

BIDDING DOCUMENT

For

The Procurement of *furniture and fixtures*

**National Competitive Bidding (NCB)
Single-Stage: Single-Envelope (1S1E) Bidding Procedure
(Procurement of Goods without Bidder's Qualification)**

Nepalgunj Sub-Metropolitan City

Nepalgunj, Banke

Issued on: **2083 Ashoj 30 (16th October 2026)**

Issued to: **All the interested Bidders**

Invitation for Bids No.: **NSMPC/G/NCB/2083-084/03**

NCB No.: **NSMPC/G/NCB/2083-084/03**

Contract Identification No.: **NSMPC/G/NCB/2083-084/03**

Invitation for Bids

Government of Nepal (GoN)
Nepalgunj Sub-Metropolitan City

Date of publication: **2083 Ashoj 30 (16th October 2026)**
Invitation for Bids No: NSMPC/G/NCB/2083-084/03

1. The *Nepalgunj Sub-Metropolitan City Office* invites *sealed (Hardcopy)* bids from eligible bidders for the procurement of *Furniture & Fixture* under National competitive bidding – Single Stage Single Envelope procedures.
2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of *Nepalgunj Sub-Metropolitan City, Nepalgunj*, nepalgunjmunstore@gmail.com, 9849521985 or may visit Nepalgunj Sub-Metropolitan City website <https://nepalgunjmun.gov.np>
3. A complete *set* of Bidding Documents may be purchased from the office *Nepalgunj Sub-Metropolitan City, Nepalgunj Bank* and may download from office website <https://nepalgunjmun.gov.np> 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 NPR 3000/- till **6th November 2026 (2083-07-20 BS)** before 12:00 Noon **in the account as specified below.**

Information to deposit the cost of bidding document in Bank:

Name of the Bank: Rastriya Baniya Bank, Dhambojhi
Name of Office: Nepalgunj Sub-Metropolitan City
Account Name: NEPALGUNJ U.MA.NA.PA(GA-1-1)-AANTAR
Office Code no.: 801055701
Account no.: 4130100301010002
Rajaswa (revenue) Shirshak no.: 14229

4. Pre-bid meeting shall not be held.
5. Sealed (Hardcopy) bids must be submitted to the office *Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke* by hand before **2:00 PM** on **6th November 2026 (2083-07-20)**. 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 **3:00PM of 6th November 2026 (2083-07-20)** at the office of *Nepalgunj Sub-Metropolitan City*. Bids must be valid for a period of **90 days** from the bid submission deadline and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid, amounting to a minimum of **NPR 97,500/-**, which shall be valid for 30 days beyond the validity period of the bid (i.e. **6th March 2027**)
7. If the last date of purchasing and /or submission falls on a public holiday¹ applicable to purchaser, then the next working day shall be considered as the last date. In such case the validity period of the **bid and** bid security shall remain the same as specified for the original last date of bid submission.

¹ In case of electronic bid invitation, purchaser shall extend the deadline as required in the e-GP system.

ELI-1: 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.]

1.	Bidder's Legal Name:	<i>[insert full name]</i>
2.	In case of JV, legal name of the representative member and of each member:	<i>[insert full name of each member in the JV and specify the representative member]</i>
3	Bidder's Country of Registration:	<i>[insert country of registration]</i>
4.	Bidder's Year of Registration:	<i>[insert year of incorporation]</i>
5.	Bidder's Legal Address in Country of Registration	<i>[insert street/number/town or city/country]</i>
6.	Bidder's trading address:	<i>[insert street/number/town or city/country]</i>
7.	Bidder's Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
8.	Bidder's Email Address:	<i>[insert email address]</i>
9.	Bidder's Authorized Representative Information:	
	Name:	<i>[insert full name]</i>
	Address:	<i>[insert street/number/town or city/country]</i>
	Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
	Email Address:	<i>[insert email address]</i>
Attached are copies of the following documents: 1. In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.2 and ITB 4.8 2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 22.2 3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB 4.2 4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5		

ELI-2: Joint Venture Information Form

Each member of the Joint Venture must fill out this form separately to provide information relating to each JV member.

1.	Bidder's legal name:	<i>[insert full name]</i>
2.	Joint Venture Partner's legal name:	<i>[insert full name of Joint Venture Partner]</i>
3.	Joint Venture Partner's Country of Registration:	<i>[insert country of registration]</i>
4.	Joint Venture Partner's Legal Address in Country of Registration:	<i>[insert street/number/town or city/country]</i>
5.	Joint Venture Partner's Trading address	<i>[insert street/number/town or city/country]</i>
6.	Joint Venture Partner's Year of Registration:	<i>[insert year of registration]</i>
7.	Joint Venture Partner's Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
8.	Joint Venture Partner's Email Address:	<i>[insert email address]</i>
9.	Joint Venture Partner's Authorized Representative Information:	
	Name:	<i>[insert full name]</i>
	Address:	<i>[insert street/number/town or city/country]</i>
	Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
	Email Address:	<i>[insert email address]</i>
Attached are copies of the following documents: 1. Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.2 and ITB 4.8 2. Authorization to represent the firm named above, in accordance with ITB 22.2 3. In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5		

Bidder's proposed Specification / Delivery Date / Goods & Related Service

Name of Bidder:

Invitation for Bid No.:

Item No.	Description of Goods or Related Service	Quantity	Physical unit	Country of Origin and Brand	Bidder's Proposed TS and Standards	Final Destination in BDS	Status of compliance ²	Bidder's offered delivery date [to be provided by the bidder]	Unit Price (in NPR) ³		Total Price (in NPR) Cols. 3×8)
[insert item No]	[insert description of Goods]	[insert quantity of item to be supplied]	[insert physical unit for the quantity]	[insert country of Origin and Brand name]	[insert TS and Standards]	[insert Place of delivery]	[insert status]	[insert the number of days following the effective date of the contract]	In figure	In words	3×8 = 9
1	2	3	4	5	6	7	8	9	8		9
1	Office Table	26	Pcs								
2	Office table	4	Pcs								
3	Computer Table	5	Pcs								
4	Revolving chair	45	Pcs								
5	Steel Daraz	19	Pcs								

² The bidder shall state as Fully compliance or Partially compliance or Compliance

³ The price shall include the cost of goods, other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the item, the customs duties, transportation cost up to final delivery, insurance cost, unloading, and any other cost for (incidental) services, if any, related to the delivery of goods. All risks and responsibilities up to the final destination including installation and commissioning of Goods, if applicable, shall be borne by the Supplier.

6	Steel Book rack	3	Pcs								
7	Steel open rack	5	Pcs								
8	Tea table	7	Pcs								
9	3-seater bench	4	Pcs								
10	Visitor Chair	27	Pcs								
11	Supplying, fabrication, transportation, erection and fixing of steel storage almirah fabrication from 0.7mm thick GI sheet, provided with 5 storage shelves/ layers having a internal depth of 18", with the structural framework comprising 1.5"x1.5" equal angle sections of 14 gauge thickness at vertical corners including cutting, bending, welding, fastening, anchoring, alignment, colouring, erection, fixing and finishing required for complete installation, including all materials, labours, tools, plant and accessories, all complete as per instruction of site	37.50	Sqm.								

engineer.											
Supplying, fabrication, transportation, erection and fixing of steel storage almirah fabrication from 0.7mm thick GI sheet, provided with 2 storage shelves/ layers having a internal depth of 18", including cutting, bending, welding, fastening, anchoring, alignment, colouring, finishing required for complete installation, including all materials, labours, tools, plant and accessories, all complete as per instruction of site engineer.	8.32	Sqm.									
Supply, Fabrication, Erection, Transportation, Fixing, etc., all complete set of aluminium rack structure of given dimension: a. Main Frame: 10 nos. of vertical members of section 65 × 38 × 1.2 mm, 4 nos. of horizontal members of section 65 × 38 ×	67.50	Sqm.									

1.2 mm, 6 layers of internal horizontal frame of aluminium section size 38 × 25 × 1.2 mm with 10 mm Nepal board over each section, having depth of internal horizontal frame 450mm & above, 10 mm Nepal board at backside of main frame and sides of main frame. b. Doors (4 nos. of double-panel doors): 4 nos. of vertical members of section 65 × 38 × 1.2 mm at each door, 5 nos. of horizontal members of section 55 × 30 × 1.2 mm with 5 mm thick clear glass as a panel for each door.										
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1. Delivery and Completion Schedule

Delivery shall take place in compliance with the dates, duration, and locations indicated below:

(I) in case of Delivery schedule is not determined as evaluation criteria

[The Purchaser shall fill in this table from column 1 to 6]

Line Item No	Description of Goods	Quantity	Physical unit	Final Destination	Delivery Date
1.	2	3	4	5	6
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert physical unit for the quantity]</i>	<i>[insert place of delivery]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>
1	Office Table	26	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
2	Office table	4	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
3	Computer Table	5	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
4	Revolving chair	45	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
5	Steel Daraz	19	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
6	Steel Book rack	3	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days

7	Steel open rack	5	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
8	Tea table	7	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
9	3-seater bench	4	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
10	Visitor Chair	27	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days
11	Steel & Aluminium rack/almirah construction	1	Pcs	Nepalgunj Sub-Metropolitan City, Nepalgunj, Banke	30 days

2. Purchaser Requirement

The Goods and Related Services shall comply with following Technical Specifications and Standards:

1. Summary of Technical Specifications.

<i>Item No</i>	<i>Name of Goods or Related Service</i>	<i>Technical Specifications and Standards</i>	
<i>[insert item No]</i>	<i>[insert name]</i>	<i>[insert TS and Standards]</i>	
		<i>Specification</i>	<i>Features</i>
1	Office Table	Length: 5 ft. 2.5 ft. width and 2.5 ft Height, Double laminated plywood (Min. 25mm thickness for top, 18mm for frame/sides) and PVC edge banding	3 drawers in right side with locking system and sliding key board tray and footrest
2	Office table	Length: 4ft. 2 ft. width and 2.5 ft Height, Double laminated plywood (Min. 25mm thickness for top, 18mm for frame/sides) and PVC edge banding	2-Drawer Unit on one side: 1 top drawer with key lock and 1 bottom drawer/cupboard with magnetic catch/hinge mechanism.
3	Computer Table	Length: 3.5ft. 2 ft. width and 2.5 ft Height, Double laminated plywood (Min. 25mm thickness for top, 18mm for frame/sides) and PVC edge banding	Heavy-duty sliding keyboard tray & bottom CPU shelf unit.
4	Revolving chair	High-density molded foam seat with breathable high-grade mesh fabric back, 5-star chrome/nylon base	gas-lift hydraulic height adjustment mechanism, 360-degree swivel with tilt-lock mechanism, Ergonomic fixed/adjustable armrests.
5	Steel Daraz	Height: 6.5 ft. Width: 3 ft. Depth: 1.5 ft. (0.60 mm CR thickness sheets with epoxy-based paint and approximately 14 kg weight.	4 internal shelves forming 5 compartments. Three-way central locking system with handle and duplicate keys.
6	Steel Book rack	Height: 5.5 ft. Width: 3 ft. Depth: 1.5 ft. (0.60 mm	4 individual horizontal tier compartments with

		thickness CR sheets with epoxy-based paint and approximately 14 kg weight.	independent doors. Up-sliding / flap-type glass doors with smooth sliding or lift-up mechanism. Individual lock and dual handles on each of the 4 compartment doors.
7	Steel open rack	Height: 6 ft. Width: 3 ft. Depth: 1.25 ft. (0.60 mm thickness CR sheets with epoxy-based paint and approximately 14 kg weight.	5 open compartments (4 adjustable shelves). Load capacity: 60 kg per shelf.
8	Tea table	Height: 3 ft. Width: 1.5 ft. Depth: 1.5 ft.	8mm-10mm thick toughened/tempered clear glass top with heavy-duty Stainless Steel (SS) or Powder-Coated MS metal frame structure. (Free of wood or board materials).
9	3-seater bench	6.25 ft. length, 2.5 feet wide and 2.75 ft height. (1×1.5 -inch pipe), powder coated paint and high-density cushion seat & fabric on seat and back	3-person seating capacity for waiting areas. Ergonomic foam cushioning backrest and armrests on both ends. High weight capacity (Min. 300 kg total) with rubber floor protectors.
10	Visitor Chair	Seat Height: 450mm, Width: 480mm, Back Height: 500mm Crome based pipe finishing	Non-revolving, fixed S model design for visitor seating. Ergonomic lumbar support with fixed armrests and breathable mesh in back and seat Anti-slip rubber base pads to prevent floor scratching.
11	Steel & Aluminium rack/almirah construction	Supplying, fabrication, transportation, erection and fixing of steel storage almirah fabrication from 0.7mm thick GI sheet, provided with 5 storage shelves/ layers having a internal depth of 18", with the structural framework comprising 1.5"x1.5" equal angle sections of 14 gauge thickness at vertical corners columns including cutting, bending, welding, fastening, anchoring, alignment, colouring, erection, fixing and finishing required for complete installation, including all materials, labours, tools, plant and accessories, all complete as per instruction of site engineer.	
		Supplying, fabrication, transportation, erection and fixing of steel storage almirah fabrication from 0.7mm thick GI sheet, provided with 2 storage shelves/ layers having a internal depth of 18", including cutting, bending, welding,	

		fastening, anchoring, alignment, colouring, finishing required for complete installation, including all materials, labours, tools, plant and accessories, all complete as per instruction of site engineer.
		Supply, Fabrication, Erection, Transportation, Fixing, etc., all complete set of aluminium rack structure of given dimension: a. Main Frame: 10 nos. of vertical members of section $65 \times 38 \times 1.2$ mm, 4 nos. of horizontal members of section $65 \times 38 \times 1.2$ mm, 6 layers of internal horizontal frame of aluminium section size $38 \times 25 \times 1.2$ mm with 10 mm Nepal board over each section, having depth of internal horizontal frame 450mm & above, 10 mm Nepal board at backside of main frame and sides of main frame. b. Doors (4 nos. of double-panel doors): 4 nos. of vertical members of section $65 \times 38 \times 1.2$ mm at each door, 5 nos. of horizontal members of section $55 \times 30 \times 1.2$ mm with 5 mm thick clear glass as a panel for each door.

3. Drawings

