# BID DOCUMENTS

## For Construction of Interior Fit-out of Branches at Different Locations

**(with Submission of Rates for the Sample BoQ)**

# NEPAL LIFE INSURANCE COMPANY LIMITED

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## Bid Document

Construction of Interior Fit-out of Branches at Different Locations

(General Civil Works, Furniture, Furnishing, Plumbing, Electrical, Networking, Data, Communication, Fire Fighting, HVAC, Security Systems and other related services works)

1. The Bid document shall be in the prescribed form, duly completed and signed, and shall be submitted in the manner described in clause 2.12. The outer sealed envelope shall be superscribed "Bid of the Contractor for **Construction of Interior Fit-out of Branches at Different Locations** for Nepal Life Insurance Company Limited" and shall be received before **4:00 p.m.** on **November 25, 2026** at the office of Nepal Life Insurance Company Limited. Technical Proposals will be opened on the next day. The applicant shall mention on the sealed cover the company's name, phone numbers and the name of the contact person.
2. Annex A (Sample BoQ) forms part of this document and is provided as a separate annex.

A. **Nepal Life Insurance Company Limited** invites Bid applications, together with rates for the Sample BoQ, for the following works:

| S. No. | Name of Work | Period of Completion |
|---|---|---|
| 1. | Construction of office interiors along with necessary infrastructure facilities (General civil works, Furniture, Furnishing, Plumbing, Electrical, Data, Networking, Communication, Firefighting, HVAC, security systems and other related services works) at different locations within Nepal.<br>Area of Branch: 500 sq. ft. to 3,000 sq. ft. | 6 months |

Nepal Life intends to standardize the interior fit-out of all its branches and will do so in phases. The area of branches shown above is only indicative. Nepal Life reserves the right to change the number of branches depending on its needs, and the figures may vary at the time of actual bidding.

B. Contractors registered with the Government of Nepal, who have worked with Government or private agencies and who fulfil the following requirements, shall be eligible to apply.

C. The documents may be downloaded from the website https://www.nepallife.com.np/ or obtained at the office of Nepal Life Insurance Company Limited, Classic Complex, Kamaladi, Kathmandu. Further details of eligibility, mode of submission, etc. can be seen at the same places.

D. The applicant must submit an undertaking that up-to-date tax returns have been filed, along with copies of such returns submitted to the Inland Revenue Department.

E. Applicants shall deposit a non-refundable application fee of NPR 3,000/- (Rupees Three Thousand only) to the designated bank account of the company and submit proof of deposit at the time of submission of the Bid document. No application will be entertained if not accompanied by proof of the application fee. The bank details are as follows.

Beneficiary Account Details (for non-refundable application fee):

Beneficiary Name: Nepal Life Insurance Company Limited
Beneficiary Account No.: 00115287064
Bank Name: Siddhartha Bank Limited
Branch: Hattisar
Bank SWIFT Code: SIDD NPKA

F. The application for Bid, supported by the prescribed annexures, shall be submitted as two separate proposals – a **Technical Proposal** and a **Financial Proposal** – each in its own sealed envelope, with both placed in one outer sealed envelope, as described in clause 2.12. The outer envelope shall be

duly superscribed "**Bid of the Contractor for Construction of Interior Fit-out of Branches at Different Locations for Nepal Life Insurance Company Limited**", with the stamp, e-mail id and phone numbers of the applicant and the due date of opening. Applications shall be submitted to the **office of Nepal Life Insurance Company Limited, Classic Complex, Kamaladi, Kathmandu**, no later than **4:00 PM** on **November 25, 2026**. Applicants wishing to submit their applications by post may do so; however, Nepal Life shall not be responsible for any postal delays. Applications received after the prescribed deadline shall be considered late and shall not be entertained.

All Technical Proposals received within the prescribed deadline shall be opened on November 26, 2026 onwards. Only the Financial Proposals of applicants who qualify technically shall be opened, on a date to be announced later. The Financial Proposals of applicants who do not qualify technically shall remain unopened.

G. Applications shall be submitted in hard copy only. Digital submission is not entertained, except for the mandatory Know Your Vendor (KYV) registration described in paragraph H.

H. All vendors, firms or companies submitting their proposals physically are required to mandatorily complete the Know Your Vendor (KYV) registration process within 7 days from the deadline of submission.

- Upon submission of documents, vendors will receive a KYV link and a Registration (Darta) Number via e-mail.
- The provided Registration Number must be accurately entered in the KYV form.
- Vendors who have already completed KYV during the Suchi Darta process are not required to resubmit the form.
- Failure to complete KYV registration may result in disqualification.

# SECTION – I

## Brief Particulars of the Work

### 1.1 INTRODUCTION

The proposed works comprise the interior fit-out of branch offices of Nepal Life Insurance Company Limited ("Nepal Life") at different locations within Nepal. The works are to be built, fabricated and supplied within an approximate carpet area of 500 to 3,000 sq. ft. per branch, in buildings rented or owned by Nepal Life, without affecting the functionality, safety and security of the existing structures and services.

The proposed works will cover branches of varying sizes, generally ranging from 500 sq. ft. to 3,000 sq. ft., depending on their operational requirements, location, branch classification and availability of premises.

Nepal Life intends to standardize the interior fit-out of all its branches and will do so in phases. Considering the geographical distribution, scale and time-sensitive nature of the program, Nepal Life intends to adopt a Multiple Contractor Empanelment System, whereby a selected group of qualified contractors will execute the works simultaneously at different locations (inside and outside the Kathmandu Valley, in urban, semi-urban and rural regions) under a standardized contractual and pricing framework.

The entire program is targeted for completion by the end of fiscal year 2084/85 (approximately within two years) from the commencement of the implementation program. Nepal Life reserves the right to change the number of branches, in any phase or in total, depending on its needs.

### 1.2 SCOPE OF WORK

Construction of branch offices including all general civil works, furniture, furnishing, plumbing, electrical, data, networking, communication, firefighting, HVAC, security systems and other related services works. This shall include the following:

1. Civil works for core and shell
2. Civil finishes
3. Furniture/Partition
4. Furnishing
5. Interior finishing
6. Sanitary and plumbing works
7. Fire protection and fire alarm system
8. Internal and external electrical works
9. HVAC (Heating, Ventilation and Air Conditioning)
10. Security access control systems
11. DG Set
12. Solar photovoltaic cells

The aim is to provide occupants with a healthier work environment, comfortable indoor and outdoor work and social places, cleaner indoor air, comfortable indoor temperature, natural diffused light, shaded and open plaza, green terraces and lush gardens, while conserving energy and other natural resources in the existing condition.

The Nepal Life branches will have high-performance environmental strategies and technologies such as:

1. Ultra-modern office
2. Use of the latest material and technology
3. Energy-efficient equipment and lighting

4. LED lighting with occupancy and motion sensor controls
5. Ergonomic space and furniture
6. Comfortable work environment

### 1.3 BRANCH PACKAGING AND ALLOCATION OF WORK

1.3.1 Nepal Life will group its branches into **branch packages**. Each package will contain branches from the **urban, semi-urban and rural** regions.

1.3.2 Nepal Life will classify each branch as urban, semi-urban or rural, and will notify the classification to the contractor with the branch package or work order.

1.3.3 Branch packages will be allocated to the pre-qualified contractors on the basis of their evaluation and the criteria set out in this document (see clause 2.14). No applicant shall have any right to be allocated any particular package or any minimum quantity of work.

1.3.4 The three rates (urban, semi-urban and rural) quoted by the applicant for the items of the Sample BoQ in Annex A shall be the basis for calculating the cost of works executed at the branches later. The rate applicable to a branch shall be the rate quoted for the region in which that branch is classified. The Sample BoQ is indicative only: the items of work, and their use, shall be branch specific (see clause 2.13).

1.3.5 Nepal Life reserves the right to change the number of branches, the composition of branch packages and the phasing of the program depending on its needs, and no applicant or contractor shall have any claim on this account.

# SECTION – II

## Information and Instructions to Applicants

### 2.1 Definitions

In this document the following words and expressions have the meanings assigned to them below.

2.1.1 Employer, Insurance Company, Authority, Nepal Life mean Nepal Life Insurance Company Limited, Kathmandu.

2.1.2 Applicant means the individual, proprietary concern, partnership firm, or private or public limited company applying for Bid. (An electrical contractor and an HVAC supplier may also participate separately.)

2.1.3 "Year" means "Financial Year" unless stated otherwise.

2.1.5 "Technical Proposal" means the applicant's Bid application comprising the Letter of Transmittal, Forms 1 to 8, the documents listed in the checklist and the proof of application fee, submitted in a separate sealed envelope.

2.1.6 "Financial Proposal" means the applicant's rates for the items of the Sample BoQ (Annex A) together with Form 9, submitted in a separate sealed envelope.

2.1.7 "Sample BoQ" means the Sample Bill of Quantities (Schedule of Rates) given in Annex A, which is provided for obtaining unit rates and is indicative only.

2.1.8 "Branch Package" means a group of branches, containing branches from the urban, semi-urban and rural regions, determined by Nepal Life for allocation to a contractor.

### 2.2 General Information

2.2.1 The Letter of Transmittal and forms for Bid are given in Section III.

2.2.2 All information called for in the enclosed forms shall be furnished against the relevant columns in the forms. If, for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil/not applicable/no such case" entry shall be made in that column. If any particulars or queries are not applicable in the case of the applicant, this shall be stated as "not applicable". Applicants are cautioned that not giving complete information called for in the application forms, not giving it in clear terms, making any change in the prescribed forms or deliberately suppressing information may result in the applicant being disqualified. Applications received late shall not be opened.

2.2.3 The application shall be page-numbered and each page shall be signed.

2.2.4 Overwriting shall be avoided. Corrections, if any, shall be made by neatly crossing out, initialing, dating and rewriting.

2.2.5 The applicant may furnish any additional information that he or she considers necessary to establish the capability to complete the envisaged work successfully, but is advised not to furnish superfluous information. No information shall be entertained after submission of the Bid document unless specifically required and asked for by Nepal Life in writing.

2.2.6 Any information furnished by the applicant that is found to be incorrect, either immediately or at a later date, may render the applicant disqualified.

2.2.7 Applicants are advised to keep visiting the Nepal Life website from time to time (until the deadline for PQ bid submission) for any updates in respect of the PQ notice. Failure to do so shall not absolve the applicant of the liability to submit a PQ application complete in all respects, including updates, if any. An incomplete application may be liable for rejection.

2.2.8 Nepal Life reserves the right to verify independently the particulars furnished by the applicant. If any information furnished by the applicant is found incorrect at a later stage, the applicant shall be debarred from tendering and from taking up any work with Nepal Life. An affidavit in the enclosed format shall be signed by the authorized signatory.

2.2.9 Nepal Life reserves the right to reject any or all applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable.

2.2.10 Documents submitted in connection with Bid will be treated as confidential and will not be returned.

2.2.11 Prospective applicants may request clarification, if any, in writing and by e-mail at info@nepallife.com.np (telephone enquiries will not be entertained). Any clarification given by Nepal Life will be displayed on the Nepal Life website. No request for clarification will be considered after **2:00 PM, November 15, 2026**.

2.2.12 **Applications from Joint Ventures and other forms of association:** Joint ventures are not allowed.

**2.3 Mode of Application**

1. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his or her full typewritten name and the full name of the firm with its current address.
2. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding a power of attorney for the firm. In the latter case, a certified copy of the power of attorney shall accompany the application. In both cases, a certified copy of the partnership deed and the current addresses of all the partners of the firm shall accompany the application.
3. If the applicant is a limited company, the application shall be signed by a duly authorized person holding a power of attorney for signing the application, accompanied by a certified copy of the power of attorney. The applicant shall also furnish a self-attested copy of the Memorandum and Articles of Association.

**2.4 Final Decision-Making Authority**

Nepal Life reserves the right to accept or reject any application, and to annul the Bid process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

**2.5 Particulars Provisional**

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the applicant in applying for the proposed work.

**2.6 Site Visit**

The applicant is advised to visit the site of work at his or her own cost, to examine it and its surroundings, and to collect all information that he or she considers necessary for proper assessment of the prospective assignment.

**2.7 Criteria for Eligibility for Bid**

2.7.1 The applicant should have been involved in the interior construction of insurance companies or commercial banks for the last five years or more.

2.7.2 (i) The applicant shall have satisfactorily completed the following similar works during the last five years ending on **September 30, 2026**: ten similar completed works for at least two different insurance companies/banks, each costing not less than **NPR 25 lakh (excluding VAT)** per project, within the last five years; and

(ii) For the purpose of this clause, “similar work” shall mean any insurance/bank branch comprising office, lobby and other facilities with ultra-modern office fit-out, with integrated

responsibility for services such as, but not limited to, central heating, ventilation and air conditioning; internal water supply, sanitary installations, fire-fighting and fire protection systems, internal and external electrical installations, security access control systems, landscape work, elevators, DG set, etc. This shall exclude road/highway/infrastructure projects, mass housing projects, industrial projects and building projects.

2.7.3 The applicant shall have an **average annual financial turnover of NPR 5 crore** in the **best three years within the last seven years**, and a **minimum turnover of at least NPR 3 crore in each of the last two consecutive years**, ending **September 30, 2026**. The turnover of previous years shall be updated by applying the percentage price escalation per annum, as per the NRB price index, to bring it to the price level of **FY 2082-83**. The turnover of a joint venture will not be considered in this bid.

2.7.4 The applicant shall not have incurred a loss in more than two years during the last five years ending September 30, 2026, and the applicant's net worth shall be positive.

2.7.5 The applicant shall have a solvency of **NPR 1 crore**. The applicant shall submit the original solvency certificate, issued by any scheduled bank and not older than three months prior to **September 30, 2026**.

2.7.6 The applicant shall not have been blacklisted by any State/Central Department or Autonomous Body. The applicant must submit a self-attested affidavit to this effect.

2.7.7 The minimum bid capacity (BC) required to meet cash-flow requirements for this and other contract commitments, through the leveraged value of the applicant's available resources, is **NPR 2 crore**. The bid capacity shall be worked out by the following formula:

Bid Capacity = 5 × total financial resources – 40% of the total contract value of current commitments

The applicant shall submit the calculation sheet of bid capacity (certified by a Chartered Accountant) and shall also indicate the value of balance work in hand.

2.7.8 The applicant shall supply general information on the management structure of the firm and shall make provision for suitably qualified personnel to fill the key positions listed in Form 7, as required during contract implementation. The applicant shall supply information on a prime candidate and an alternate, if stated, for each key position, both of whom shall meet the specified experience requirements.

2.7.9 The applicant shall own, or have assured access (through hire, lease, purchase agreement, other commercial means or approved subcontracting) to, the key items of equipment listed in Form 8, in full working order, and must demonstrate that, based on known commitments, they will be available for timely use in the proposed contract. The applicant may also list alternative types of equipment that it would propose to use on the contract, together with an explanation of the proposal.

2.7.10 The applicant shall provide accurate information on the related application form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the applicant may result in disqualification of the applicant.

**2.8 Desirable Criteria**

2.8.1 Execution of institutional facilities, which include other insurance company interiors and office interiors, is preferred and will bear higher weightage in evaluation.

2.8.2 It is desirable that the applicant does not have any litigation in process. The applicant must submit information on ongoing litigation and litigation in the past seven years. If the applicant has no

litigation either in process or in the past five years, a self-attested affidavit to this effect must be submitted in original.

**2.9 Essential Submissions and Information**

2.9.1 The bidder shall provide copies of work orders and completion certificates from the employer as documentary proof of having executed similar works. The decision on the eligibility of the applicant will be taken by Nepal Life only after the necessary documents provided by the applicant have been examined.

2.9.2 References, information and certificates from previous clients certifying suitability, technical know-how, capability and quality of work, for each work completed in the last five years and works in hand of the applicant, shall be signed by an officer not below the rank of Executive Engineer or equivalent. For private agencies, the certificate shall be obtained from the authorized signatory duly authorized by the Owner/MD (attach the letter of authorization) and shall be obtained in a sealed cover (**Form 6**).

2.9.3 The applicant must submit an undertaking that up-to-date tax returns have been filed, along with copies of such returns submitted to the Inland Revenue Department.

2.9.4 The applicant shall own the construction equipment listed in **Form 8**, required for the proper and timely execution of the work. Otherwise, the applicant shall certify that it will be able to manage the equipment by hiring or otherwise, and shall submit the list of firms from whom it proposes to hire.

2.9.5 The applicant shall have a sufficient number of technical and administrative employees for the proper execution of the contract work. The applicant shall submit a list of the employees, stating clearly how they would be involved in this work (**Form 7**).

2.9.6 **Organization information:** (a) The applicant is required to submit the information on its organization in **Form 1**. (b) The minimum proposed deployment of technical staff and other staff for this work shall be furnished as per Form 7, Parts I and II, for assessment and evaluation. The applicant shall submit supporting documents such as the list of full-time technical staff it proposes to deploy on the work.

2.9.7 **Factory and equipment:** The applicant shall furnish its manufacturing capability and the list of equipment, including but not limited to carpentry workshop, aluminum and metal workshop, and other equipment required for proper execution of the works (in Form 8). Details of any other plant and equipment required for the work (not included in Form 8) that is available with the applicant and proposed to be deployed may also be indicated. Facilities for field lab and test equipment shall also be furnished.

2.9.8 **Specialized/services works:** (a) If the applicant has not itself executed works of services (MEP), it may engage a subcontractor who meets the condition laid down in clause 2.7.3 in respect of MEP services works. In such a case, the applicant shall produce an original MOU (on stamp paper) with the party it proposes as subcontractor for the services (MEP) works. The applicant will be the lead partner in the MOU and will be responsible to Nepal Life if its firm is pre-qualified and awarded the work. Documentary proof that the proposed associate party meets the eligibility criteria shall be enclosed. (b) The applicant shall provide a list of subcontractors for specialized works, indicating a minimum of three subcontractors.

**2.10 Evaluation Criteria for Bid**

Bid will be based on applicants meeting all of the following minimum pass-fail criteria regarding their construction experience, financial position, personnel and equipment capabilities, and other relevant information, as demonstrated by the applicant's responses in the information forms attached to the Letter of Application. The qualifications, capacity and resources of proposed subcontractors will not be taken into

account in assessing those of individual applicants, unless they are named specialist subcontractors pursuant to clause 2.9.8 and approved by Nepal Life.

For the purpose of Bid, applicants will be evaluated in the following manner:

2.10.1 The initial criteria prescribed in clause 2.7 in respect of experience of similar works completed, financial turnover, bid capacity, certifications, etc. will first be scrutinized by the Screening Committee, and the applicant's eligibility for Bid for the work shall be determined. Only those applicants who meet the eligibility criteria specified in clause 2.7 shall qualify for evaluation under this section.

2.10.2 Physical inspection of completed projects of applicants found eligible under clause 2.7 will be performed by an Inspection Committee appointed by Nepal Life to evaluate the quality of works. The committee may visit similar works done by the applicant in the past, i.e. works pertaining to civil works, plumbing, electrical, fire fighting, HVAC works, etc. The exact number and the works to be visited may be decided by Nepal Life.

2.10.3 Further evaluation may be done by an Expert-cum-Evaluation Committee constituted by Nepal Life, if required. The committee may, at its discretion, call for information from clients of similar works carried out or in progress by the applicant, and evaluate previous completed projects including all submissions, litigation, etc.

2.10.4 The firms recommended for Bid shall be determined by the marks given by the experts/evaluation committee, and only those firms securing the minimum requirement shall be recommended for Bid.

2.10.5 Even though an applicant may satisfy the eligibility requirements and has been pre-qualified, the applicant shall be liable to disqualification if it has:

(a) made misleading or false representations or deliberately suppressed any information in the forms, statements or enclosures required in the Bid document; or

(b) obscured or deliberately hidden a record of poor performance such as abandoning work, not properly completing a contract, or financial failures/weaknesses, etc.

2.10.6 Any effort on the part of the applicant or its agent to exercise influence or to pressurize Nepal Life will result in automatic rejection of the application. Canvassing of any kind is strictly prohibited.

2.10.7 Not applicable.

**2.11 Tender Format for Execution of Works**

Work shall generally be executed according to the General Conditions of Contract, which will be provided during bidding. Nepal Life reserves the right to modify any of the conditions to suit its specific requirements.

**2.12 Submission of Proposals**

2.12.1 Each applicant shall submit **two separate proposals**: (a) a **Technical Proposal**; and (b) a **Financial Proposal**. Each proposal shall be placed in its own separate sealed envelope, and both sealed envelopes shall be placed together in **one outer sealed envelope**.

2.12.2 **Marking of envelopes:** The outer envelope shall be superscribed "Bid of the Contractor for Construction of Interior Fit-out of Branches at Different Locations for Nepal Life Insurance Company Limited" and shall bear the applicant's stamp, e-mail id, phone numbers, the name of the contact person and the due date of opening. The inner envelopes shall be marked "**Envelope 1 – Technical Proposal**" and "**Envelope 2 – Financial Proposal**" respectively, and shall also bear the name of the applicant and the name of the work.

2.12.3 **Contents of the Technical Proposal (Envelope 1):** the Letter of Transmittal, Forms 1 to 8, the documents listed in the checklist, and the proof of deposit of the application fee. The Technical

Proposal shall not contain any price or rate information. A Technical Proposal that contains price or rate information may be rejected.

2.12.4 **Contents of the Financial Proposal (Envelope 2):** Form 9 (Financial Proposal – Letter of Submission) and Annex A (Sample BoQ), duly filled in with the rates for all items, signed and sealed on every page.

2.12.5 Proposals shall be submitted in hard copy only. **No digital copy (CD) is required**, except for the mandatory Know Your Vendor (KYV) registration described in the preamble to this document.

2.12.6 **Opening:** Technical Proposals received within the deadline will be opened on **November 26, 2026** onwards. Only the Financial Proposals of applicants who qualify technically will move forward to financial opening. The date of financial opening will be announced later by Nepal Life. The Financial Proposals of applicants who do not qualify technically shall remain unopened.

**2.13 Financial Proposal – Rates for the Sample BoQ**

2.13.1 The BoQ presented in Annex A is a **sample BoQ only**. It contains items typical of branch interior fit-out works. The applicant shall quote **three rates for every item**, for the same item and specification: one for the **urban** region, one for the **semi-urban** region and one for the **rural** region.

2.13.2 Rates shall be quoted in Nepalese Rupees (NPR), **both in figures and in words**, per unit of measurement stated against each item. In case of any discrepancy between the rate in figures and the rate in words, the rate in words shall prevail. Rates shall be **exclusive of VAT** and **inclusive of** all other taxes, duties and levies, materials, labour, equipment, transportation (including lead and lift), supervision, overheads, profit, testing, commissioning and all other costs necessary to complete the item as described.

2.13.3 Quantities are not specified in the Sample BoQ, which is for obtaining unit rates only. Not every item included in the Sample BoQ will necessarily be used in each branch; the items included may or may not be used. The items of work and their quantities shall be **branch specific**, as per the design and bill of quantities prepared for that branch, and no claim shall arise if any item is not used at any branch.

2.13.4 Rates shall be quoted for all items for all three regions. No item shall be left blank, marked “nil” or “included elsewhere”, or quoted as zero. An incomplete Financial Proposal may be rejected.

2.13.5 The rates quoted shall be the basis for calculating the cost of works executed at the branches allocated to the applicant under the Branch Packages. The rate applicable to a branch shall be the rate quoted for the region in which Nepal Life has classified that branch.

2.13.6 Rates shall remain firm and valid for the entire contract period and shall not be subject to variation, except as expressly provided in the contract.

2.13.7 Nepal Life may examine the quoted rates for completeness, reasonableness and consistency across regions, and may seek clarification or justification from the applicant. Unbalanced or abnormally low or high rates may result in rejection of the Financial Proposal.

2.13.8 If items beyond the Sample BoQ are introduced for any branch, Nepal Life may ask the contractor to submit rates for such items, as and when needed, for the region applicable to that branch. The rates for such items shall be submitted and agreed before the item is executed, and shall be determined in accordance with the contract.

**2.14 Evaluation and Allocation of Branch Packages**

2.14.1 Only applicants who qualify technically under clause 2.10 shall move forward to financial opening. The Financial Proposals of the remaining applicants shall remain unopened.

2.14.2 Nepal Life will allocate Branch Packages (see clause 1.3) to the technically qualified applicants on the basis of their evaluation and the criteria determined by Nepal Life, including the results of the technical evaluation and the rates quoted in the Financial Proposal.

2.14.3 Works at the branches in each package shall be executed under a standardized contractual and pricing framework, at the rates quoted for the respective regions.

### 2.15 Miscellaneous

The bidding process shall be governed by, and construed in accordance with, the laws of Nepal, and the courts in Nepal shall have exclusive jurisdiction over all disputes arising under, pursuant to or in connection with the bidding process.

# SECTION – III

## Information for Submission

**Letter of Transmittal**

Project Manager
Nepal Life Insurance Company Limited
Kamaladi, Kathmandu, Nepal

Subject: Submission of Bid application for the work of "Construction of Interior Fit-out of Branches at Different Locations along with necessary infrastructure facilities for Nepal Life Insurance Company Limited"

Sir,

Having examined the details given in the Bid notice and Bid document for the above work, I/We hereby submit the Bid document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms "1" to "8" and the accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for Bid and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize Nepal Life to approach the bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Nepal Life to approach individuals, employers, firms and corporations to verify our competence and general reputation.
4. I/We confirm that this Technical Proposal contains no price or rate information, and that our Financial Proposal, containing the rates for all items of the Sample BoQ (Annex A) for the urban, semi-urban and rural regions, has been submitted in a separate sealed envelope.
5. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works:

| Sl. No. | Name of work | Certified by/from | Contact particulars of the certifying agency with telephone & fax numbers, e-mail id, etc. |
|---|---|---|---|
| | | | |
| | | | |

* The applicant shall furnish all contact information such as postal address, telephone and fax numbers, e-mail ids, etc. Incomplete information will make the application liable for rejection.

List of Enclosures: 1. _____

Seal of Applicant Date of submission: _____

Signature(s) of Applicant(s): _____

*For applications by joint ventures (if permitted), all the information requested in the Bid documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.*

**FORM '1'**

**STRUCTURE AND ORGANIZATION INFORMATION ABOUT APPLICANT**

**1. IN CASE OF INDIVIDUAL**

| | | |
|---|---|---|
| i. | Name of business | |
| ii. | Name of owner | |
| iii. | Whether the business is registered | |
| iv. | Date of commencement of business | |

**2. IN CASE OF PARTNERSHIP**

| | | |
|---|---|---|
| i. | Name of partners | |
| ii. | Reference of the partnership registration | |
| iii. | Date of establishment of firm | |
| iv. | Whether each of the partners of the firm pays income tax over NPR 10,000/- per year and, if not, which of them pays the same | |
| v. | Copies of partnership deed, if any | |

**3. IN CASE OF COMPANY LIMITED BY SHARES OR COMPANY LIMITED BY GUARANTEE**

| | | |
|---|---|---|
| i. | Amount of paid-up capital | |
| ii. | Names of directors | |
| iii. | Date of registration of company | |
| iv. | Certified copies of Memorandum and Articles of Association of company | |
| v. | Names of directors and officers, with designations, concerned with the work | |
| vi. | Designation of individuals authorized to act for the organization | |
| vii. | Was the applicant ever required to suspend construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project and reasons for suspension of work. | |
| viii. | Has the applicant, or any constituent partner in case of a partnership firm, ever abandoned an awarded work before its completion? If so, give the name of the project and reasons for abandonment. | |
| ix. | Has the applicant, or any constituent partner in case of a partnership firm, ever been debarred/blacklisted for tendering in any organization at any time? If so, give details. | |

| | | |
|---|---|---|
| x. | Has the applicant, or any constituent partner in case of a partnership firm, ever been convicted by a court of law? If so, give details. | |
| xi. | Registration details: | |
| | a) Registration with CPWD/MES/Railways/BSNL/State PWD | |
| | b) Electrical license | |
| | c) EPF No. valid up to | |
| | d) Sales Tax/VAT No. valid up to | |
| | e) Clearance of Sales Tax/VAT up to | |
| | f) ITCC valid up to (copies to be enclosed) | |
| xii. | Any other information considered necessary but not included above | |

**FORM '2'**

**FINANCIAL INFORMATION**

**Part 1: Bankers' Details**

| | | |
|---|---|---|
| a) | Name of bank | |
| b) | Address | |
| c) | City | |
| d) | PIN | |
| **Details of contact person for verification of particulars** | | |
| a) | Name & designation | |
| b) | Phone No. 1 with STD code | |
| c) | Phone No. 2 with STD code | |
| d) | E-mail | |
| e) | Fax No. | |

**Part 2: Details of Chartered Accountant**

| | | |
|---|---|---|
| a) | Name | |
| b) | Address | |
| c) | City | |
| **Details of contact person for verification of particulars** | | |
| a) | Name & designation | |
| b) | Phone No. 1 with STD code | |
| c) | Phone No. 2 with STD code | |
| d) | E-mail | |
| e) | Fax No. | |

**Part 3: Financial Information**

1) Financial analysis: Details to be furnished duly supported by figures in the Balance Sheet/Profit & Loss Account for the last 5 years, duly certified by the Chartered Accountant, as submitted by the applicant to the Inland Revenue Department (copies to be attached).

| Description | FY … | FY … | FY … | FY … | FY … | Average annual turnover |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | |
| i) Gross annual turnover (construction) | | | | | | |
| ii) Interior construction works turnover | | | | | | |

| Description | FY … | FY … | FY … | FY … | FY … | Average annual turnover |
|---|---|---|---|---|---|---|
| iii) Net profit/loss | | | | | | |
| iv) Net worth | | | | | | |
| v) Assets (plant & machinery only) | | | | | | |
| vi) Working capital | | | | | | |

* Calculation of net worth to be shown on a separate sheet.

2) Financial arrangements for carrying out the works.

3) The following certificates are to be enclosed:

a) Tax deducted at source certificates from the clients for the last five years.

b) Latest income tax clearance certificate.

c) Solvency, cash credit and bank guarantee limit certificate from the bankers of the applicant.

Signature of Chartered Accountant Seal and Signature of Applicant

**FORM '3'**

**SOLVENCY CERTIFICATE FROM APPLICANT'S BANKERS**

This is to certify that, to the best of our knowledge and information, M/s./Shri _____ (with address) _____, a customer of our bank, is respectable and can be treated as good for engagement up to a limit of NPR __ lakhs (Rupees _____ lakhs).

This certificate is issued without any guarantee or responsibility on the bank or any of its officers.

(Signature) For the bank

NOTE:

1. The bankers' certificate shall be on the letterhead of the bank, sealed in a cover addressed to the tendering authority.
2. In case of a partnership firm, the certificate shall include the names of all partners as recorded with the bank.

**FORM '4'**

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING SEPTEMBER 30, 2026**

| Sl. No. | Name of work/ project & location | Owner or organization | Value of work at completion (NPR in lakhs) | Updated gross present value with multiplying factor (NPR in lakhs) | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation/ arbitration pending/in progress, with details | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

**Multiplying factors for cost updating:**

| Year of completion | Multiplying factor (NRB price index) | Year of completion | Multiplying factor (NRB price index) |
|---|---|---|---|
| 2082-83 | | 2077-78 | |
| 2081-82 | | 2076-77 | |
| 2080-81 | | 2075-76 | |
| 2079-80 | | 2074-75 | |
| 2078-79 | | 2073-74 | |

Signature of Applicant(s)

**FORM '5'**

**CURRENT PROJECTS UNDER EXECUTION OR AWARDED UP TO SEPTEMBER 30, 2026**

| Sl. No. | Name of work/ project & location | Owner/ organization contact particulars | Value of work (NPR in lakhs) | Date of commencement as per contract | Stipulated date of completion | Present status (% completed) | Expected date of completion | Reasons for slow progress, if any | Average monthly billing in the last six months |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Certified that the above list of works is complete, that no work has been left out, and that the information given is correct to my knowledge and belief.

Signature of Applicant(s)

**The above information shall be supported with copies of the award letter/work order/LOI.*

**FORM '6'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS "4" AND "5"**

**CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR**

Name & address of the client: .....

Details of works executed by: .....

| | |
|---|---|
| 1. Name of work with brief particulars | |
| 2. Agreement No. and date | |
| 3. Date of commencement of work | |
| 4. Stipulated date of completion | |
| 5. Actual date of completion | |
| 6. Details of compensation levied for delay, if any | |
| 7. Tendered amount | |
| 8. Gross amount of work completed | |
| 9. Name and address of the authority under whom works were executed | |
| 10. Whether the contractor employed a qualified engineer/overseer during execution of work? | |
| 11. (i) Quality of work (indicate grading) | |
| (ii) Amount of work paid on reduced rate basis, if any | |
| 12. (i) Did the contractor go for arbitration? | |
| (ii) If yes, total amount of claim | |
| 13. Comments | |

Note: All columns shall be filled properly.

Signature of the Reporting Officer with official seal

"Countersigned" – Officer of the rank of Executive Engineer or equivalent

**FORM '7'**

**(Part I) DETAILS OF TECHNICAL PERSONNEL TO BE EMPLOYED FOR THE WORK**

An abstract shall be submitted.

**(Part II) DETAILS OF ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

An abstract shall be submitted.

Note: Applicants shall provide detailed information on each proposed key personnel member.

Desired key technical personnel include:

- Team Leader
- Architect / Interior Designer
- Civil Engineer
- Electrical Engineer
- Draftsperson
- Computer Operator
- Procurement In-charge
- Site In-charge

**FORM '8'**

**DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK**

| Sr. No. | Name of equipment | No. | Capacity | Age & condition | Ownership status | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

Details shall be submitted separately for:

1. Carpentry tools/machinery/equipment
2. Aluminum works tools/machinery/equipment
3. Metal works tools/machinery/equipment
4. Paint works tools/machinery/equipment
5. Electrical, data, networking, communication and security system – required tools/machinery/equipment
6. HVAC works tools/machinery/equipment
7. Plumbing works tools/machinery/equipment

**FORM '9'**

**FINANCIAL PROPOSAL – LETTER OF SUBMISSION**

(To be placed in Envelope 2 – Financial Proposal, together with Annex A)

Date: _____

Project Manager
Nepal Life Insurance Company Limited
Kamaladi, Kathmandu, Nepal

Subject: Financial Proposal – Rates for the Sample BoQ for the work of "Construction of Interior Fit-out of Branches at Different Locations"

Sir,

Having examined the Bid document, including Annex A (Sample BoQ), I/We hereby submit our Financial Proposal and confirm the following:

1. We have quoted rates for **all items** of the Sample BoQ in Annex A, for each of the **urban, semi-urban and rural** regions, in Nepalese Rupees, both in figures and in words.
2. The rates are **exclusive of VAT** and **inclusive of** all other taxes, duties and levies, materials, labour, equipment, transportation, supervision, overheads, profit and all other costs necessary to complete each item as described.
3. The rates are firm and shall remain valid for the entire contract period.
4. We understand that the Sample BoQ is indicative only, that its items may or may not be used in each branch (the items of work being branch specific), and that we shall submit rates for any items beyond the Sample BoQ when asked by Nepal Life, as and when needed. We further understand that the rates quoted shall be the basis for calculating the cost of works executed at the branches allocated to us under the Branch Packages, at the rate applicable to the region of each branch, and that Nepal Life is not bound to allocate any particular package or any minimum quantity of work to us.
5. We understand that Nepal Life is not bound to accept the lowest rates or any proposal.

Signature of Authorized Signatory: _____

Name and Designation: _____

Name of Applicant/Company: _____

Company Seal:

## CHECKLIST OF DOCUMENTS TO BE ATTACHED BY THE APPLICANT

| Sl. No. | Information | Confirmation of submission | Page No. |
|---|---|---|---|
| 1 | Proof of constitution: | Yes/No | |
| | a) In case of sole proprietorship: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm. | | |
| | b) In case of partnership firm: (submit attested copies) | | |
| | c) Self-attested partnership deed. | | |
| | d) Form "A" or equivalent form issued by the Registrar of Firms; Form "B" or equivalent; Form "C" or equivalent. | | |
| | e) In case of private/public limited company: self-attested Articles of Association. | | |
| | f) Power of attorney, if any. | | |
| 2 | Certificates of registration as contractor | Yes/No | |
| 3 | Certificate of registration with taxation authorities | Yes/No | |
| 4 | Certificates of tax clearance (VAT, service tax, etc.)<br>Note: If the tax clearance certificate for FY 2082/83 has not yet been obtained, the applicant must submit proof of an extension up to Poush 2083. The applicant must then submit the tax clearance certificate to the company by the end of Poush 2083. Failure to do so may result in disqualification. | Yes/No | |
| 5 | Proof of eligibility of essential criteria | Yes/No | |
| 6 | Proof of eligibility of services works | Yes/No | |
| 7 | Proof of eligibility of desirable criteria | Yes/No | |
| 8 | Financial information: | | |
| | a) Balance sheets for the last 3 years | Yes/No | |
| | b) Calculation sheets of net worth | Yes/No | |
| | c) Solvency certificate in original | Yes/No | |
| | d) Calculation sheet of bid capacity | Yes/No | |
| 9 | Details of completed works as given in Form 4 | Yes/No | |
| 10 | Attested copies of award letters/work orders/LOI for completed works | Yes/No | |
| 11 | Original or attested copies of certificates for works done, from concerned clients | Yes/No | |
| 12 | Performance report of completed works as given in Form 6 | Yes/No | |
| 13 | Details of ongoing works | Yes/No | |
| 14 | Attested copies of award letters/work orders/LOI for ongoing works | Yes/No | |
| 15 | Details of key personnel as given in Form 7 | Yes/No | |
| 16 | Details of machinery as given in Form 8 | Yes/No | |

| Sl. No. | Information | Confirmation of submission | Page No. |
|---|---|---|---|
| 17 | Affidavit of affirmation, in original (self-attested), on litigation as per clause 2.8.2 | Yes/No | |
| 18 | Affidavit of affirmation, in original (self-attested), to the effect that the firm has not been blacklisted, as given in clause 2.7.6 | Yes/No | |
| 19 | Undertaking that all taxes are clear and there are no outstanding dues | Yes/No | |
| 20 | Proof of deposit of the non-refundable application fee | Yes/No | |
| 21 | Technical Proposal (Envelope 1) – sealed and marked as per clause 2.12 | Yes/No | |
| 22 | Financial Proposal (Envelope 2) – sealed and marked as per clause 2.12, containing Form 9 and Annex A (Sample BoQ) with rates for all items for the urban, semi-urban and rural regions | Yes/No | |

*No CD/DVD or other digital copy of the submittals is required, except for the mandatory KYV registration.*

*Annex A (Sample BoQ) is provided as a separate document and forms part of this Bid document.*