

**NEPAL AIRLINES CORPORATION  
ENGINEERING MAINTENANCE DEPARTMENT  
TRIBHUVAN INTERNATIONAL AIRPORT  
KATHMANDU, NEPAL**

**SEALED QUOTATION DOCUMENT  
For  
FREIGHT FORWARDER**

REF: ESSD/EMD/141/077-78

Submitted by:

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(This document contains FIFTEEN pages including cover page)

## Sealed Quotation Document for the Freight Forwarder

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## 1.0 Sealed Quotation Notice

**NEPAL AIRLINES CORPORATION  
ENGINEERING MAINTENANCE DEPARTMENT  
TRIBHUVAN INTERNATIONAL AIRPORT  
KATHMANDU, NEPAL  
SEALED QUOTATION NOTICE**

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**RE-PUBLISHED DATE: 01 Jun , 2021**

Nepal Airlines Corporation (NAC) intends to have ad-hoc agreement with Freight Forwarder for 4 (Four) months for arrangement of shipment of aircraft parts from Nepal to foreign country and from foreign country to Nepal. As such, NAC kindly requests and invites all interested national freight forwarder to participate for the Sealed Quotation.

- 1.1 The Quotation Document may be obtained from NAC, Engineering Maintenance Department on any working day during office hours within 7 (Seven) days effective from the re-published date of publication of this notice in a daily newspaper of national circulation and **can be downloaded** from Notice/Announcement page of NAC Website: [www.nepalairlines.com.np](http://www.nepalairlines.com.np).
- 1.2 Fully completed Sealed Quotation document must reach to the address mentioned below not later than 17:00 hours local time within 7 (Seven) days from re-published date of publication of this notice in a daily newspaper of national circulation and NAC website mentioned above. The Electronic quotation will also be accepted with password protected and password for this shall be shared via separate e-mail at [dir.emd@nac.com.np](mailto:dir.emd@nac.com.np), [dydir.essd@nac.com.np](mailto:dydir.essd@nac.com.np) between last date of submission 17:00 Hrs. and the opening date (next date) 14:00 Hrs. Electronic quotation without password protected or Sealed Quotation/Electronic quotation or any modifications in the Quotation received after the due date and time will not be accepted.
- 1.3 Sealed Quotation shall be opened in the office of the Director, Engineering Maintenance Department, NAC, Tribhuvan International Airport, Kathmandu at 14:00 hrs. local time on the next day of the closing date for submission of the Quotation in presence/absence of the bidder or his nominee/ representative.
- 1.4 In case, the last date of submission and opening of Sealed Quotation as prescribed above fall on a holiday, the same will automatically take place on the successive office working day/s at the same hours.
- 1.5 The Quotation document should be filled in and completed properly as mentioned in 2.0 of this documents.

For Hand delivery: Quotation should be enclosed in a wax-sealed envelope clearly marked in capital letters as follows:

FOR SUBMISSION IN NEPAL  
QUOTATION FOR FREIGHT FORWARDER

For Electronic Submission: All PDF attachments must be **password protected** and named as "QUOTATION FOR FREIGHT FORWARDER \*\*\*COMPANY NAME\*\*\*"

- 1.6 The bidder must enclose the copy of registration certificate, Tax Payer Certificate & PAN Certificate inside the same envelope together with the quotation document. Failure to do so shall render the quotation disqualified.

- 1.7 Quotation shall be accompanied by a Bid Bond towards earnest money in the form of bank guarantee issued by any reputed international bank and counter guaranteed by a Nepalese commercial bank. The bid bond shall not be less than 1.75 Lakhs and should be valid for 60 days from the closing date for submission of the quotation. The Bid Bond should be kept inside the same envelope together with the quotation document.
- 1.8 NAC reserves absolute right to accept or reject any or all Quotation in full or part thereof without assigning any reason whatsoever.
- 1.9 The Sealed Quotation should be submitted to:
- Nepal Airlines Corporation  
Office of the Director, Engineering Maintenance Department  
Tribhuvan International Airport  
Kathmandu, Nepal  
Tel: +977 1 4470 919  
Fax: +977 1 4470768  
E-mail: [dir.emd@nac.com.np](mailto:dir.emd@nac.com.np), [dydir.essd@nac.com.np](mailto:dydir.essd@nac.com.np)  
Website: <http://www.nepalairlines.com.np>  
(Notice/Announcement page)

## 2.0 Instructions to Bidder

### 2.1 General

It is important that bidders should, in their own interest, carefully study and closely follow the instructions mentioned below in conjunction with the sealed Quotation notice published and also attached to this Document.

### 2.2 Sealed Quotation Document

The Sealed Quotation document consists of the following:

- a. Sealed Quotation Notice
- b. Instructions to the Bidder
- c. General Conditions
- d. Price/ Rate / Offer Quotes  
Evaluation Criteria – Annex 1

### 2.3 Delivery of the Sealed Quotation

Quotation should be prepared and submitted in adherence to the format as prescribed in this document downloadable from the given NAC website. All required documents should be placed in a sealed envelope marked in capital letters on the top as follows:

FOR SUBMISSION IN NEPAL  
QUOTATION FOR FREIGHT FORWARDER.

The envelope should be wax sealed and addressed to the address mentioned in 1.9. The sealed envelope should reach not later than the date and time prescribed in the Sealed Quotation Notice published in the NAC website. Sealed Quotation or modifications in the Quotation received after the stipulated date and time for submission will not be considered, whatever the cause may be.

For Electronic Submission: All PDF attachments must be **password protected** and named as “QUOTATION FOR FREIGHT FORWARDER \*\*\*COMPANY NAME\*\*\*” Password for this shall be shared via separate e-mail at [dir.emd@nac.com.np](mailto:dir.emd@nac.com.np), [dydir.essd@nac.com.np](mailto:dydir.essd@nac.com.np) between last date of submission 17:00 Hrs. and the opening date (next date) 14:00 Hrs. Electronic quotation without password protected and password protected received after the stipulated date and time for submission will not be considered.

### 2.4 Preparation/completeness of Price / Rate / Offer in the Sealed Quotation Form

- The bidder must fill properly his prices/rates/offers with destination delivery/pickup and Airport delivery in the Quotation form IN ALL ITEMS in accordance with the formats prescribed in 4.2 hereto.
- While exporting, the Cargo will be handed over to bidder after custom clearance at TIA, Kathmandu, after that bidder will be responsible to deliver up to the Party. For import, cargo pick up, custom clearance and delivery up to TIA custom along with the DO issuance will be the responsibility of bidder.
- These prices/rates/offers with destination delivery/pick up and Airport delivery quoted will be the sole basis for evaluation of the Quotation. Hence, should be filled **MANDATORILY**. No any additional or hidden charges will be acceptable other than the prices mentioned in the form 4.2 for final payment to the bidder.
- The prices/rates/offers quoted in the Quotation Document's format should be firm for all items. Currency of prices and rates should be in **Nepali Currency**.

- The bidder should sign and put his company stamp/seal on each pages of Quotation form duly completed. Any amendment/ erasure/alteration or change should be initialed by the person signing the Quotation form.
- The bidder should provide substantial supporting documents as per 3.2.

2.5 Interpretation of Sealed Quotation Document

Inquiries regarding clarifications / interpretation in connection with this Quotation should be addressed to:

**Office of the Director, Engineering Maintenance Department  
Nepal Airlines Corporation, Tribhuvan International Airport,  
Kathmandu, Nepal  
Tel: + 977 1 4470 919  
Fax: + 977 1 4470 768  
E-mail: [dir.emd@nac.com.np](mailto:dir.emd@nac.com.np); [dydir.essd@nac.com.np](mailto:dydir.essd@nac.com.np)**

Such enquiries and official replies may also be circulated to other bidders by NAC if deemed appropriate.

Requests as above must be sent to reach NAC Engineering Maintenance Department at least 5 (Five) days prior to the date fixed for submission of the Quotation.

2.6 Correspondence

All correspondence in connection with the Quotation and subsequent contract shall be in English Language. The bidder should clearly mention his contact details (designated contact person, postal address, email address with phone no. and fax no.) to whom any correspondence made shall be regarded as authentic.

2.7 Validity of Quote

The bidder should quote firm prices, offers and/or rates that remain valid for entire scheme of shipment from the date of entering into the subsequent contract.

2.8 Deviation

The bidder must quote in accordance with the contents of the Quotation Document's format therein. If the bidder requires to cite any deviation to any of the items asked in the Document's Format, it must be specifically mentioned in the Quotation Form. Such deviation/s will not be binding on the part of NAC if they conflict in any way with requirement of the contract unless they are incorporated in the final agreement/contract.

2.9 Procedure of Evaluation of the Quotation

The Quotation will be evaluated in line with the Evaluation procedure outlined in 5.0.

2.10 Right to Accept or Reject the Quotation

NAC reserves absolute right to accept or reject any or all Quotations or part thereof, should it be deemed in the interest of NAC. The lowest price/rate/offer or any Quotation may not necessarily be accepted. Without derogating from the generality of the above, NAC may reject any Quotation if:

- the Quotation form is incomplete or all items of the Form format are not filled in,
- The Quotation document is not duly signed by the bidder or his authorized person or the Quotation document is not properly wax sealed
- The sealed Quotation document is not submitted within stipulated date and time,
- Electronic submission without password protected and beyond the stipulated date and time

- The prices/rates/offers are not firmly quoted as per the contents of this document.
- There are any conditions mentioned in the Quotation which the bidder considers essential but contradicts the Quotation document prescribed by NAC,

### **3.0 General Conditions of Contract to be awarded**

#### **3.1 Construction of Contract and Contract Document**

This Quotation document will be basis of the final contract document. The prices/rates/offers' quotes, as accepted, shall be binding between the contractor and NAC. The contents of this document shall be an integral part of the contract. The contract, in all respects, shall be interpreted in accordance with the facts mentioned in this document.

#### **3.2 Alterations, Additions, Reductions and Extra Package**

NAC reserves the right to make any alterations, additions and reductions in the service or any part thereof, either before or after its commencement. The contractor, if instructed in writing by NAC, shall furnish such parts which are not included in the contract, but which nevertheless form an inseparable part of the services. In case of urgency, NAC may issue verbal instruction/Work Order (WO) which obviously will be regularized.

#### **3.3 Bid Bond**

Quotation shall be accompanied by a Bid Bond towards earnest money in the form of bank guaranteed by any reputed Nepalese commercial bank for an amount mentioned in clause 1.7. The Bid Bond should be valid for 60 (Sixty) days from the closing date for submission of the quotation. The Bid Bond letter/ document should be kept inside the envelope (please refer to 1.9 above) or attached scan copy of electronic bidding.

Bid Bond of all parties excluding the successful bidder/s, will be released as soon as the contract with the successful bidder/s is made. Any bank charges incurred in furnishing the quotation Bid Bond shall be borne by the bidder.

#### **3.4 Terms of Payment**

The payment of each shipment will be made after the shipment through Nepalese Commercial bank.

#### **3.5 Validity of Contract**

The contract shall come into force from the date of signing of the contract and remain valid for four months unless extended with mutual consent.

#### **3.6 Force Majeure**

War, earthquake and natural disaster only fall under this category. In case of Force Majeure, the contractor is entitled to have an extension of the time for services rendered. The contractor's right to an extension of the time of shipment under "Force Majeure" is only applicable if the contractor informs NAC within 7 (seven) days of occurrence of the case and proves that:

- a) the case of Force Majeure has actually caused a delay of a definite time,
- b) the delay incurred is not due to his own acts of error and omission.

#### **3.7 Jurisdictions and Settlement of Disputes**

Should any dispute or difference of any kind whatsoever arise between NAC and the Contractor in connection with or arising out of the Contract (whatever before, during or after completion of services under this contract, whether before or after termination, abandonment or breach of the contract) shall be referred to and settled by arbitration in accordance with Law of Nepal.

3.8 Contract Default and Compensation

a) If the contractor neglects to perform the contract with due diligence and expedition, or refuses or neglects to comply with any reasonable order given to him in writing by NAC in connection with the performance of the contract or contravenes the provisions of the contract, it shall be lawful for NAC to terminate the contract 15 (fifteen) days' notice in writing to the contractor without prejudice to any rights which may have occurred there under to either party prior to such termination.

b) The successful bidder shall express his intentions to come into agreement within 7 (seven) days from the date of award notification. Failure to do so, the Bid Bond shall be forfeited.

3.9 Termination

Either party may terminate the Contract, in whole or in part, upon 30 (Thirty) days' prior notice to each other. Upon receipt of notice of termination, the contractor shall:

a. Take immediate steps to bring the work and services if undertaken, to close in a prompt and orderly manner,

b. Not undertake any onward commitment from the date of receipt of notice of termination.

In the event that such termination is caused by the contractor's negligence or fault, no payment shall be made by NAC to the Contractor. However, the cost of work and services performed satisfactorily in course of prompt and orderly termination of the work as asked by NAC to complete, shall be paid.

3.10 Provision for Negotiation

The contractor must co-operate NAC for negotiation to a reasonable limit in the obvious matters, which are not covered under the Sealed Quotation document but are deemed necessary to incorporate in the final Contract / Agreement document.

3.11 Performance Bond

After acceptance of the Quotation, the successful contractor should provide NAC a Performance Bond issued by a Nepalese commercial bank on the same day or prior to entering into the agreement/contract. Amount of the Performance Bond shall not be less than 3.5 lakhs.

The Performance Bond should remain valid for four (4) months from the date of signing of the contract. Any charges incurred in furnishing the Performance Bond shall be borne by the contractor. The Performance Bond of the contractor will be released soon after validity period unless and until the disputes/pending issues, if any, are left unresolved.



#### **4.0 Sealed Quotation Form and Price/Rate/Offer Quote Form**

##### **4.1 Letter of application**

[Letterhead of the Applicant including full postal address, telephone, facsimile and electronic mail]

Date: (A.D)  
(B.S)

Nepal Airlines Corporation  
Office of the Director, Engineering Maintenance Department  
Tribhuvan International Airport, Kathmandu  
Nepal.

Dear Sir/Madam,

Re: To participate in the Sealed Quotation process to appoint as Freight Forwarder

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the terms and conditions for quotation requirements and information provided, the undersigned hereby applies for bidding process to participate in the quotation to appoint as Freight Forwarder to Nepal Airlines Corporation(NAC).
2. Attached to this letter are the attested copies of following certificates from the competent authority of the company.
  - A. Valid Company/Firm Registration Certificate of Nepal
  - B. Certificate of VAT/PAN Registration
  - C. Tax clearance certificate or Tax payment statement of Fiscal Year 76-77.
3. NAC or its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the data, statements, documents and information submitted in connection with this application/proposal, and to seek clarification from our other Agencies and Clients regarding any financial, professional and technical aspects. This Letter of Application will also serve as authorization to NAC, or its authorized representatives to ask the applicant any supporting information and documents deemed necessary or verify statements and information provided with this application, such as the resources, experience, service capabilities and competence of the Applicant. The Applicant will furnish all the information and documents as demanded.
4. NAC or its authorized representatives may contact the following persons for further information:

Authorized Signatory	Alternate Contact Official
Full Name:	Full Name:
Complete Mailing Address:	Complete Mailing Address:
Telephone No:	Telephone No:
Mobile No:	Mobile No:
Fax:	Fax:
E-mail:	E-mail:

5. The undersigned hereby also declares that the statements made and the information/documents provided by us for this bidding process are unconditional, without prejudice, complete, true and correct in every detail and accept that any misinterpretation on the submitted data, statements, information and documents contained in it may lead to our disqualification.

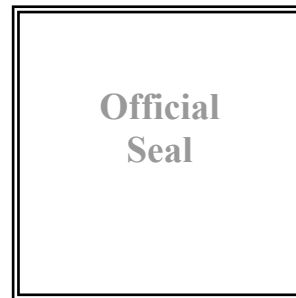
Yours faithfully,

(Signature of Authorized Signatory)

Full Name:

Designation:

Date:



**4.2 Price/Rate/Offer quotes**  
(TO BE FILLED IN BY THE BIDDER)

**4.2 ) Price/Rate/Offer Quote Form**

4.2.1) DG Shipment from Kathmandu													
Destination (Country/City)	Rate in NPR per Kilograms								Other Charges in NPR per Shipment				
	Up to 10 KG	11 to 30 Kg	31 to 50 Kg	51 to 100 Kg	101 to 200 Kg	201 to 300 Kg	301 to 500 Kg	500 Kg above	Air Way Bill Fee	DGR Fee	Handling Fee	Destination Delivery charge	Other fee if applicable
USA													
UK													
Spain													
china													
Singapore													
France													
Hong Kong													
India													
Malaysia													
UAE													
Qatar													
Germany													
Thailand													
Japan													
Saudi Arabia													
Korea													
Australia													
Indonesia													
Estonia													
Switzerland													
Canada													
Poland													
Israel													
Netherland													
Italy													
Lithuania													
Srilanka													
Philippines													
Ireland													
Turkey													
Denmark													

4.2.2) Non DG Shipment from Kathmandu												
Destination (Country/City)	Rate in NPR per Kilograms								Other Charges in NPR per Shipment			
	Up to 10 KG	11 to 30 Kg	31 to 50 Kg	51 to 100 Kg	101 to 200 Kg	201 to 300 Kg	301 to 500 Kg	500 Kg above	Air Way Bill Fee	Handling Fee	Destination Delivery Charge	Other fee if applicable
USA												
UK												
Spain												
china												
Singapore												
France												
Hong Kong												
India												
Malaysia												
UAE												
Qatar												
Germany												
Thailand												
Japan												
Saudi Arabia												
Korea												
Australia												
Indonesia												
Estonia												
Switzerland												
Canada												
Poland												
Israel												
Netherland												
Italy												
Lithuania												
Srilanka												
Philippines												
Ireland												
Turkey												
Denmark												

4.2.3) DG Shipment to Kathmandu													
Destination (Country/City)	Rate in NPR per Kilograms								Other Charges in NPR per Shipment				
	Up to 10 KG	11 to 30 Kg	31 to 50 Kg	51 to 100 Kg	101 to 200 Kg	201 to 300 Kg	301 to 500 Kg	500 Kg above	Air Way Bill Fee	DGR Fee	Handling Fee	Pick up and Airport Delivery Charge	Other fee if applicable
USA													
UK													
Spain													
china													
Singapore													
France													
Hong Kong													
India													
Malaysia													
UAE													
Qatar													
Germany													
Thailand													
Japan													
Saudi Arabia													
Korea													
Australia													
Indonesia													
Estonia													
Switzerland													
Canada													
Poland													
Israel													
Netherland													
Italy													
Lithuania													
Srilanka													
Philippines													
Ireland													
Turkey													
Denmark													

4.2.4) Non DG Shipment to Kathmandu												
Destination (Country/City)	Rate in NPR per Kilograms								Other Charges in NPR per Shipment			
	Up to 10 KG	11 to 30 Kg	31 to 50 Kg	51 to 100 Kg	101 to 200 Kg	201 to 300 Kg	301 to 500 Kg	500 Kg above	Air Way Bill Fee	Handling Fee	Pick up and Airport delivery charges	Other fee if applicable
USA												
UK												
Spain												
china												
Singapore												
France												
Hong Kong												
India												
Malaysia												
UAE												
Qatar												
Germany												
Thailand												
Japan												
Saudi Arabia												
Korea												
Australia												
Indonesia												
Estonia												
Switzerland												
Canada												
Poland												
Israel												
Netherland												
Italy												
Lithuania												
Srilanka												
Philippines												
Ireland												
Turkey												
Denmark												

## 5.0 Evaluation of Quotation

(This is for your reference only)

- 1) The average rate of shipping cost including Air Way Bill Charge, DGR Fee, Handling fee, Destination Delivery Charge/overseas pick up & Airport delivery charge and other fee will be calculated for each bidder as per quoted price.
- 2) The bidder having the least average charge will be awarded the contract to work as freight forwarder.