NEPAL LIFE INSURANCE COMPANY LIMITED
PRODUCT SPECIFICATION & COSTING FORM
(For Nepal Life Cap Procurement)

This form must be collected from the Corporate Office and duly filled and submitted by the vendor along with the sealed *tender documents*.

1. VENDOR INFORMATION

Firm / Company Name	.....
Address	.....
Contact Person	.....
Contact Number	.....
Email Address	.....
PAN / VAT No.	.....

2. CAP SPECIFICATION & DESIGN DETAILS

Particulars	Details / Specification
Brand	LOCAL ☐ Branded ☐ Brand Name (if applicable): _____
Cap Type	Baseball / Promotional / Other: _____
Material / Fabric	Cotton ☐ Polyester ☐ Cotton-Polyester Blend ☐ Other: _____
Fabric Composition (%)	Cotton: ____ % Polyester: ____ % Others: ____ %
Fabric GSM / Weight	_____
Number of Panels	5 Panel ☐ 6 Panel ☐ Other: _____
Color	_____
Cap Size	Adjustable ☐ Fixed ☐ Size / Head Circumference: _____
Back Closure	Velcro ☐ Metal Buckle ☐ Plastic Snap ☐ Other: _____
Visor / Brim	Pre-curved ☐ Flat ☐ Other: _____
Sweatband / Inner Band	Yes ☐ No ☐ Material: _____
Stitching Quality	Standard ☐ Premium ☐
Shrinkage Control	Yes ☐ No ☐
Color Fastness	Yes ☐ No ☐
Nepal Life Logo	Embroidery ☐ Rubber Patch ☐ DTF / Print ☐ Other: _____
Logo Size	Width: _____ cm Height: _____ cm

Note: Vendor shall clearly specify the material, construction, finishing and logo application method. The submitted sample shall be consistent with the specifications and costing quoted by the vendor.

3. COSTING DETAILS (INCLUSIVE OF VAT)

Particulars	Costing (NPR)
Delivery / Transportation Cost	_____
TOTAL COST PER CAP – INC VAT	_____

Note:

- Compulsorily include delivery time period in the quotation.
- The vendor shall deliver the items to all designated branches/sub-branches of Nepal Life Insurance Company Limited at its own cost and responsibility.

4. SAMPLE SUBMISSION

Cap Sample Submitted: ☐ Yes ☐ No

Nepal Life Insurance Co. Ltd. Corporate Office

5. PREVIOUS WORK EXPERIENCE

Previous Experience in Cap / Promotional Items / Corporate Apparel Supply: ☐ Yes ☐ No
If Yes, mention Organization & Year:
……

6. DECLARATION BY THE VENDOR

We hereby declare that the information provided in this Product Specification & Costing Form is true and correct. We understand that submission of false, misleading, or incomplete information may result in disqualification from the procurement process.

Authorized Person Name: ……
Designation: ……
Signature & Stamp: ……
Date: ……

7. TENDER EVALUATION CRITERIA (FOR OFFICIAL USE ONLY)

Evaluation Criteria	Complied (Yes / No)	Remarks
Complete Cap Specification Details Provided	☐ Yes ☐ No	_____
Costing Submitted (Inc. VAT)	☐ Yes ☐ No	_____
Sample Submitted & Acceptable	☐ Yes ☐ No	_____
Cap Material / Finishing Quality Acceptable	☐ Yes ☐ No	_____
Nepal Life Logo Quality Acceptable	☐ Yes ☐ No	_____
Size / Closure / Design Compliant	☐ Yes ☐ No	_____
Previous Work Experience	☐ Yes ☐ No	_____

8. DISCLAIMER

Nepal Life Insurance Company Limited reserves the full right to accept or reject any or all proposals, either fully or partially, without assigning any reason whatsoever. The decision of the Company shall be final and binding on all participating vendors.

