

Digo Bikash Samaj (DBS) -Bhajani
BIDDING DOCUMENTS
(*PROCUREMENT OF GOODS*)

**SUPPLY AND DELIVERY OF
3-WHEELER TROLLEY AUTO RICKSHAW**

IFB No.: DBS/GC/2023-01

Prepared by:

**Digo Bikash Samaj (DBS)-Bhajani
20 February 2023**

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INVITATION FOR BIDS

Date: 20th February 2023

Digo Bikash Samaj (DBS) is a Non-Government Organization registered in Bhajani and implementing various community development projects in partnership with World Vision International Nepal. DBS is planning to purchase Hardware Machinery thus, DBS invites your company to submit a sealed bid for Hardware Machinery as per the specifications, requirements and terms and condition set forth in this bid document. This bid describes our current understanding of our needs; however, these needs are subject to change.

The objective of this bidding document is to fulfill current need and enter into a Long-Term Framework Agreement for a year with suppliers to supply of Hardware Machinery to Digo Bikash Samaj (DBS)- Bhajani.

Invitation for Bid

Digo Bikash Samaj, Bhajani Kailali

3-WHEELER TROLLEY AUTO RICKSHAW

IFB No.: DBS/GC/2023-01

S.N	Item	Specification	Qty	Remarks
1	3-wheeler single cab auto rickshaw - Cargo / Trolley /dumper	Engine size- 198 -250 CC, fuel type - petrol, load bearing / boom capacity - at least 1 ton, Ground clearance- at least 190 mm.	4	

A complete set of Bidding Documents is attached along with this invitation to bid.

Bidder shall submit their sealed bids along with qualification documents and at Digo Bikash Samaj Bhajani-1 no later than 5:00PM, 8th March 2023.

Bids shall be valid for a period of 60 days after submission of Bids, late bids shall be rejected.

DBS reserves the right to accept or reject any bids, and to cancel the procurement process and reject all bids at any time prior to award of Contract, without obligation to inform the affected Bidder/s of the ground for DBS action. DBS reserves the right to award the bid to one or more vendor/s

Sincerely,
DBS Purchase Committee

Section I. Instructions to Bidders

A. General Instructions to Bidders

1. Scope of Bid

1.1 DBS invites bids for the supply and delivery of Hardware Machinery hereto referred as Goods. The Goods is specified in greater details in the Sub Section of the Bid Documents.

1.2 The successful Bidder is expected to complete the delivery by the Intended Completion Date, which is 7 Days after signature of Contract and Purchase Order.

1. Scope of Bid

1.1 DBS invites bids for the supply and delivery of Hardware Machinery hereto referred as Goods. The Goods is specified in greater details in the Sub Section of the Bid Documents.

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2. Eligible Bidders

2.1 This Invitation for Bids is open to all eligible Bidders having registered and up to date renewal under law of Nepal.

2.2 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by DBS in accordance with ITB Clause 3

2.3 Bidders must submit a copy of firm registration certificate, a copy of PAN/VAT certificate, a copy of latest tax clearance certificate 2078/79

2.4 Bidders must sign the WV suppliers code of conduct and Self Declaration attached in this bid document on page no 19, 25.

3. Corrupt Fraudulent, Collusive and Coercive Practices

3.1 DBS requires that all DBS Staff, Bidders, Manufacturers, suppliers or distributors, observe the highest standard of ethics during procurement and execution of all contracts. DBS shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, DBS.

(a) defines, for the purposes of this provision, the terms set forth below as DIGO BIKAS SAMAJ BHAJANI / IFB No.: DBS/GC/2023-01

follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting directly or indirectly anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.

(ii) “fraudulent practice” is any acts or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.

(iii) “collusive practice” is an undisclosed arrangement between two or more Bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or benefit.

(iv) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or after the execution of a contract.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an DBS financed contract if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, an DBS financed contract.

4. Eligible Goods and Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services.

4.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

B. The Bidding Documents

5. Content of Bidding Documents

5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents.

In addition to the Invitation for Bids, the bidding documents include.

a) Instructions to Bidders (ITB)

b) Technical specifications and rate

c) Contract for Supply and Delivery of Goods

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify DBS in writing at DBS's email address 3-WHEELER TROLLEY AUTO RICKSHAW QUESTIONER scm.dbs@gmail.com DBS will respond in writing to any request for clarification of the bidding documents, which it receives no later than 3 Three days prior to the deadline for the submission of bids.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, DBS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

7.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing and will be binding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, DBS, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

8. Cost of Bidding

8.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and DBS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9. Language of Bid

9.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and DBS shall be written in English and Nepali language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the required language, in which case, for purposes of interpretation of the Bid, the translation shall govern.

10. Documents Comprising the Bid

10.1 The bid prepared by the Bidder shall comprise the following components:

- (a) A Bid Form and a Price Schedule completed in accordance with ITB Clauses 11,12 and 13.
- (b) Documentary evidence established in accordance with ITB Clause 14 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted.
- (c) Documentary evidence established in accordance with ITB Clause 15 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents.

11. Bid Form

11.1 The Bidder shall complete the Bid Form and the appropriate Price and delivery schedule furnished in the bidding documents, indicating the goods to be supplied, a delivery schedule, and their country of origin, quantity, and prices.

12. Bid Prices

12.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods it proposes to supply under the contract.

12.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

(i) The price of the goods quoted delivered and off loaded in DBS Warehouse Bhajani.

12.3 The INCOTERM shall be governed by the rules prescribed in the current edition of INCOTERMS published by Nepal government (if any).

12.4 The Bidder's separation of price components in accordance with ITB Clause 12.2 above will be solely for the purpose of facilitating the comparison of bids by DBS and will not in any way limit DBS's right to contract on any of the terms offered.

12.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to ITB Clause 25. If, however, specified in these instructions, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

13. Bid Currencies

13.1 Prices shall be quoted in the following currencies:

For goods and services that the Bidder will supply from within or outside Nepal, the prices shall be quoted in (NPR) Nepalese currency.

14. Documents Establishing Bidder's Eligibility and Qualification

14.1 Pursuant to ITB Clause 10.1b, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

14.2 The documentary evidence of the Bidder's eligibility to bid shall establish to DBS's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 4.

14.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to DBS's satisfaction:

(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods.

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract.

14.4 If the Bidder wishes to use the existing Prequalified Supplier List of DBS PSL or Company Profile on file to establish their eligibility, the Bidders should submit with their bids any information updating their original PSL or company profile on file or, alternatively, confirm in their Bids that the originally submitted information remains essentially correct as of the date of bid submission.

15. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents.

15.1 Pursuant to ITB Clause 10, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract.

15.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered, which shall be confirmed by a certificate of origin issued at the time of shipment.

15.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of.

(a) a detailed description of the essential technical and performance characteristics of the goods.

(b) An item-by-item commentary on DBS's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

16. Period of Validity of Bids

16.1 Bids shall remain valid for the period of 60 sixty-calendar days after the date of bid opening prescribed by DBS, pursuant to ITB Clause.

20. A bid valid for a shorter period shall be rejected by DBS as non-responsive.

16.2 In exceptional circumstances, prior to expiry of the bid validity, DBS may request that the bidders extend the period of validity for a specified additional period 60 sixty-calendar days. The request and the bidders' responses shall be made in writing.

16.3 A Bidder may refuse the request. A Bidder agreeing to the request will not be required nor permitted to modify the Bid.

17. Bid Security (Not Applicable)

17.1 Pursuant to ITB Clause 10, the Bidder Shall furnish, as part of its bid, a bid security in the amount % of total bid amount. (Not Applicable)

17.2 The bid security is required to protect DBS against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to ITB Clause 17.6. The bid security shall be denominated in Nepali Currency.

17.3 Any bid not secured in accordance with ITB Clauses 17.1 will be rejected by DBS as non-responsive, pursuant to ITB Clause 25.

17.4 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by DBS pursuant to ITB Clause 16.

17.5 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 35, and furnishing the performance security, pursuant to ITB Clause 34.

17.6 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with ITB Clause 35; or

(ii) to furnish performance security in accordance with ITB Clause 34

18. Format and Signing of Bid

18.1 The bidding documents shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, shall be initialed by the person or persons signing the bid.

18.2 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

19. Submission of Bids

19.1 The Bidder shall submit the sealed bid to Digo Bikash Samaj- Bhajani and World Vision International Nepal- West Field Office, Hasanpur 05 Dhangadhi.

19.2 DBS reserves the right to award the bid to one or more vendor/s.

20. Deadline for Submission of Bids

20.1 Bids must be received by Digo Bikash Samaj Bhajani and World Vision International Nepal- West Field Office at the following address no later than 6th March 2023 at 5 PM. Digo Bikash Samaj (DBS) Bhajani-1, Kailali (Nearby Krishi Bikash Bank) Phone No: 091-580214. World Vision International Nepal- West Field Office Dhangadhi 05, Hasanpur, Kailali (Nearby Nepal Rastra Bank) Phone No: 091-524032.

20.2 DBS may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of DBS and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

21. Late Bids

21.1 Any bid and sample received by DBS after the deadline for submission of bids prescribed by DBS pursuant to ITB Clause 20 will be rejected and returned unopened to the Bidder.

21.2 The Bidder will assume the responsibility and expenses for the re- possession of the returned bid documents.

22. Modification and Withdrawal of Bids

22.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by DBS prior to the deadline prescribed for submission of bids. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notices will be in writing and should be received by DBS not later than the deadline for submission of bids.

22.2 No bid may be modified after the deadline for submission of bids.

22.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 17.6

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 DBS will open all bids on 9th March 2023 at 1:00 PM.

23.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts and such other details that DBS at its discretion, may consider appropriate, will be decided at the opening. No bid shall be rejected at bid opening, except for late bids.

23.3 Bids (and modifications sent pursuant to ITB Clause 22.2) that are not opened bid opening shall not be considered further for evaluation, irrespective of the circumstances.

24. Clarification of Bids and Contacting DBS

24.1 During evaluation of the bids, DBS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

25. Preliminary Examination

25.1 DBS will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

25.2 Arithmetical errors will be rectified on the following basis. 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. If the Bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

25.3 DBS may waive any minor informality, nonconformity, in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

25.4 Prior to the detailed evaluation, pursuant to ITB Clause 27, DBS will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviation from, or objection or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 17), Price Schedule (ITB Clause 9) will be deemed to be a material deviation. DBS's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

25.5 If a bid is not substantially responsive, it will be rejected by DBS and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

26. Conversion to Single Currency (Not applicable)

27. Evaluation and Comparison of Bids

27.1 DBS will evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB Clause 25.

27.2 DBS's evaluation of a bid will exclude and not consider:

- (a) in the case of goods of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder;
- (b) Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

27.3 DBS's evaluation of a bid will consider, in addition to the bid price quoted in accordance with ITB Clause 12.2, one or more of the following factors:

- (a) Cost & the quality, meeting the specifications
- (b) Delivery schedule offered in the bid;
- (c) Other specific criteria indicated and/or in the Technical Specifications.
- (d) Completeness of documents required in the bidding documents.

28. Clarification of Bids and Contacting DBS

28.1 Subject to ITB Clause 24, no Bidder shall contact DBS on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of DBS, it should do so in writing.

28.2 Any effort by a Bidder to influence DBS in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

29. Post-qualification

29.1 In the absence of pre-qualification, DBS will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 14.

29.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 14, as well as such other information as DBS deems necessary and appropriate.

29.3 Prior to award, DBS shall verify and validate any documents/information submitted and if necessary shall conduct inspection of the Bidder office, plant/warehouse and equipment.

29.4 An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event DBS will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

30. Purchaser's Right to Accept any Bid and to Reject any or All Bids

30.1 DBS reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for DBS's action.

31. Award Criteria

31.1 DBS will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

32. Purchaser's Right to Vary Quantities at Time of Award

32.1 DBS reserves the right at the time of contract award to increase or decrease, by the percentage indicated the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

32.2 DBS reserve the right to select more than one vendor for this project according to DBS best interest.

33. Notification of Award

33.1 Prior to the expiration of the period of bid validity, DBS will notify the successful Bidder in writing, that its bid has been accepted.

33.2 The notification of award will constitute the formation of the Contract.

33.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 35.

34. Performance Security (Not Applicable)

34.1 Within five 3 days of the receipt of notification of award from DBS, the successful Bidder shall furnish a performance security equivalent to 10% in accordance with the Conditions of Contract, in the form provided in the bidding documents, or in another form acceptable to DBS.

34.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 33 or ITB Clause 34.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event DBS may make the award to the next lowest evaluated Bidder or call for new bids.

35. Signing of Contract

35.1 At the same time as DBS notifies the successful Bidder that its bid has been accepted, DBS will send the Bidder the Contract provided in the bidding documents, incorporating all agreements between the parties.

35.2 Within five (5) days of receipt of the Contract, the successful Bidder shall sign and date the contract and return it to DBS.

Section B. Technical Specifications and Rate

3-Wheeler Trolley Auto Rickshaw:

S.N.	Item	Specification	Measur eUnit	Qty	Rate/ Unit	Total
1	3-wheeler single cab auto rickshaw - Cargo / Trolley /dumper	Engine size- 198 -250 CC, fuel type - petrol, load bearing / boom capacity - at least 1 ton, Ground clearance- at least 190 mm.	Set / Pcs	4		
Total						
VAT 13 %						
Grand Total						
Delivery lead time after issuing purchase order ?						
Available transportation, Yes or No ?						
Transportation Cost to Bhajani-01, Kailali						

3-wheeler single cab auto rickshaw - Cargo / Trolley /dumper pouches TOR

S.N.	Main TOR	Yes / No
1	Warranty (Year / Month)	
2	Guaranty (Year / Month)	
3	Tool box	
4	First Aid box	
5	Delivery period	
6	Brand	
7	Free Servicing	
8	Third party incurrence service	

9	Tax (in this year)	
10	After sale service	
11	Tire - Tubeless or Tube	
12	Capacity CC	
13	Fuel	
14	Model	
15	Load Weight Capacity	

Section C. Contract for Supply and Delivery of Goods

Contract # DBS/WFO/203../.../..

GOODS PURCHASE CONTRACT

This Contract is made and entered into on

Between:

Digo Bikash Samaj (DBS) an NGO having its Head Office at Bhajani 1 Kailali
Nepal (hereinafter referred to as "**DBS**");

And

Supplier[address](hereinafter referred to as "**the Supplier**" which term or expression as herein used where the context so requires or admits, shall mean, include the said Supplier his heirs, executors, administrators and assigns or its successors, and permitted assigns of the other party.

1. Goods Purchased

1.1 DBS agrees to purchase, and Supplier agrees to sell the items having specification, quantity, origin size and rate set forth in schedule-1

1.2 Warranty:

DBS reserves the right to reject any Goods, which are defective in material or workmanship, and may, in addition to any other legal remedies, return such Goods to Supplier at Supplier's expense or otherwise dispose of such Goods in a commercially reasonable manner.

2. Shipment and Delivery Terms

2.1 The supplier shall maintain Goods in a warehouse or material assembling area where DBS can load the Goods without affecting any local law for the shipment.

2.2 Supplier will provide appropriate notification to DBS to inspect the goods prior to shipment.

2.3 Supplier will arrange for insurance on the Goods, at Supplier's expense, up to the point of delivery to BS, using a duly licensed and reputable insurance company until shipment of the Goods

2.4 Goods must be properly packaged to prevent damage of any kind and Packing List must accompany the shipment. Packages should be properly labeled to given logo.

2.5 Supplier warrants that its performance of this Contract, and the Goods supplied under this Contract, will comply with all applicable laws and regulations.

3. Quality Testing

3.1 Random samples of supplies will be choosing at the point of dispatch at supplier's site or receipt of supply or distribution/storage points for testing at discretion of DBS.

3.2 In the event, if the samples fail in quality test or found to be not as per specifications, DBS is at liberty to ake alternative purchase of the items for which the purchase orders have been placed form any other sources or in the open market or from any other bidder who might have quoted higher rates, at the risk and the cost of the supplier and in such cases, DBS has every right to recover the cost and impose penalty.

3.3 The goods should conform to the standards of ISO/CE as the case may be.

4. Delivery Schedule

4.1 Time is of the essence in performing this Contract, and Supplier will ensure that the Goods are packaged and are "ready to load condition" no later than the [delivery schedule]

5. Liquidated Damages

5.1 If the supplier fails to deliver the Goods under this Goods Purchase Contract in accordance with the stated time for delivery, or if DBS exercises its right to reject Goods that do not conform to the requirements in this Goods Purchase Contract, DBS may claim liquidated damages from the Supplier and at DBS's option, the Supplier will pay such liquidated damages to DBS or DBS will deduct such liquidated damages will be calculated as follows: 2% (two percent) on the Price of such Goods for each week of delay, until

delivery of confirming Goods, up to a maximum of ten percent (10%) of the value of this Goods Purchase Contract. The payment or deduction of such liquidated damages will not relieve the Supplier from any of its other obligation or liabilities pursuant to this Goods Purchase Contract.

6. Payment for Goods

6.1 The total payment for the Goods under this Contract is NPR
(NPR.....inclusive of applicable tax) and it shall be paid after confirmation of Good

delivery from the supplier. Calculation of payment shall be as per attached schedule-

1.b. The final payment will be paid only after complete and satisfactory delivery of the goods.

6.2 All invoices and other necessary documents shall be sent to the attention of the following DBS representative: Supplier shall submit a detailed invoice to DBS after issuance of Good receipt note from DBS.

6.3 DBS shall make payment through online transfer to Supplier's bank account (as per below details) within 30 days after receipt of undisputed invoice. Bank Details

Name of Beneficiary:

Bank Name:

Bank

Branch:

Bank

Account

Number:---

7. Taxes

7.1 Any applicable taxes as per Nepal Government's rules and regulations shall be deducted at source at the time of making the payment.

7.2 Supplier is responsible for paying all applicable sales, export and import duties and taxes, whether in country of origin or any transit country, and ensuring that all necessary licenses or customs clearances are obtained.

8. Notice

8.1 DBS's and the Supplier's contact and address for notices under this Goods Purchase Contract are set out below. Each Party will notify the other in writing of any change in such Party's contact and address for notices.

If to DBS:

Digo Bikash

Samaj , Bhajani

1, Kailali

Attention:

Email:

Contact no: If to Supplier:

Supplier, [address]

Attention:

[supplier's

representative]

Email: [email

address]

Contact No: [contact number]

8.2 The persons referred to in Section 8.1 are the Parties' respective representatives who are responsible for the day-to-day coordination and management of this Goods PurchaseContract.

9. Insurance/Injuries

9.1 Supplier has sole responsibility and liability under this Contract for bodily injuries to Supplier or Supplier's employees, including responsibility to provide appropriate Workers Compensation insurance. Supplier hereby warrants to DBS that Supplier follows any applicable workers compensation insurance law.

9.2 Supplier has sole responsibility to obtain any other desired insurance coverage (liability, medical, travel, life, etc.) for Supplier and Supplier's employees in performing this Contract.

9.3 Neither Supplier nor Supplier's employee/worker/subcontractor shall be deemed employees of DBS for any purposes, nor shall they be eligible to participate in any DBS employee benefit or insurance programs.

10. Confidentiality

10.1 Supplier agrees to not discuss his/her performance of services under this Contract with any third party without written consent from DBS.

10.2 Supplier agrees to hold in confidence for the benefit of DBS any and all confidential information which may be disclosed to Supplier or to which Supplier may have access, as a result of this Contract, including the results of Supplier's services hereunder.

11. No Assignment or Subcontracting

11.1 Supplier shall not assign his/her rights or obligations under this Contract, in whole or part, nor enter into any subcontract to perform any portion of this Contract, without the written consent of DBS.

12. Rights to Works and Inventions

12.1 Supplier agrees that all materials, reports, information, documentation, inventions or other work product generated by Supplier in the course and scope of his/her performance of services under this Contract are the property of DBS, and Supplier hereby assigns all rights, title and interest in and to such items to DBS.

13. Representations by Supplier – Supplier hereby represents and warrants to DBS that:

13.1 Supplier is in compliance with all applicable laws regarding business permits and licenses that may be required to carry out the work to be performed under this Contract.

13.2 Supplier is not a party to any Contract restricting Supplier's ability to enter into this Contract, and Supplier's performance of this Contract does not require the consent of any person or entity;

13.3 Supplier agrees to adhere to the attached Behavior Protocols of DBS's Child Protection Policy and shall sign attached confirmation thereof. Contractor agrees and accepts that failure to adhere to these child protection measures will be regarded as a breach of a material term of this Contract and DBS shall have the right to terminate this Contract without any further liability resulting from such termination. The Supplier will be paid for all services satisfactorily performed and accomplished up to the date of termination as determined by DBS.

14. Termination

14.1 DBS may terminate this Contract at any time should the anticipated funding for this project from its donor(s) be eliminated, or for any other reason. In the event of such a termination, Supplier will be paid approved expenses for services performed in accordance with this Contract up to the date of termination.

14.2 This Contract may be terminated immediately by either Party in the event of a breach of the provisions herein by the other Party. The non-breaching party shall retain its rights as to any legal remedies or damages that are provided under the governing law.

14.3 This Contract may be terminated by either Party in the event of any intervening

“force majeure” (natural disaster, war, etc.) recognized under the governing law. In the event of such a termination, Supplier will be paid approved fees and expenses for services performed in accordance with this Contract up to the date of termination.

14.4 This contract may be terminated by DBS upon 7 days prior written notice to the Supplier without furnishing any reason thereof.

15. Indemnification

Supplier agrees to indemnify and hold harmless DBS and any of its affiliates or subsidiaries, and all of its officers, agents, and employees of DBS and such entities from any and all claims, liabilities, loss, or damages arising out of the performance of this Contract, except to the extent that such claims or liabilities arise from the gross negligence of DBS or its affiliates or subsidiaries.

16. Governing Law, Settlement of Disputes

16.1 This Contract shall be governed by the substantive law of Nepal.

16.2 Any dispute or controversy relating to or arising out of this Contract shall be resolved by joint negotiation and discussion.

16.3 Any dispute, controversy or claim arising out of or relating to this Contract which remains unresolved after negotiation shall be brought exclusively in the competent Court of Nepal.

17. Force Majeure

17.1 Either party shall be released from liability to compensate loss or obligation to perform certain obligations pursuant to this Contract provided the loss or omission is due to an event beyond the Party's control and occurring without its fault or negligence, including without limitations, acts of God, acts of any state or government, fire, explosions, epidemics, quarantine restrictions, embargoes etc. (Force Majeure Events) and the event prevents, significantly obstructs, or delays the performance/supply thereof.

18. Entire Contract, Amendments

18.1 This Contract supersedes any and all other Contracts, oral or written, between DBS and Supplier with respect to the subject matter hereof, and no Contract, statement, or promise relating to the subject matter of this Contract other than that which is contained herein shall be binding upon the parties.

18.2 This Contract may not be amended except by written Contract of the Parties.

19. Child Protection Policy

19.1 The Supplier must comply with **WVIN's Child and Adult Safeguarding Policy** at all times when performing under this Contract. The Supplier must provide a copy of the protocols to all employees it engages, for the performance of the terms of this Contract and must ensure that they comply with such protocols, when performing under this Contract.

20. Annexures

20.1 The Annexes as provided hereunder shall form part of this Contract and shall have the same full force and effect as if expressly set out in the body of this Contract.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract by their authorized representatives below on this day of [date of contract signed]

20.2

On Behalf of DBS
[Contract signee from DBS
[Designation of signee]
Date: [date]

On Behalf of Supplier
contract signee from supplier
[Designation of signee]
Date: [date]

Witness from DBS
Name of witness

Witness from Supplier
insert name of witness

Section D. Sample Forms

Form-1 **BID FORM**

Date: _____

To: **The Chairperson**
DBS Purchase Committee Bhanaji-1 Kailali

We, the undersigned, declared
Having examined the bidding documents for the supply and delivery of 3-wheeler trolley auto rickshaw IFB No.:DBS/GC/2023-01 issued on 20th February 2023, the receipt of which is hereby duly acknowledge. I, representing.

..... offer to complete supply and delivery of **GOODS** in conformity with the bidding documents for the fixed total lump sum Price of [insert total bid amount in words and figure and currency].

I undertake, if my bid is accepted to supply and delivery to goods accordance with the price schedule and specifications of goods set out in the bidding documents.

I agree to abide by this bid for the bid validity period specified in the bidding document which may be accepted at any time before the expiration of that period.

Until a formal contract prepared and executed the bid together with your written acceptance thereof and the notice of award shall constitute a bidding agreement between us.

I hereby certify that bid complies with the requirements stipulated in the bidding documents.

Date this day of

[signature overprinted name]

Duly authorized to sign Bid for and on behalf of [name of company]

वर्ल्ड भिजन-आपूर्तिकर्ता आचार संहिता

अन्तिम अद्यावधिक: जुन २०२१

वर्ल्ड भिजन बालबालिका केन्द्रित राहत, विकास र पैरवी गर्ने संस्था हो जसले विश्वमा जोखिममा रहेका लाखौं बालबालिका जीवनमा परिवर्तन ल्याउन सहयोग पुऱ्याएको छ । वर्ल्ड भिजनले स्थानीय समुदायहरु, नागरिक समाज, सरकार तथा निजी क्षेत्रसगँको समन्वय, पारस्परिक सहभागिता, आपसी विश्वास, उत्तरदायित्व र जिम्मेवारी मार्फत साभ्ना लक्ष्य र दृष्टिकोण बनाउँदै बालबालिकाको हितमा काम गर्न सकिन्छ, भन्ने विश्वास राख्दछ । हामी इसाई आस्थामा आधारित संस्था हौं, जसले जातजाति, सम्प्रदाय लिङ्ग वा धर्मको आधारमा भेदभाव नगरी बालबालिका र परिवारहरु सबैको सेवा गर्दछ ।

वर्ल्ड भिजन आफ्ना कार्यक्रमहरुमा बालबालिका तथा वयस्कहरुको सुरक्षाका साथै आफ्ना खरीद क्रियाकलापहरुमा उच्चतम नैतिक एवम सदाचारका मापदण्डहरुको पालन गर्न दृढतापूर्वक प्रतिबद्ध छ ॥ दैनिक हुने कारोबार देखी लिएर हरेक खरीद कारोबारमा यस आपूर्तिकर्ता सम्बन्धी आचार संहिताले अन्तराष्ट्रिय स्तरको खरीद नैतिक मान्यता सुनिश्चितता प्रदान गर्ने गरी एक प्रकारको सिद्धान्त र व्यवहार निर्धारण गरेको छ । यस मान्यता अनुसार राम्रो व्यवसायिक अभ्यासका लागी उच्च स्तरीयता कायम गर्नुपर्ने अपरीहार्य देखिन्छ । वर्ल्ड भिजन र भिजन फण्ड (WV/VF) को हरेक शाखाको कर्मचारीहरु देखी लिएर आपूर्तिकर्ता, कन्ट्र्याक्टर (ठेकेदार), स्वयंसेवक र बोर्ड सदस्यहरुमा यो आचार संहिता लागु हुनेछ । हामीले वर्ल्ड भिजनका दाताका नियमानुरूप कार्य सुनिश्चितताका लागी दाता खरीद आवश्यकताहरु जहाँ-जहाँ लागु हुन्छ त्यहाँ पालना गर्ने गर्दछौं । आपूर्तिकर्ता र तिनीहरुका सहकार्यकर्ताले, यी सिद्धान्तहरु पालना गर्दै सम्भौतालाई स्वीकार गर्ने भन्ने हेतुले आचार संहितामा अनिवार्य हस्ताक्षर गर्नुपर्नेछ ।

वर्ल्ड भिजनले आफ्ना आपूर्तिकर्ताहरुबाट निम्न कुराहरु अपेक्षा गर्दछ :

१) कम खर्चमा अधिकतम लाभ

क) सक्रिय रुपमा नतिजाहरु प्रस्तुत गर्नुका साथै प्रस्तुत भएका नतिजाहरु सुधार, र दीर्घकालीन सम्भौता र/वा खरीद आदेशबाट लागत रकम घटाउने ।

ख) आवश्यकता र जोखिमहरु प्रष्टाउने उचित र इमान्दारीपूर्वक मूल्य निर्धारण गर्ने ।

ग) संस्था तथा बृहत आपूर्ती चक्रको सुधार गर्न र अपव्यय घटाउँदै लाने कार्यको सुधारको लागी निरन्तर सक्रिय अनुसरण गर्ने ।

घ) अत्याधिक नभई निष्पक्ष प्रतिफल हासील गर्ने ।

२) व्यावसायिक तवर र निष्ठाका साथ कार्य गर्ने ।

क) बोली लगाउने क्रममा क्षमता र दक्षतामा इमान्दारी र यथार्थपरक हुने

ख) आपूर्तिकर्ताले आफ्नो आपूर्तिकर्ता र सह-कन्ट्र्याक्टरसँग काम गर्दा यही आचार संहिताको सिद्धान्त अनुसार कार्य गरीयोस र त्यही अनुरूपको आवश्यक परेको बखतमा प्रस्तुत गर्न सकोस भन्ने वर्ल्ड भिजनले अपेक्षा राख्दछ ।

ग) वर्ल्ड भिजनका कर्मचारी लगायत अन्यसँग व्यवसायीक सम्बन्ध निर्माण गर्ने हिसाबले सहकार्यपूर्ण कार्य गर्ने ।

घ) वर्ल्ड भिजनसँग परिपक्व र नैतिक व्यावसायिक सम्बन्धको विकासमा सहयोग मिल्ने किसिमको कार्य गर्ने ।

ङ) सामाजीक दायित्व समेट्ने किसिमको प्रष्ट र सक्रीय प्रतिबद्धता प्रस्तुत गर्ने ।

च) तीन वर्षयता दायेर भएका कुनै त्येस्ता कानुनी फैसला छान् भने त्यसबारे प्रष्ट्याउने ।

३) यी कुराहरुमा उत्तरदायी हुनुहोस्:

क) रकम भुक्तानीमा परिणाम र कार्य जोखीमको अधिक सन्तुलित वितरण भल्कीने गरी मुल्य निर्धारण संरचनो लागु गर्ने ।

ख) कुनै चिज बिग्रदा त्यो कुरालाई इमान्दारीपूर्वक स्वीकार गरेर जावाफदेही हुने र भविष्यको लागि त्यही कुरा सीकाइ हुनेछ भन्ने अपेक्षा राख्ने ।

४) वर्ल्ड भिजनसँग सम्बद्ध रहनुहोस्

क) विशिष्ट मानिएका प्रतिबन्धात्मक सम्भौताबाट टाढै रही स्थानीय बजार र संस्थाहरुको विकासको निम्ती बाटो तथा उपायहरु खोज्दै स्थानीय क्षमता निर्माणमा जोड दिने ।

ख) नाजुक र द्वन्द प्रभावित क्षेत्रहरु सहित वर्ल्ड भिजनको सबै कार्यालयहरुका लागि काम गर्न सक्षम रहने ।

ग) समग्र विकासको प्रभावलाई अधिकतम बनाउन नवीन र ज्ञानवर्दक विषयलाई विशेष अभ्यासमा ल्याई तिनीहरुलाई साभ्ना गर्ने र हस्तान्तरण गर्ने ।

घ) वर्ल्ड भिजनले चुनौतीपूर्ण वातावरणमा काम गर्छ, अनिश्चितताको व्यवस्थापन गर्ने गरी काम गर्छ, र पैसाको मूल्य सुरक्षित हुने गरी परिवर्तित हुन्छ भन्ने कुरालाई स्वीकार गर्ने।

ङ) वर्ल्ड भिजनले लिएको विकासको लक्ष्यहरुलाई प्रतिबिम्बित गर्ने र गरिबी न्यूनीकरणको लागि प्रतिबद्धता जाहेर गर्ने ।

५) कुनै पनि स्वार्थ/विवादलाई हटाउनमा सहमती

आपूर्तिकर्ताहरुले कुनै पनि स्वार्थ/विवाद नहोस भन्नका लागि यी तल उल्लेख गरीएका कुराहरु खुलाउन सहमती जनाउनुपर्नेछ: Page |

क) वर्ल्ड भिजन/ भिजन फण्डबाट आपूर्तिकर्ता वा कन्ट्र्याक्टर, वा उनीहरूका आफन्तहरूले आर्थिक लाभ लिनुहुन्छ/हुँदैन । (यसमा वर्ल्ड भिजन/भिजन फण्ड को कर्मचारी, एजेन्ट वा स्वतन्त्र कन्ट्र्याक्टरको रूपमा सेवा प्रवाह गर्नेहरू जस्ता पर्दछन् ।)

ख) वर्ल्ड भिजन/भिजन फण्ड र आपूर्तिकर्ता वा कन्ट्र्याक्टर बीच कुनै चालु/चलिरहेको सम्झौता छ/छैन । (यसमा वर्ल्ड भिजन/भिजन फण्ड को लागी भएका परामर्शदाता, सेवा प्रदायक, वा आपूर्तिकर्ताहरू पर्दछन् ।)

ग) वर्ल्ड भिजन वा भिजन फण्डको बोर्ड, सदस्य वा बरीष्ठ व्यपस्थापन टोलीसँग आपूर्तिकर्ता वा कन्ट्र्याक्टरको कुनै पनि पारिवारिक वा व्यावसायीक सम्बन्ध रहेको/नरहेको ।

यसका अतिरिक्त, वर्ल्ड भिजन वा भिजन फण्डको स्वार्थको द्वन्द्व नीति अन्तर्गतमा आपूर्तिकर्ता वा कन्ट्र्याक्टरले उनीहरू स्वयंको कुनै पनि नाता, व्यापारीक सम्बद्धता, संलग्नता, पद तथा आर्थिक स्वार्थ र कुनै पनि उपहार तथा रकम कारोवारको लेनदेन भएको छैन भन्ने कुरा पुष्टी गर्दछन् ।

६) अन्तर्राष्ट्रिय श्रम अधिवेशनको पालना

क) वर्ल्ड भिजन/भिजन फण्डले आफ्ना आपूर्तिकर्ताहरू र आपूर्तिकर्तासँग सम्बद्ध रहेका उसका उप-कन्ट्र्याक्टरहरूले अन्तर्राष्ट्रिय श्रम सम्मेलनहरूको पालना गरिनु भन्ने अपेक्षा राख्दछ ।

ख) कुनै पनि प्रकारको अवैधानीक श्रमको (बलको प्रयोग गरी, बन्धनमा राखी, ईच्छा विपरीत नजरबन्दमा राखी) प्रयोग गर्न प्रतिबन्धित छ ।

ग) बाल श्रमको प्रयोग गर्न प्रतिबन्धित छ ।

घ) कर्मचारी भर्ना तथा रोजगार आचरणहरूमा रङ्ग, धर्म, लिङ्ग, जात, उमेर तथा शारीरिक असक्षमताको आधारमा विभेद प्रतिबन्धित छ ।

ङ) ज्याला, कार्य समयावधि, र संघको स्वतन्त्रता र संगठित हुने स्वतन्त्रता र संगठित हुने अधिकार साथै सामुहिक सौदाबाजी गर्ने अधिकारको कुरामा स्थानीय कानून पालना गर्ने ।

च) कसैको पनि मानव अधिकारमा हनन पुर्याएको छैन भन्ने कुरालाई सुनिश्चित गर्दै मानव सुरक्षालाई समर्थन र सम्मान गर्ने ।

छ) कार्यक्षेत्र वा अन्य उत्पादन स्थान सुरक्षित र स्वस्थ हिसाबमा चलीरहेको छ, भन्ने सुनिश्चित गर्ने ।

७) वर्ल्ड भिजनको बालबालिका तथावयस्क सुरक्षा नीतिको पालना गर्ने ।

क) आपूर्तिकर्ता वा कन्ट्र्याक्टरहरू जो वर्ल्ड भिजनको कार्यक्रमका बालबालिका वा वयस्क लाभग्राहीहरूको पहुँचमा वा उनीहरूको व्यक्तिगत तथ्याङ्कको पहुँचमा रहेका हुन्छन्, उनीहरूले अनिवार्य रूपमा व्यवहारीक सुरक्षा प्रोटोकलको पालना गर्नुपर्छ । (तल पृष्ठ ४ हेर्नुहोस्) Page |

ख) बालबालिका वा वयस्क लाभार्थीहरूलाई हानि वा हानिको जोखिम हुने कुनै पनि घटनाहरू वर्ल्ड भिजनलाई तुरुन्तै रिपोर्ट गर्नुपर्नेछ ।

ग) बालबालिका वा वयस्क लाभार्थीहरू वा उनीहरूको व्यक्तिगत तथ्याङ्कमा पहुँच हुने कुनै पनि व्यक्तिहरूले, बालबालिकाहरू वा वयस्कहरू विरुद्धको दुर्व्यवहार नगरेको भनी कानूनले दिने सम्मको हदमा खुलाउनुपर्दछ । (अनुरोधको आधारमा वर्ल्ड भिजन लाई प्रमाण उपलब्ध गराउनुपर्नेछ ।)

द) बलियो पर्यावरणीय नीति हुनुपर्ने

क) वर्ल्ड भिजनले आफ्ना आपूर्तिकर्ताहरूबाट प्रभावकारी वातावरणीय नीति र वातावरण संरक्षणका लागी विद्यमान कानून र नियमनहरूको पालना गर्नेछन् भन्ने अपेक्षा राख्दछ ।

ख) आपूर्तिकर्ताहरूले विशिष्ट वातावरणीय जिम्मेवारीको प्रवर्द्धनका साथै वातावरण मैत्री प्रविधिको प्रयोगलाई प्रोत्साहित गर्न पहल गर्ने अपेक्षा गरिन्छ ।

ग) आपूर्तिकर्ताहरूले सम्भव भएसम्म गुणस्तरयुक्त प्रमाणीत व्यवस्थापन प्रणाली अवलम्बन गर्नुपर्दछ ।

९) भ्रष्टाचार र घूसखोरी विरुद्ध

क) वर्ल्ड भिजनले आफ्ना आपूर्तिकर्ताहरूले जबरजस्ती असुली, जालसाजी र घूसखोरी विरुद्ध नैतिक आचरण र सदाचारका उच्चतम मापदण्डहरू पालना गर्ने अपेक्षा राख्दछ ।

ख) उच्च गुणस्तरीय जोखिम व्यवस्थापनका साथै भ्रष्टाचार र जालसाजी विरुद्ध शून्य सहनशीलता लागू गर्नुपर्नेछ ।

ग) स्वार्थको विवादका रूपमा देखा पर्न सक्ने कुनै पनि अवस्था प्रष्ट पार्नुहोस् । तलको पृष्ठ ३ मा खुलासा फारम पूरा गर्नुहोस् ।

घ) Blocked Party Screening र फौजदारी अपराध सम्बन्धमा पृष्ठभूमि जाँचको लागी सहमत हुनुपर्नेछ ।

स्वार्थ/विवादको द्वन्दको खुलासा पत्र

आपूर्तिकर्ताहरूका लागि परिष्कृत वर्ल्ड भिजन स्ट्यान्डर्ड फारम

फेब्रुअरी २०२० संस्करण

वर्ल्ड भिजनको आचार संहिता पढ्दै गर्ने क्रममा र मेरो (हाम्रो) वर्ल्ड भिजन र भिजन फण्डसँगको सम्बन्ध परीक्षण गरीसके पश्चात, यदि कुनै सन्देह भएमा सम्बन्धलाई आगामी छलफलहरूका लागि खुला पार्नु पर्छ भन्ने उद्देश्यका साथ तल दिएका बुँदाहरू ध्यानपूर्वक समीक्षा गरी “हो” वा “होइन” मा चिन्ह लगाएको छु ।

“WV/VF” भन्नाले यहाँ वर्ल्ड भिजन वा भिजन फण्ड लगायत यीनीहरूसँग आवद्ध रहेका लघुवित्त संस्थाहरू बुझिन्छ । “आफन्त” भन्नाले कुनै रगत वा विवाहबाट जोडीएको व्यक्तिगत नाता भएको भन्ने बुझिन्छ । तल दिइएको प्रत्येक अभिव्यक्तिहरूमा आफुलाई लाग्ने उचित उत्तर अनुसार “हो” वा “होइन” मा गोलो लगाउनुहोस् ।

१. हो/होइन WV/VF बाट म/मेरो कम्पनी/व्यवसाय (वा मेरो नातेदार) ले आर्थिक लाभ लिन्छन् (यसमा WV/VF को स्वयंसेवक भएर काम गर्ने वा लाभार्थीको रूपमा रहेको जस्ता कुराहरू समावेश हुन्छन्) । (यदी उत्तर “हो”, हो भने कृपया यस फारमको अन्त्यमा विवरणहरू प्रस्तुत गर्नुहोस् ।)

२. हो/होइन म वा मेरो नातेदार यस WV/VF को तत्कालिन कर्मचारी हौं । (यदी उत्तर “हो” हो, भने कृपया यस फारमको अन्त्यमा विवरणहरू प्रस्तुत गर्नुहोस् ।)

३. हो/होइन म/मेरो कम्पनी (वा मेरो नातेदार) को र WV/VF को बीच चालु व्यावसायीक सम्भौता रहेको छ (यसमा WV/VF को परामर्शदाता, सेवा प्रदायक वा आपूर्तिकर्ता भएर रहेको जस्ता कुराहरू समावेश हुन्छन्) । (यदी उत्तर “हो”, हो भने कृपया यस फारमको अन्त्यमा विवरणहरू प्रस्तुत गर्नुहोस् ।)

४. हो/होइन WVI वा VFI को बोर्ड, सदस्य वा वरीष्ठ व्यपस्थापन टोलीसँग मेरो/मेरो कम्पनीको पारिवारिक वा व्यावसायीक सम्बन्ध रहेको छ । (यदी उत्तर “हो”, हो भने कृपया यस फारमको अन्त्यमा विवरणहरू प्रस्तुत गर्नुहोस् ।)

माथि १ देखी ४ मा दिइएको अभिव्यक्ति अनुसार यदी “हो” उत्तरमा गोलो लगाउनुभएको भए तल तिनीहरूको विवरण वर्णन गर्नुहोस् । त्यस्तै, माथि उल्लेख गरेअनुसार तपाईंलाई केही चासोको विवाद प्रस्तुत गर्न वा टिप्पणी गर्न इच्छा छ भने कृपया त्यसको पनि विवरण तल राख्नुहोस् । यदी विवरण राख्ने ठाउँ अपुग भएमा थप पृष्ठ थप्न सक्नुहुनेछ ।

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यदी तपाईं यस कुरासँग सहमत हुनुहुन्छ भने यो बाकसमा चिन्ह लगाउनुहोस्: माथि दिइएको १ देखी ४ सम्मको मेरो उत्तर सही छ भन्ने प्रमाणित गर्दछु । १ देखी ४ सम्मको उत्तरमा यदी मैले “हो” भन्नेमा चिन्ह लगाएको छु भने त्यसमा मैले वर्ल्ड भिजन वा भिजन फण्डको चासोको विवाद अन्तर्गत मेरो व्यावसायीक सम्बन्ध, संलग्नता, सम्बद्धता, पद, आर्थिक लाभ, उपहार, रकमको लेनदेन छैन भन्ने कुराको सुनिश्चित गर्दछु ।

बालबालिका तथा वयस्क सुरक्षा व्यवहार नीति

वर्ल्ड भिजनको कार्यक्रम अन्तर्गत रहेका जोखिमयुक्त बालबालिका र वयस्कहरूको संरक्षण हाम्रो कामको सबै पक्षहरूका लागि महत्वपूर्ण पाटो हो । हामीले गर्ने सबै क्रियाकलापको मुख्य कुरा भनेको लाभार्थी बालबालिका र वयस्कहरूलाई कुनै पनि खालको हानी नपुग्ने गरी उनीहरूको अधिकारको सम्मान गर्नु हो । सो कार्य गर्दा कुनै पनि निर्णयहरूमा बालबालिका र वयस्कहरूलाई प्रमुख ध्यानाकर्षणको रूपमा राखेर उनीहरूको सर्वोत्तम हितको रक्षा गर्ने हाम्रो प्रतिबद्धता रहेको हुन्छ ।

त्यसकारण, आपूर्तिकर्ता/सम्बद्धताहरू र उनीहरूका कर्मचारी (जस्तै: वर्ल्ड भिजनको साभेदारहरू, आपूर्तिकर्ताहरू, कन्ट्र्याक्टर्सहरू, परामर्शदाता र स्वयमसेवकहरू) ले लाभार्थी बालबालिका र वयस्कहरूको यौन शोषण र दुर्व्यवहार हुनबाट रोक्ने किसिमको संरक्षण कार्य गर्ने गर्नुपर्छ । त्यो सँगै जानेर वा अन्जानमा वर्ल्ड भिजनमा काम गर्ने मानिसहरूमा पर्ने सक्ने हानीलाई समेत ख्यालमा राखेर कार्य गर्ने गर्नुपर्छ ।

सबै आपूर्तिकर्ताहरू र सम्बद्धहरूले वर्ल्ड भिजनसँगको गतिविधिमा सबै बालबालिका र वयस्क लाभार्थीहरूका लागी यी नीतिहरूको पालना गर्नुपर्ने हुन्छ । सुरक्षाको सन्दर्भमा, वर्ल्ड भिजनले 'लाभार्थी' को फराकीलो कार्यात्मक परिभाषा प्रयोग गर्दछ । जसमा लाभार्थी भन्नाले कुनै विशेष परियोजनाका प्रत्यक्ष लाभार्थीको रूपमा मात्र समावेश नगरेर वर्ल्ड भिजनका कार्यक्रमहरू रहेका स्थानमा वर्ल्ड भिजनसँग व्यावसाय गर्ने क्रममा आपूर्तिकर्ता वा सम्बद्धहरूबाट हानीको जोखिममा रहने बालबालिका वा वयस्कलाई पनि समावेश गर्दछ ।

स्वीकार्य व्यवहार- आपूर्तिकर्ताहरू र सम्बद्धहरू (र उनीहरूका कर्मचारीहरू):

क) बालबालिका र वयस्क लाभार्थीहरूको यौन शोषण र दुर्व्यवहारलाई रोक्न र ती सम्बन्धी व्यवहार नीतिहरूको कार्यान्वयनलाई बढावा दिने किसिमको वातावरणको सिर्जनाका साथै ती वातावरणलाई कायम गर्ने ।

ख) आपूर्तिकर्ताहरू आफ्नो भाषा, कार्यगत व्यवहार र बालबालिका तथा जोखिमयुक्त लाभार्थीसँगको सम्बन्ध प्रतिको धारणा र उपस्थितीबारे सजग रहने । सोही सजगताले व्यक्तिगत रूपमा र डिजिटल प्लेटफर्महरूमा, अनलाइन अफलाइन दुबै तरीकाबाट बालबालिका र वयस्क लाभार्थीहरू र तिनीहरूका अधिकारहरूप्रति सम्मान देखाउने कुरालाई भल्काउँछ ।

ग) बालबालिका र लाभार्थीसँग सबै भौतिक र अनलाइन सम्पर्क स्थानीय चालचलन अनुसार उपयुक्त छ, भनी सुनिश्चित गर्ने ।

घ) बालबालिकाहरूको व्यवहार व्यवस्थापन गर्न सकारात्मक र शान्तीपूर्ण विधि प्रयोग गर्ने ।

ङ) व्यक्तिगत व्यवहार र चालचलनका लागि संगठनको प्रतिनिधिको रूपमा जिम्मेवारी स्वीकार गर्ने ।

श्री दिगो विकास समाज
भजनी नगरपालिका वडा नं १, कैलाली

विषय : स्व घोषणा सम्बन्धमा ।

उपरोक्त विषय सम्बन्धमा.....फर्म /कम्पनी
/उद्योगले आजका मिति सम्म कुनैपनी अपराधिक क्रियाकलाप, ठगी, भ्रष्टाचार जालसाचि,
कालोबजारी गरी नेपाल सरकारको कानुन बमोजिम को कुनैपनी सजाय नभोगेको ब्यहोरा त्यस
कार्यालयलाई जानकारी गराउनुका साथै अनुरोध गर्दछौ ।

संचालक को नाम :

हस्ताक्षर :

मिति :

फर्म तथा कम्पनीको छाप :



दिगो विकास समाज, भजनी, कैलाली
आशय पत्रको फारम

१. व्यक्तिगत विवरण:

प्रोपाइटरको नाम :	
ठेगाना :	
फोन नं. :	
मोबाइल नं. :	

२. फर्म तथा कम्पनीको विवरण

फर्म तथा कम्पनीको नाम :	
ठेगाना प्रमुख कार्यालय :	
शाखाकार्यालय :	
कम्पनीको वेवसाइट :	
फोन नं. :	
ईमेल ठेगाना :	
फ्याक्स नं. :	
पान नं. :	
भ्याट नं. :	
फर्म तथा कम्पनी दर्ता मिति :	
कारोबारको प्रकृति :	

३. बैंक विवरण:

बैंकको नाम :	
खाताको नाम :	
A/C नम्बर :	
ठेगाना :	
कोड	

४. जनशक्ति विवरण:

कामदारको संख्या :	
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५. मुख्य कामदारहरु:

क्र.स.	कामदारको नाम	कार्य भुमिका - पद	मोबाइल नं.
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२			
३			
४			
५			
६			
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८			
९			
१०			

४. आर्थिक विवरण

क्र.स.	आर्थिक वर्ष	कारोबार रकम - (अंकमा)	कुलनाफा - (अंकमा)
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५. यातायात विवरण

क्र.स.	गाडीको स्वरुप	दक्षता	गाडीनम्बर
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६. गोदामको विवरण

क्र.स.	गोदामभएको ठाउँ	वर्ग (L*B)	वर्ग Sq feet
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७. विगतमा सेवा प्रदान गरेका संघ संस्था, कम्पनी तथा बैंकहरुको नामवली

क्र.स.	नाम	कारोबार वर्ष
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८. सामाग्रीको तथा सेवाको विवरण

क्र.स.	विवरण (सामानको नाम)	विशिष्टिकरण	ब्राण्ड	हालको स्टक
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१०				

९. माथि उल्लेखित सुचना, सामाग्री तथा विवरणहरु सत्य तथ्य रहेको र यदि भुठो ठहर भएमा यस दिगो विकास समाज संस्थाले जारी गरेको इच्छाको प्रस्ताव तथा आशयपत्र प्रतिस्पर्धा बाट बन्चित गर्न सहर्ष स्वीकार गर्दछु ।

कम्पनीर फर्मको छाप

प्रोपाइटरको दस्तखत