

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

**REQUEST FOR QUOTATION
For
RESPONSIBLE NDT LEVEL III**

REF: WSD/EMD/02/2080-81

(This document contains Twelve pages including cover page)

Request for Quotation Document for the Responsible NDT Level III

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1.0 Quotation Notice

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

REQUEST FOR QUOTATION NOTICE

FIRST DATE OF PUBLICATION 03-AUG-2023

- 1.1 Nepal Airlines Corporation invites quotation from competent and eligible organization for Responsible NDT level III on contractual basis. Applicants should submit their application along with resume and copies of certificates, experiences and other related information of referred NDT Responsible Level III.
- 1.2 The Quotation Document may be obtained from NAC, Engineering Maintenance Department on any working day during office hours within 15 (Fifteen) days effective from the first date of publication of this notice in a NAC Website and **can be downloaded** from Notice/Announcement page of NAC Website: www.nepalairlines.com.np/home/notices
- 1.3 Quotation document submitted in hard copy must be sealed and reach to the address mentioned below not later than 16:00 hours local time **within 15 (Fifteen) days from first date of publication of this notice in NAC website mentioned above.** Quotation received after the due date and time will not be accepted. **Quotation through e-mail must be password protected. Password for the quotation shall be provided within 2 days after the deadline of quotation submission.**
- 1.4 Quotation in hard copy and quotation received via email will be opened in Engineering Maintenance Department, NAC, Tribhuvan International Airport, Kathmandu after receiving password for the Quotation received via email in presence of the bidder or his nominee/ representative or even in his absence.
- 1.5 In case, the last date of submission and opening of 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.
- 1.6 The Quotation document should be filled in and completed properly as mentioned in 2.0 of this document and should be enclosed in a sealed envelope or Password protected PDF clearly marked in capital letters as follows:
**FOR SUBMISSION IN NEPAL AIRLINES
QUOTATION FOR RESPONSIBLE NDT LEVEL III**
- 1.7 NAC reserves absolute right to accept or reject any or all Quotation in full or part thereof without assigning any reason whatsoever.

1.8 The Quotation should be submitted to:

Nepal Airlines Corporation
Engineering Maintenance Department
Tribhuvan International Airport
Kathmandu, NEPAL
Tel: +977 1 4470 919
E-mail: **dir.emd@nac.com.np, dydir.wsd@nac.com.np**
Website: **http://www.nepalairlines.com.np/home/notices**
(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 quotation notice published and also attached to this document.

2.2 Quotation Document

The quotation document consists of the following:

- a. Quotation Notice
- b. Instructions to the Bidder
- c. General Conditions
- d. Price/ Rate / Offer Quotes
- e. Evaluation of Quotation

2.3 Delivery of the 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 envelope marked in capital letters on the top as follows:

**FOR SUBMISSION IN NEPAL AIRLINES
QUOTATION FOR RESPONSIBLE NDT LEVEL III**

The envelope submitted in hard copy should be sealed and electronic quotation shall be password protected and addressed to The Director, Engineering Maintenance Department, Nepal Airlines Corporation, Tribhuvan International Airport, Kathmandu, Nepal. The quotation should reach not later than the date and time prescribed in the Quotation Notice published in the NAC website. Quotation or modifications in the Quotation received after the stipulated date and time for submission will not be considered, whatever the cause may be.

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

- The bidder must fill in properly his prices/rates/offers in the quotation form **IN ALL ITEMS** in accordance with the formats prescribed in 4.2 hereto. These prices/rates/offers quoted will be the sole basis for evaluation of the quotation & hence should be filled in **MANDATORILY**. **Any item/s left blank** may lead to rejection of the quotation at the discretion of NAC.
- The prices/rates/offers quoted in the quotation document's format should be firm for all items. Net payable currency of prices and rates should be in **US Dollar**.
- **The bidder should sign and put his company stamp/seal on each page 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 4.1.2.

2.5 Interpretation of Quotation Document

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

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; dydir.wsd@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 7 (seven) days prior to the date fixed for submission of the Quotation. NAC will not be responsible for any oral instructions, explanations and interpretations made by other than the Director of Engineering Maintenance Department or Deputy Director, Workshop Division.

2.6 Correspondence

All correspondence in connection with the Quotation and subsequent contract shall be in Nepali/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 contract 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 sealed
- The Quotation document is not submitted within 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. After the selection of lowest bidder, the contract will be awarded after the acceptance from Quality Department of Nepal Airlines and CAAN.

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 Terms of Payment

The payment of service will be made in each six months for the completion of service through Nepalese Commercial bank.

3.4 Validity of Contract

The contract shall come into force from the date of signing of the contract and remain valid for one year period and shall be extended for one more year based on mutual understanding between two parties.

3.5 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 service 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.

3.6 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.

3.7 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 contract may be awarded to next eligible lowest bidder.

3.8 Termination

Either party may terminate the Contract, in whole or in part, upon 60 (sixty) 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. Should 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.

3.9 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 Quotation document but are deemed necessary to incorporate in the final Contract / Agreement document.

4.0 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)

To
The Director
Engineering Maintenance Department
Nepal Airlines Corporation
Tribhuvan International Airport, Kathmandu
Nepal.

Dear Sir/Madam,

Re: To participate in the Request for Quotation process for Responsible NDT Level III in Kathmandu.

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 Responsible NDT Level III 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. Certificate of Level III

 - B. Experience as Responsible Level III

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)

Price offered shall be in US Dollar and will be rewarded after deduction of all applicable taxes of Nepal Government.

Price Offered (in US Dollar)	In number	
	In words	

In case of mismatch of Price offered in words will be considered

4.3 Acceptance of the Criteria and Job Function

(TO BE FILLED IN BY THE BIDDER)

4.3 (a) Criteria for the post of Responsible NDT Level III

Criteria for the post	Please Tick (✓)
Shall meet all the requirements as per NAS410/EN4179	
Must hold NDT Level III in ET/MT/PT as per NAS410 / EN4179 standard.	
Shall have a thorough knowledge of the written instructions, codes, specifications and standards used by the NAC.	
Shall also have a thorough knowledge of the materials, components, product technologies, NDT methods and NDT techniques used by the NAC.	
Shall have the skills and knowledge to interpret codes, standards, and other contractual documents that control the NDT method(s).	
Shall be capable of preparing and verifying the adequacy of procedures and work instructions.	
Shall be capable of providing or directing training, examination, and certification of personnel.	
Shall be able to amend and approve Written Practice for NAC, whenever required.	
Shall be able to develop and approve NDT procedures, work instructions and NDT report.	
Shall be able to perform auditing outside agencies, whenever required.	
Shall be able to carry out performance review/annual maintenance of NDT level II/I.	
Shall be able to provide continuation/recurrent training.	
Shall be able to provide technical clarification and provide solution to Level II.	
Shall be able to face external and internal audit.	
Shall have at least 5 years of experience as NDT Level III in at least one method.	
Should not have any sort of conflict with Nepal Airlines Corporation in past Five (05) years	

4.3 (b) Job to be completed by Responsible NDT Level III.

Job to be completed by Responsible NDT Level III	Please Tick (√) for acceptance
Develop, review amend and approve Written Practice of NAC, whenever required.	
Develop, demonstrate and approve NDT procedures (technique sheet/work instructions/NDT report) for Nepal Airlines fleets.	
Provide NDT trainings (continuation/revision/informative).	
Perform Annual maintenance.	
Facility setup of the PT and MT.	
Be responsible for implementation of NAS410/EN4179 and the overall administration of the qualification and certification program.	
When required, auditing outside agencies to ensure the requirements of the written practice are met.	
Verification and certify experience and OJT for the Level I, II personnel.	

5.0 Evaluation of Quotation

- 1) The quotations enclosed with certificates as required in 4.1.2 of the quotation documents will be evaluated as per below. Failure to submit the certificates shall render the quotation disqualified.
- 2) The qualified bidder having the least offered price will be awarded the contract as Responsible NDT Level III for Nepal Airlines Corporation.

6.0 Additional information

1. Price Offered in 4.2 from the professional / organization shall be **Net Payable** including all applicable taxes at the residing country. The Corporation will be responsible for taxes incurred in Nepal.
2. The Corporation will provide two-way-passage (flight-ticket), local transportation and accommodation for Responsible NDT Level III during the period of official visit.
3. The Corporation reserves the right to accept/reject any application.
4. Payment terms for inhouse trainings (continuation, familiarization or informative) and Level II service will be as per contract/agreement and NAC finance-by-rule.

-End-