mentation price here</i>

6	Training	Staff Training	Allocate funds for training staff on using the exam software, handling technical issues, and ensuring a smooth exam process.	Lumsum			
7	Operational Expenses	Utilities	Consider ongoing costs for electricity, internet, and other utilities.	Lumsum			
		Maintenance	Budget for regular maintenance of computers, servers, and other equipment.	Lumsum			
8	Testing and Quality Assurance	Test Runs	Conduct test runs and beta testing to identify and resolve any issues with the exam platform.	Lumsum			
9	Scalability	Future Expansion	If you plan to expand the exam center in the future, consider the scalability of your infrastructure and budget for potential expansion costs.	Lumsum			
	Total						

****Note: Please do not mention the total cost of the particular item but mention the lease cost during the examination time only. And this facility should be provided by the bidder in their own premises. The company should meet the scope of the work provided by authorized institution.***

Note: Unit price shall include all custom duties and taxes, transportation cost to the final destination and insurance cost.

[

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Sealed Quotation for and on behalf of _____

Date: _____

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

Prepare and provide the detailed Technical proposal including the below documentations.

- a) Technical Approach and Methodology
- b) Organization and Staffing
- c) Scope of Work
- d) Work Plan.
- e) Project Management PlanProject Initiation: Project Planning:
- d) Quality Control & MonitoringProcess

CURRICULUM VITAE (CV) - 1

3. Form Tech -6 (Continued)

Position Title and No.	
Name of Firm	
Name of Expert:	
Citizenship	

Education:

Employment record relevant to the assignment:

Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) *This CV correctly describes my qualifications and experience*
- (ii) *I am not a current employee of the GoN*
- (iii) *In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH 6 provided team mobilization takes place within the validity of this proposal.*
- (iv) *I was not part of the team who wrote the terms of reference for this consulting services assignment*
- (v) *I am not currently debarred by a multilateral development bank (In case of DP funded project)*

Section 3. Technical Proposal – Standard

(vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

(vii) I declare that a Corruption Case is not filed against me.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert]

Date:
Day/Month/Year

10/09/2021

----- **Date:**

Full name of authorized

Curriculum Vitae (CV)-2

Position Title and No.	
Name of Firm	
Name of Expert:	
Date of Birth:	
Citizenship	

Education:

Employment record relevant to the assignment:

_____ Date:
(Signature of Expert)

Full name of authorized representative:

Curriculum Vitae (CV)-3

Position Title and No.	
Name of Firm	
Name of Expert:	
Date of Birth:	
Citizenship	

Education:

Employment record relevant to the assignment:

_____ Date:
(Signature of Expert)

Full name of authorized representative:

FORM TECH-7

CODE OF CONDUCT FOR EXPERTS FORM

CODE OF CONDUCT FOR EXPERTS

We are the Consultant, [enter name of Consultant]. We have signed a contract with [enter name of Client] for [enter description of the Services]. Our contract requires us to implement measures to address social risks related to the Services, if any, including the risks of sexual exploitation, sexual abuse and sexual

Note to the Consultant:

The minimum content of the Code of Conduct form as set out by the Client shall not be substantially modified. However, the Consultant may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Consultant shall initial and submit the Code of Conduct form as part of its Proposal.

harassment.

This Code of Conduct is part of our measures to deal with social risks, if any, related to the Services. This Code of Conduct identifies the behavior that we require from all Experts.

Our workplace for carrying the Services is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Experts shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements;
3. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
4. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Experts, or Client's Personnel;
5. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but

Section 3. Technical Proposal – Standard

not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

6. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
7. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
8. complete training/sensitization that may be provided related to the social aspects of the Contract, including; on Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
9. report violations of this Code of Conduct; and
10. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Client.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of person assigned by the Consultant to handle such matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Consultant's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Experts may result in serious consequences, up to and including termination and possible referral to legal authorities.

Section 3. Technical Proposal – Standard

FOR EXPERT:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of the contact person(s) assigned by the Consultant*] requesting an explanation.

Name of Expert: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Consultant:

Signature: _____

Date: (day month year): _____

FORM TECH-8 (FOR FTP AND STP)
SEXUAL EXPLOITATION AND ABUSE (SEA) AND/OR SEXUAL HARASSMENT
PERFORMANCE DECLARATION

[The following table shall be filled in for the Consultant, each member of a Joint Venture and each subconsultant proposed by the Consultant]

Consultant's Name:

Date

:RFP No. and

title:

Page *[insert page number]* of *[insert total number]* pages

SEA and/or SH Declaration

We:

- (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations
- (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations
- (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.

[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]

Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form FIN-2

Summary of Costs

FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method

FIN-4 Reimbursable expenses

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

Date:

To: Registrar
Nepal Health Professional Council
Bansbari Kathmandu

Dear Sirs:

We, the undersigned, offer to provide the Exam consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for NPR/ Student inclusive of *all indirect local taxes in accordance with ITC 25.1 in the Data Sheet*. The estimated amount of local indirect taxes is NPR which shall be confirmed or adjusted, if needed, during negotiations. Our

Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period specified in the Data

Sheet, ITC 12.1.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address Commission of Agents	Amount and Currency	Purpose of or Gratuity
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive. We

remain,

Yours sincerely,

Signature (of Consultant's authorized representative) {In full and initials}:

Full name:

Title:

Name of Consultant :

Capacity:

Address:

Phone/fax:

Email:

FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

	Services	Unit	Time	Quantity	Rate (Rs.)	Total
Sub Total Remuneration of Key Experts						
B. Reimbursable Expenses						
1						
2						

3						
	Sub-Total A					
	Sub-Total B					
	Sub Total A+B					
	VAT @13%					
	Total with VAT					

Full name :

Title :

Name of Consultant:

Capacity:

Address:

Phone/fax:

Email:

Under the ITC 6.3.2 (b): __[list

4. Bid Security

Bank's Name, and Address of Issuing Branch or Office

(On Letter head of the Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law)

Beneficiary: name and address of Employer.....

Date:.....

Bid Security No.:

We have been informed that [insert name of the Bidder] (hereinafter called "the Bidder") intends to submit its bid (hereinafter called "the Bid") to you for the execution of name of Contract under Invitation for Bids No. ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we..... name of Bank.hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.amount in figures (. amount in words) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn or modifies its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity,
 - (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.
- (d) is involved in fraud and corruption in accordance with the ITB

This guarantee will remain in force up to and including the datenumber.....days after the deadline for submission of Bids as such deadline is stated in the instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

This Bank guarantee shall not be withdrawn or released merely upon return of the original guarantee by the Bidder unless notified by you for the release of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

Bank's seal and authorized signature(s) . . .

Note:

The bid security of has been counter guaranteed by the Bankon (Applicable for Bid Security of Foreign Banks).

Section 7. Terms of Reference

A. Background

The Nepal Health Professional Council (NHPC) is an autonomous regulatory body established under the Nepal Health Professional Council Act 2053 (1996 AD). It was created with the primary objective of regulating and standardizing healthcare nurses, pharmacists, and ayurvedic practitioners. The council was founded to address the need for a regulatory framework that would ensure the competence and professionalism of healthcare practitioners in the country. NHPC plays a crucial role in bringing various healthcare professionals, including those in fields like dentistry, physiotherapy, radiography, and more, under a legal system, ensuring their qualifications meet established standards. By conducting examinations, issuing licenses, and establishing regulations, NHPC is committed to promoting high-quality healthcare services, safeguarding public health, and contributing to the overall development of the healthcare sector in Nepal. It operates within the legal framework provided by the Nepal Health Professional Council Act, striving to improve the standards and safety of healthcare services in the country.

B. Objective

The objectives of the assignment related to the Nepal Health Professional Council(NHPC) can include:

Examination Center Establishment: To establish a modern and fully equipped examination center in Kathmandu that meets the NHPC's requirements, including a minimum capacity of 350 computers, accessibility for individuals with disabilities, and compliance with industry standards.

Quality Assurance: To ensure that the examination center is designed and operated in a manner that upholds the NHPC's commitment to quality services and that it aligns with best practices and standards in examination and assessment processes.

Regulatory Compliance: To ensure that the examination center and its operations comply with the regulatory and legal framework provided by the Nepal Health Professional Council Act, as well as all relevant local laws and regulations.

- **Public Accessibility:** To make the examination center accessible to all candidates, including those with disabilities, and to provide convenient facilities such as parking and public transportation options.
- **Security and Data Management:** To establish robust security measures to protect examination content and data, ensuring the integrity and confidentiality of the examination process.
- **Technical Infrastructure:** To provide a reliable and high-speed internet connection, power backup, and technical support to ensure seamless examination administration.
- **Furniture and Amenities:** To furnish the examination center with comfortable seating, proper lighting, ventilation, and necessary amenities, creating a conducive environment for candidates.
- **Staffing and Training:** To recruit and train an adequate number of personnel to oversee the examination process, ensuring that candidates receive necessary assistance and support.

- Scalability: To design the examination center with the flexibility to accommodate varying numbers of candidates, meeting the NHPC's requirements.
- Timely Execution: To complete the establishment of the examination center within the specified timeframe, allowing the NHPC to conduct examinations and assessments as planned.

The assignment's primary objective is to create a state-of-the-art examination center that aligns with NHPC's mission to regulate and maintain high standards of healthcare professionals, ensuring that examinations are conducted with integrity, accessibility, and quality.

C. Scope of Work

The scope of work for this assignment involves the comprehensive planning, design, construction, and operational setup of a modern examination center in Kathmandu, meeting the specific requirements of the Nepal Health Professional Council (NHPC). This includes the assessment of capacity, accessibility, security, and infrastructure needs, the implementation of a robust technology and security framework, furnishing the center with appropriate amenities, ensuring compliance with legal regulations, and providing the necessary training to facilitate a seamless examination process. The assignment's objective is to deliver a fully functional examination center that aligns with NHPC's commitment to quality services, accessibility, and regulatory compliance for healthcare professionals.

D. Expected Output

The expected outputs for the establishment of the examination center for the Nepal Health Professional Council (NHPC) in Kathmandu include:

- Fully Operational Examination Center: The completion and operational readiness of the examination center, including all infrastructure, technology, and amenities required for conducting examinations effectively in single location and firm owned.
- Capacity and Accessibility: An examination center with a minimum capacity of 350 seats, designed with accessibility features to accommodate individuals with disabilities, ensuring inclusivity.
- Robust Security and Data Management: Implementation of a comprehensive security system to protect examination content and data, guaranteeing the integrity and confidentiality of the examination process.
- Reliable Technology Infrastructure: A well-established and reliable technology infrastructure, including a high-speed internet connection, power backup solutions, and a technical support framework to facilitate smooth examination administration.
- Furnished and Comfortable Environment: A furnished examination center with comfortable seating, proper lighting, ventilation, and necessary amenities to create an optimal and conducive environment for candidates.
- Legal Compliance: Documentation demonstrating full compliance with the Nepal Health Professional Council Act, as well as local laws and regulations, ensuring that the examination center operates within the boundaries of the law.
- Trained Staff: A qualified and trained staff, including proctors, technical support personnel, and administrators, ready to manage and oversee the examination process effectively.

- **Scalable Infrastructure:** An examination center designed with scalability in mind, capable of accommodating varying numbers of candidates to meet the NHPC's requirements.
- **Quality Assurance Framework:** The implementation of quality assurance processes and procedures to maintain the quality and integrity of the examination and assessment processes.
- **Operational Documentation:** Comprehensive documentation, including architectural plans, compliance records, operational manuals, and other relevant documentation necessary for the NHPC's future reference and management of the examination center.

The expected outputs aim to deliver a fully functional and secure examination center that aligns with NHPC's commitment to quality services, accessibility, and regulatory compliance, thereby facilitating the effective and equitable assessment of healthcare professionals in Nepal.

Suggested Activity and Expected Deliverables

Suggested Activities and Expected Deliverables for the establishment of an examination center for the Nepal Health Professional Council (NHPC) are as follows:

Activity 1: Needs Assessment and Planning

- Conduct a comprehensive needs assessment to determine the specific requirements of the NHPC.
- Develop a detailed plan outlining the examination center's capacity, layout, and accessibility features.

Expected Deliverable 1: Needs Assessment Report and Examination Center Plan

Activity 2: Infrastructure Setup and Construction

- Begin the construction and setup of the examination center, ensuring that it meets the NHPC's specifications, including capacity and accessibility features.

Expected Deliverable 2: Completed Examination Center Infrastructure and Facilities

Activity 3: Technology and Security Implementation

- Install and configure the required technology infrastructure, including a reliable internet connection, power backup systems, and security measures.
- Develop and implement security protocols for the protection of examination content and data.
- Expected Deliverable 3: Fully Operational Technology Infrastructure and Security Framework

Activity 4: Furnishing and Amenities

- Furnish the examination center with comfortable seating, proper lighting, ventilation, and necessary amenities, creating an optimal environment for candidates.

Expected Deliverable 4: Fully Furnished Examination Center with Amenities

Activity 5: Compliance and Legal Documentation

- Ensure that the examination center operates in full compliance with the Nepal

Health Professional Council Act and relevant local regulations.

- Prepare and provide documentation demonstrating legal compliance.

Expected Deliverable 5: Compliance Records and Legal Documentation

Activity 6: Staff Recruitment and Training

- Recruit and train an adequate number of staff, including proctors, technical support personnel, and administrators, to manage and oversee the examination process effectively.

Expected Deliverable 6: Trained Examination Center Staff

Activity 7: Quality Assurance and Operational Procedures

- Implement quality assurance processes and procedures to maintain the quality and integrity of the examination and assessment processes.

Expected Deliverable 7: Quality Assurance Framework and Operational Procedures

- Activity 8: Scalability and Testing
 - Ensure that the examination center is scalable and capable of accommodating varying numbers of candidates to meet the NHPC's requirements.
 - Conduct thorough testing and commissioning of all systems and infrastructure.

Expected Deliverable 8: Scalable Examination Center and Test Reports

Activity 9: Documentation and Handover

- Provide comprehensive documentation, including architectural plans, compliance records, operational manuals, and other relevant documentation necessary for the NHPC's reference and management of the examination center.
- Officially hand over the completed examination center to the NHPC and provide training to NHPC staff and administrators.

Expected Deliverable 9: Comprehensive Documentation, Handover Report, and Staff Training Records

The suggested activities and expected deliverables are designed to ensure the successful establishment of the examination center, aligning with NHPC's commitment to quality services, accessibility, and regulatory compliance for healthcare professionals in Nepal.

9. Required expertise and qualifications of firm

The firm or organization entrusted with the establishment of the examination center for the Nepal Health Professional Council (NHPC) should possess a range of expertise and qualifications to successfully undertake this project. The required expertise and qualifications include:

Architectural and Engineering Expertise: The firm should have experienced architects and engineers capable of designing and constructing the

physical infrastructure of the examination center, including capacity planning, accessibility features, and adherence to building codes and regulations.

Technology and IT Infrastructure: Proficiency in setting up and managing technology infrastructure, including high-speed internet, power backup solutions, and a secure network to support the examination process.

Security and Data Management: Expertise in implementing robust security measures, access control, surveillance systems, and data encryption to protect examination content and candidate data.

Project Management: Proven project management capabilities to oversee the entire project, ensuring that it stays on schedule and within budget while meeting NHPC's requirements.

Furniture and Amenities: Experience in furnishing and interior design to create a comfortable and conducive environment for candidates, including seating, lighting, ventilation, and necessary amenities.

Compliance and Legal Expertise: Knowledge of local laws and regulations, particularly those related to healthcare and educational facilities, to ensure that the examination center operates in full compliance with all legal requirements.

Quality Assurance: Understanding of quality assurance processes and best practices to establish a framework that maintains the quality and integrity of the examination and assessment procedures.

Accessibility and Inclusivity: Familiarity with accessibility standards and expertise in implementing features that accommodate individuals with disabilities, including ramps, elevators, and specialized seating arrangements.

Training and Capacity Building: The capability to recruit, train, and manage staff members, including proctors, technical support personnel, and administrators, to effectively oversee the examination process.

Documentation and Reporting: Proficiency in preparing comprehensive documentation, including architectural plans, compliance records, operational manuals, and handover reports to ensure transparency and accountability.

Experience with Scalability: Knowledge of how to design facilities that can adapt to varying numbers of candidates to meet NHPC's requirements effectively.

References and Past Projects: A track record of successful similar projects or references from clients related to the establishment of examination or assessment centers.

Legal Compliance and Ethical Standards: Adherence to ethical standards and a commitment to complying with all regulatory requirements and legal obligations, especially those relevant to healthcare and educational facilities.

The firm's expertise and qualifications should align with NHPC's mission to create a state-of-the-art examination center that upholds quality services, accessibility, and regulatory compliance for healthcare professionals in Nepal.

10. Expertise and Team of Consulting Firm

11. Selection of the Consultant

The consulting firm will be selected in accordance with Nepal Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017, Section VII: Approved Selection Methods Consulting Services/ "Para 7.13": Direct Selection.

12. Taxation

The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal. The firm should have registered in the Value Added Tax (VAT). The firm will be responsible for insurances and costs of the premium of insurances it takes up.

13. Contract Agreement

The Consulting Firm shall be required to enter into an agreement with the Nepal Health Professional Council on Time based contract.

Section VI. General Conditions of Contract

1. Definitions	1.1 In this contract, the following terms shall be interpreted as indicated: <ul style="list-style-type: none">a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;c. "The Computer Based Exam Hall and Exam Center" means Equipment and related Accessories and spare-parts or any other materials which the Supplier is required to supply to the Purchaser under the contract;d. "Services" means services ancillary to the supply of the Computer Based Exam Hall and Exam Center such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.e. "The Purchaser" means the procuring entity purchasing the Computer Based Exam Hall and Exam Center;f. "The Supplier" means the organization supplying the Computer Based Exam Hall and Exam Center and services under this contract.
2. Technical Specification	2.1 The Computer Based Exam Hall and Exam Center supplied under this contract shall confirm to the standards mentioned in the Technical Specification.
3. Patent Right	3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of Computer Based Exam Hall and Exam Center or any part thereof in the Purchaser's country.

<p>4. Performance Security</p>	<p>4.1 Within seven days (7) of receipt of award of contract from the Purchaser, the successful Bidder shall furnish the performance security in the Performance Security Form provided in the Bidding Documents for the due performance of the Contract in the amounts specified in the SCC.</p> <p>4.2 Failure of the successful Supplier to comply with the requirement of Sub - clause 4.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest Supplier or call for new sealed quotations.</p> <p>4.3 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>4.4 The validity of Performance Security shall be the sum of delivery period, warranty period from the date of the issue of final acceptance certificate to the Supplier and additional one month.</p> <p>4.5 The performance security shall be released within 28 days of completion of warranty period and upon submission of claim by the Supplier.</p>
<p>5. Inspection and Tests</p>	<p>5.1 The Purchaser or its Representative shall have the right to inspect and/or test the Computer Based Exam Hall and Exam Center to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to the Purchaser's premises</p> <p>5.2 The Purchaser may reject any Computer Based Exam Hall and Exam Center or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Computer Based Exam Hall and Exam Center or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser.</p>
<p>6. Packing</p>	<p>6.1 The Supplier shall provide such packing of the Computer Based Exam Hall and Exam Center as is required to prevent their damage or deterioration during transmit to their final destination as indicated in the contract.</p> <p>6.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.</p> <p>6.3 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.</p>
<p>7. Delivery of Computer Based Exam Hall and Exam Center</p>	<p>7.1 Delivery of the Computer Based Exam Hall and Exam Center shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements.</p>
<p>8. Insurance</p>	<p>8.1 The Computer Based Exam Hall and Exam Center supplied under the contract shall be fully insured in the currency of the Sealed Quotation price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.</p>

<p>9. Warranty</p>	<p>9.1 The Supplier warrants that all the Computer Based Exam Hall and Exam Center supplied under the contract shall fully comply with the specification laid down in the contract.</p> <p>9.2 Unless otherwise specified in the SCC, the warranty shall remain valid for one year after the Computer Based Exam Hall and Exam Center have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.</p> <p>9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>9.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective Computer Based Exam Hall and Exam Center without cost to the Purchaser. The Supplier will be entitled to remove, at its own risk and cost, the defective Computer Based Exam Hall and Exam Center.</p>
<p>10. Payment</p>	<p>10.1 Payment shall be made in the Nepalese currency as specified in the SCC</p> <p>10.2 Payment of the Computer Based Exam Hall and Exam Center shall be made after the delivery and installation and commissioning of Computer Based Exam Hall and Exam Center (if applicable) to the satisfaction of the Purchaser.</p>
<p>11. Prices</p>	<p>11.1 Prices charged by the Supplier for Computer Based Exam Hall and Exam Center delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.</p>
<p>12. Changed Order</p>	<p>12.1 Where the Purchaser desires to make changes in Schedule of Requirement, it shall not exceed more than 15 percent.</p>
<p>13. Liquidated Damages</p>	<p>13.1 If the Supplier fails to deliver any or all of the Computer Based Exam Hall and Exam Center within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.05 percent of the contract price of delayed Computer Based Exam Hall and Exam Center for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed Computer Based Exam Hall and Exam Center' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.</p>
<p>14. Resolution of Disputes</p>	<p>14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or Supplier may give notice to the other party of it's intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>14.2.1 Any dispute or difference in respect of such a notice of intention to commence arbitration has been given in accordance with this</p>

	<p>Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Computer Based Exam Hall and Exam Center under the Contract.</p> <p>14.2.2 Arbitration proceedings shall be conducted in accordance with in accordance with the rules of Nepal Council of Arbitration (NEPCA).</p> <p>14.3 Notwithstanding any reference to arbitration herein,</p> <p>a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p>b. the Purchaser shall pay the Supplier any monies due the Supplier.</p>
15. Governing Language	15.1 The Governing Language shall be: Nepali or English
16. Applicable Law	16.1 The applicable law shall be Laws of Nepal.
17. Notices	<p>17.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt</p> <p>17.2 A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.</p>
18. Taxes and Duties	18.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the GON.
19. Operation, Maintenance and Spare-parts Manuals	19.1 The successful Supplier shall supply manufacturer's operation, maintenance and spare-part manuals of the Computer Based Exam Hall and Exam Center (Equipment) as specified in SCC..
20. Conduct of Suppliers	<p>20.1 The Supplier shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, Quotation documents, GoN's Procurement Act and Regulations.</p> <p>20.2 The Supplier shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :</p> <p>a. give or propose improper inducement directly or indirectly,</p> <p>b. distortion or misrepresentation of facts</p> <p>c. engaging or being involved in corrupt or fraudulent practice</p> <p>d. interference in participation of other prospective bidders.</p> <p>e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,</p> <p>f. collusive practice among bidders before or after submission of bids for distribution of works among bidders or fixing artificial/uncompetitive bid price with an intention to deprive the Purchaser the benefit of</p>

	<p>open competitive bid price..</p> <p>g. contacting the Purchaser with an intention to influence the Purchaser with regards to the bid or interference of any kind in examination and evaluation of the bids during the period after opening of bids up to the notification of award of contract</p>
<p>21. Blacklisting Supplier</p>	<p>21.1 Without prejudice to any right of the Purchaser under this Contract, the GoN, Public Procurement and Monitoring Office (PPMO) may blacklist a Supplier for his conduct up to three years on the following grounds and seriousness of the act committed by the supplier:</p> <ul style="list-style-type: none"> a. if it is proved that the supplier committed acts pursuant to the Sub - clause 20.2, b. if the supplier fails to sign an agreement pursuant to ITB Clause 24, c. if it is proved later that the supplier had committed substantial defect in implementation of the contract or had not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract , d. if convicted by a court of law in a criminal offence which disqualifies the supplier from participating in the contract. <p>21.2 A Supplier declared blacklisted and ineligible by the GON shall be ineligible to bid for a contract during the period of time determined by PPMO and credit information bureau of Nepal.</p>

Section VII - Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

[Note: with the exception of the items for which the Purchaser's requirements have been inserted, the Bidder shall complete the following information before submitting his Sealed Quotation.]

Clause	Item
GCC 1.1.1 (e)	The Purchaser is: Nepal Health Professional Council
GCC 4.1	<p>The Currency of of the performance Security shall be in Nepalese Rupees.</p> <p>The amount of the performance security shall be as follows:</p> <ul style="list-style-type: none"> (i) if bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price. (ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows: (iii) <ul style="list-style-type: none"> Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price. <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
GCC 9.1	The warranty period shall bemonths/year <u>[insert number of months/year]</u>
GCC 10	<p>The terms of payment to be made to the Supplier under the contract shall be as follows:</p> <p>1. The payment shall be made:</p> <ul style="list-style-type: none"> (a) through accounts division/unit of the Purchaser or (b) Through the District Treasury Controller Office. <p>[Delete those not appropriate]</p>
GCC 10	<p>2. Payments shall be made in Nepalese Rupees in the following manner:</p> <p>Sample provisions:</p> <p>On Exam Completion and acceptance: 33.33 percent (There will be three exams in a F/Y) of the Contract Price of the Computer Based Exam Hall and Exam Center and related services will be paid after the exam upon submission of Tax Invoice and claim supported by the acceptance certificate issued by the Purchaser or its authorized person/s.</p>
GCC 17.1	<p>For <u>notices</u>, the Purchaser's address shall be:</p> <p>Name and Address of the Purchaser: Nepal Health Professional Council Telephone number: 977-1-4373118, 1-4375079 Facsimile number: e-mail Address: admin@nhpc.gov.np</p>
	<p>For <u>notices</u>, the Suppliers's address shall be: <u>[insert full name and address of Suppliers including telephone number, facsimile number and electronic mail]</u></p>

Clause	Item
	<p><u>address (if applicable)</u> Name and Address of the Supplier: Telephone number: Facsimile number: e-mail Address:</p>
GCC 19.1	<p>The Supplier shall supply ...[Specify number of copy/ies] manufacturer's operation, maintenance and spare-part manuals of the Computer Based Exam Hall and Exam Center (Equipment) in English or Nepali language as specified in SCC.</p>

Section VIII. Contract Form

1. Letter of Acceptance

[on letterhead paper of the Purchaser]

Date.....

To: *name and address of the Contractor*

Subject: *Notification of Award*

This is to notify that your Sealed Quotation dated for execution of the *name of the contract and identification number, as given in the Contract Data/SCC* for the Contract price of Nepalese Rupees [*insert amount in figures and words in Nepalese Rupees*], as corrected in accordance with the Instructions to Bidders is hereby accepted in accordance with the Instruction to Bidders.

You are hereby instructed to contract this office to sign the formal contract agreement within 7 days. As per the Conditions of Contract, you are also required to submit Performance Security, as specified in SCC, consisting of a Bank Guarantee in the format included in Section VIII (Contract Forms) of the Bidding Document.

The Purchaser shall forfeit the bid security, in case you fail to furnish the Performance Security and to sign the contract within specified period.

Authorized Signature:

Name and Title of Signatory:

2. Contract Agreement

THIS AGREEMENT made the ____ day of _____ 20____ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited Sealed Quotation for certain Computer Based Exam Hall and Exam Center and ancillary services, viz., *[brief description of Computer Based Exam Hall and Exam Center and services]* and has accepted a SQ by the Supplier for the supply of those Computer Based Exam Hall and Exam Center and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Form of Agreement
 - b. The Purchaser’s Notification of Award
 - c. The General Conditions of Contract;
 - d. Special Conditions of Contract
 - e. Quotation Form and the Price Schedule submitted by the Supplier;
 - f. The Schedule of Requirements;
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Computer Based Exam Hall and Exam Center and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Computer Based Exam Hall and Exam Center and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser	On behalf of the Supplier
Name:	Name:
Designation:	Designation:
Sign:	Sign:
Seal:	Seal:

3. Performance Security

Date :

To: *[name and address of the Purchaser]*

WHEREAS **[insert complete name of Supplier]** (hereinafter “the Supplier”) has received the notification of award for the execution of **[insert identification number and name of contract]** (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security **[insert type of security]** issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned **[insert complete name of Guarantor]**, legally domiciled in **[insert complete address of Guarantor]**, (hereinafter the “Guarantor”), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of **[insert currency and amount of guarantee in words and figures]** and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of **[insert currency and amount of guarantee in words and figures]** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the **[insert day, month, year]**.

Name: **[insert complete name of person signing the Security]**

In the capacity of: **[insert legal capacity of person signing the Security]**

Signed: **[insert signature of person whose name and capacity are shown above]**

Duly authorized to sign the security for and on behalf of: **[insert seal and complete name of Guarantor]**

Date: **[insert date of signing]**

4. Bank Guarantee for Advance Payment

To: *[name of the Purchaser]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

The validity period of the guarantee shall be 30 days beyond the period scheduled for repayment of the advance payment and the guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the Purchaser receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]