

**A. General Terms & Conditions (GTC):**

1. The Sealed Quotation must be submitted to specified address on or Last date of Submission and time as specified in Specific Terms & Conditions (STC). The quotations received later than the above mentioned time & date shall not be considered.
2. Address for submission of Sealed Quotation is as specified in STC.
3. All the received Sealed Quotations shall be opened on the following day of the last date of submission at the same venue as mentioned. The representatives from the bidders can participate in the opening of Sealed Quotations, however, the absence of any or all representatives shall not affect the opening process.
4. The documents must be properly sealed in an envelope and the following should be mentioned on outer side of the envelope as Specified in STC.
5. Each page of the document must be duly signed by the authorized personnel along with the company stamp.
6. The format of the Standard Ground Handling Agreement (SGHA) will be as per IATA SGHA of January 2018.
7. Bidders are advised to quote their rates in United States Dollar (USD) only. However, if any Bidder choose to submit their proposal in their local currency, the submitted bid shall be evaluated by converting the bid amount in equivalent USD at the buying rate published by the Nepal Rastra Bank on the day of Bid Opening.
8. The quotations sent through electronic means of communications (telex, fax, email) shall not be considered. However, for any queries, the interested bidder may contact through email at [ragha@nac.com.np](mailto:ragha@nac.com.np) with a copy to [supportteam@nac.com.np](mailto:supportteam@nac.com.np)
9. If existing agreement (whether valid or expired) with any GSP of the station is on hand with carrier or submitted and/or already received any Proposal from any GSP and the GSP wants to validate it (with/without amendments) as worthy as its new proposal, then the existing agreement or such proposals shall be considered as a new proposal for the sealed quotation process, provided that the GSP has informed through a written valid memo/letter (Sealed/Open document) or official email.
10. Effective Period: The effective period(term) for the GHA with the selected GSP shall be as specified in STC.
11. Extension: The extension of the GHA term with the contracted GSP shall be as specified in the STC.
12. Proposed Flight Schedule (as of now):  
As mentioned in Special Terms & Conditions.
  - Non Schedule Flights: As informed in advance of at most (at least) 2 days (48 hours)

--- End of the General Terms and Conditions. ---

