



INSTRUCTION TO BIDDERS AND TERMS AND CONDITIONS OF SALE

1. INTRODUCTION

- 1.1 The Lutheran World Federation Nepal, hereinafter referred to as LWF Nepal, requests to submit bids for the sale of various Functional/dysfunctional vehicles, IT equipment and other accessories (aluminum pipe) as described in Lot 1 and Lot 2-: **"As is, where is and clean-up"** basis.
- 1.2 This document provides instructions to bidders for the Public Auction. The LWF Nepal may issue special instructions to bidders and may require additional documents from the bidders during the auction process.
- 1.3 This bid is open from 18th May2024 to 14th June 2024. However, the assets will be displayed on Tuesday, 4th June 2024, at the LWF Nepal Country Office premises in the case of the Kathmandu office, between 10:00 hours to 16:00 hours NST.

2. COST OF BID

- 2.1 The bidder shall bear all costs in the preparation and delivery of their bids and LWF Nepal shall not be responsible or liable for such costs, regardless of the outcome of the bidding process.

3. BID DOCUMENTS

- 3.1 The Invitation to Bid (IBT) which includes the date, time, submission and opening of bids.
- 3.2 Instruction to Bidders (IB), which includes the Terms and Conditions of Sale.
- 3.3 The Price Quotation Form, which includes the bid offers.

4. TIME AND PLACE FOR RECEIPT OF THE BIDS

- 4.1 Sealed bids must be submitted at LWF Nepal Country Office Maharajgunj, Kathmandu by or before 11.00 AM of 17th June 2024. Submission of bids after the designated date and time shall no longer be accepted.

5. ELIGIBILITY CRITERIA

- 5.1 Any person, partnership or corporation may participate in the sale by public bidding.

6. BIDS TO BE CONSIDERED

- 6.1 Only bids submitted by bidders or their authorized representatives who have properly signed the Bid Documents will be considered. Bids from bidders who have not signed the Bid Documents will be automatically rejected.
- 6.2 No bids shall be accepted from bidders who are disqualified from participating in public bidding or any kind of contract with the Government of Nepal.
- 6.3 Bidder/Companies with pending cases and outstanding obligations with LWF Nepal shall be excluded from the bidding.

6.4 Bids that do not include Bid Securities, or that include Bid Securities which are significantly flawed or unacceptable, will be immediately rejected and sent back to the bidders.

7. SUBJECT OF BID

7.1 Bids shall be for the sale of the following LWF Nepal owned Functional/ dysfunctional vehicle, IT equipment and aluminium pipe as specified below:

Lot	Category	Minimum value (NRS)
1	IT Equipment-1	5,000
	Vehicle (motorbike-1)	7,250
2	IT Equipment-5	11,000
	Vehicle (motorbike-2)	12,900
	Other accessories (Aluminium Pipe-approx 250 kg)	230/kg

The above-mentioned properties shall be sold on an "As is, where is and clean-up" basis.

8. PREPARATION OF BIDS

8.1 Bidders must prepare their bids using the forms provided by LWF Nepal. Additionally, the following documents are required to be included with the bids.

- a. Firm Registration Certificate (if the bidder is an organization)
- b. Copy of citizenship (if bidder is an individual)
- c. PAN/VAT Certificate if the bidder is an organization; PAN certificate if the bidder is an individual
- d. Duly signed Instructions to Bidders and Terms and Conditions of Sale
- e. Price Quotation Form
- f. Bid Security

8.2 Envelope should be securely sealed and marked as follows:

To:

**Assets Disposal Committee
LWF Nepal Country Office,
Ganesbasti, Chundevi Marg -4, Maharajgunj, Kathmandu**

Sealed Bid for Auction of vehicle, IT equipment and other accessories (aluminium pipe)

From: Name of Bidder: _____

Address of Bidder: _____

Contact Number of Bidder: _____

8.3 The Bid Price offered must be on an Lot basis.

9. BID CURRENCY

9.1 In all bids, the price shall be expressed in written words and figures in Nepalese Currency. In case of discrepancies between the price in words and figures, the prices in words shall be considered as the bid price.

10. VALIDITY OF THE PROPOSAL

- 10.1 A bid will be deemed valid for a period of sixty (60) calendar days from the date of bid opening. A bid with a shorter validity period shall not be considered.
- 10.2 After a bid has expired, the LWF Nepal may ask the bidder to agree to extend the bid's validity period. The bidder's response must be provided in writing or by email.

11. ADDITIONS TO SPECIFICATIONS

- 11.1 LWF Nepal shall reserve the right to amend, revise or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through an appendix/ letter, and any copies will be furnished to all prospective bidders.
- 11.2 In consideration of its best interest, LWF Nepal may postpone the opening of bids to a later date. In any such case, the appendix/ letter to be issued will include an announcement of the new date for the opening of bids.

12. BIDDER'S EXCEPTIONS

- 12.1 If the clarification, deviations or exceptions are acceptable to the LWF Nepal, an appendix will be issued for the general information of all prospective bidders.

13. BID SECURITY

- 13.1 Each bidder shall submit a Bid Security in the amount of 10% (ten) of the total bid price in the following bank account:

Bank name: Standard Chartered Bank

Account holder name: The Lutheran World Federation

Account number: 18-0475386-07

Branch: Jawalakhel

- 13.2 A bid submitted without the required Bid Security or with a Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.
- 13.3 If the winning bidder does not secure, sign, or acknowledge the notice of award or contract within seven calendar days after receiving written notification, their bid security will be forfeited.
- 13.4 The Bid Security of the winning bidder will be turned into a Performance Bond. This bond will only be refunded once the winning bidder has withdrawn all the awarded items and fulfilled all the requirements of the Notice of Award/Release and the Order/Contract.

14. SUBMISSION AND OPENING OF BIDS

- 14.1 Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Clause 4. After the time set for bid opening, the LWF Nepal Asset Disposal Committee will open and read the bids in the presence of the bidders or their authorized representatives.
- 14.2 Offers not submitted by the bidder's authorized representatives or received after the time set for bid opening will not be accepted.

15. DEFECTIVE BIDS

- 15.1 At the time of opening of bids, a bid shall be considered defective in any of the following cases:
- a. Not properly sealed and signed as required clause 8

- b. Not properly marked as required clause 8
- c. Not properly filled-up form (e.g. unsigned bids)
- d. Not accompanied or guaranteed by a Bid Security
- e. With insufficient Bid Security

Annex-1: List of items to be auctioned

Lot	Category	Name	Unit	Quantity
1	IT equipment	Laptop DELL XPS 6732354962	No	1
	Vehicle (motorbike)	Motorbike: Hero Honda Model: HUK, Made year 2007, without engine and chassis number	no	1
2	IT equipment	Lenovo laptop T450 Notebook without hard disk and charger	No	1
		Dell Latitude E3450 I5 4 without hard disk and charger	No	1
		Laptop- Dell Latitude E3450 I5 without hard disk and charger	No	1
		Dell Latitude E3450 I5 4GB RAM without hard disk and charger	No	1
		Lenovo Laptop without hard disk and charger	No	1
	Vehicle (Motorbike)	Motorbike- Pulsar 150 cc without Chassis and engine number	No	1
		Motorbike- Yamaha without Chassis and Engine number	No	1
	Other accessories	Aluminum pipe	KG	250 (approx.)