

**KENDRIYA VIDYALAYA, EMBASSY OF INDIA,
KATHMANDU, NEPAL**

TENDER DOCUMENT

FOR

**SUPPLY OF 02 UNITS OF SCHOOL BUSES (40+1 SEATER) TO
KENDRIYA VIDYALAYA, EMBASSY OF INDIA, KATHMANDU
FOR GIFTING TO VARIOUS EDUCATIONAL INSTITUTIONS IN DIFFERENT
PARTS OF NEPAL
UNDER NEPAL-INDIA ECONOMIC COOPERATION PROGRAMME**

FORM OF AGREEMENT

THIS AGREEMENT is made on the day _____ 2025 between Kendriya Vidyalaya, Embassy of India, Kathmandu, Nepal (hereinafter referred to as "**the Buyer**") of the one part and hereinafter called "**the Supplier**") of the other part.

WHEREAS the Buyer is desirous of procurement of **02 Units of School Buses (40+1 seater)** for using by the Vidyalaya in accordance with all the requirements as set out in the contract.

AND WHEREAS the Supplier/s has submitted tender and the Buyer has accepted the tender submitted by Supplier/s for:

- (i) total amount of INR _____ (Indian Rupees only) towards price of **02 Units of School Buses (40+1 seater)** all cost inclusive, compliant to Government of Nepal of Nepal extant norms / guidelines.

The whole supply comprised in this Agreement shall be completed **within 120 days** from placing of order. The maintenance service provided to maintain the buses in good order for the specified Warranty period from the date of supply in conformity in all respects with provisions of the agreement.

- i. **Performance Security:** The Supplier shall submit 5% of Tendered Cost before the award of work in the form of a Bank Guarantee from Nationalized / Commercial / Scheduled Bank registered in Nepal or from any Schedule Bank registered in India valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the Supplier under the contract and discharged after completion of work.
- ii. **Retention money:** 5% of contract amount shall be retained by the buyer (in the form of Bank Guarantee to be submitted by the Supplier/s for the contract amount) till the defect liability period of one year is over.
- iii. **Liquidated Damages:** In case of delay in delivery of buses, by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay attributable to the supplier, subject to maximum of 10%.
- iv. **Defect Liability Period:** Vehicles to be supplied shall be under warranty period for at least 01 year from the date of supply against all manufacturing defects. The supplier shall ensure free maintenance on site

authorized service provider in Nepal.

- v. **Delivery Points:** Buses must be delivered at Kendriya Vidyalaya EOI, Lazimpat, Kathmandu Campus and for tender value must include all expenses like clearing forwarding and transportation till the destination.

AMENDMENT OF BID DOCUMENT:

1. At any time, prior to the date of submission of Bids, the Vidyalaya may, for any reason, whether at its own initiative, or in response to clarifications requested by a prospective Bidder during the Pre-bid meeting, modify bid documents by amendments/ corrigendum.
2. The amendments/corrigendum will only be published on the K.V. website <http://kvkathmandu.kvs.ac.in> and these amendments shall be binding on all the bidders. Hence bidders are instructed to check the Vidyalaya web site regularly.
3. In order to give the Bidders a reasonable time to take the amendment into account in preparing their bids, the Vidyalaya may, at its discretion extend the deadline for the submission of bids suitably, notice regarding which will be posted on Vidyalaya website <http://kvkathmandu.kvs.ac.in>



**NOW THIS AGREEMENT WITNESSETH AS
FOLLOWS:**

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Terms and Conditions of agreement hereinafter referred to.
2. The agreement shall consist of this Form of Agreement, and the following documents, all of which by this reference are incorporated herein and shall form part thereof:
 - a. Tender Press Notice
 - b. Instructions to Bidders
 - c. Terms and Conditions
 - d. Form of Tender
 - e. Acceptance of Tender
 - f. Earnest Money Deposit
 - g. Explanatory notes, correspondences and/or minutes of meetings (If any)
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the terms and conditions of the tender document shall be final.
4. In consideration of the payment to be made by the buyer to the supplier as hereinafter mentioned, the supplier hereby covenants with the buyer to deliver, complete and maintain the buses in conformity in all respects with the provisions of the agreement.
5. The Buyer hereby covenants to pay the Supplier in consideration of the supply, delivery and maintenance, the price at the time and in the manner prescribed by the agreement.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day month and year first above written.

Signed, Sealed and Delivered at Kathmandu by the said:

For and on behalf of Embassy of India

For and on behalf of

Principal (Buyer)

(Supplier)

Witnesses:

- 1.
- 2.



INSTRUCTIONS TO BIDDERS

- (i) **Scope of the bid:** Supply and delivery of buses to Kendriya Vidyalaya, Embassy of India, Kathmandu. The supply shall be made in the following manner :-

Delivery period	Units of Buses to be supplied
60 days from date of award of work	02 School Buses (40+1 seater)

The supplier must adhere to the above timelines. The penalty of 0.1% of the contract amount per day would be levied in case of delay including annulling of the contract, subject to maximum 10% of tender cost.

- (ii) **Tender Document:** Tender document can be obtained from Kendriya Vidyalaya, Embassy of India, Lazimpat, Kathmandu **from 21.08.2025 to 10.09.2025** during 1000 hrs. to 1500 hrs. Tender document can be downloaded from the website of Kendriya Vidyalaya, Embassy of India Kathmandu at www.kvkathmandu.kvs.ac.in
- (iii) **Eligibility Criteria:** Only Original Manufacturers/Authorised dealers of Indian manufactured vehicles/buses with 5 years of manufacturing/dealership in last immediate 7 years and having minimum experience of 3 years for supply of similar vehicles in last immediate 7 years are eligible to participate in the tender process.
- (iv) **Financial Statements:** - Annual financial statements for last 05 years duly certified by CA to be submitted with technical bid. Must have average annual financial turnover during immediate last 03 financial years as mentioned in the below table. Should not have incurred losses in more than two years during the immediate last five financial years and no loss in immediate previous financial year.

Category of Work / supply	Quantity (Nos.)	Turnover (INR)
Supply of School Buses (40+1 seater)	02	5.61 Crore

- (v) **Solvency:** Must have solvency of the amount at-least as mentioned at para (iv) above table (duly certified by bank). The solvency certificate should not be older than 06 months as on the last date of bid submission.
- (vi) **Single Stage - Two Bid system:** The bids are called in Single Stage with two Bid system: Part I Technical bid and Part II - Financial Bid.
- (vii) **Performance Security:** 5% of the Tendered Cost before the award of work in the form of a Bank Guarantee from Nationalized / Commercial / Scheduled Bank registered in Nepal with Government of Nepal or from Scheduled Bank registered in India valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the Supplier under the contract and discharged after completion of work.
- (viii) **Time for completion:** Time for supply of vehicles is within 60 days from the date of award of work.
- (ix) **Payment Terms:** Payment shall be made by NSBI Cheque, Embassy of India, Kathmandu in favour of the manufacturer drawn on Nepali State Bank of India, payable at par anywhere in Nepal / OR India through RTGS to the manufacturer. Clearing & Forwarding and Transportation Charges of the buses at Embassy of India, Kathmandu, if any, should be included in the bid itself.
- (x) **Defect Liability Period:** Vehicles to be supplied shall be under warranty

defects. The supplier shall ensure free maintenance on site for 1 year from the date of supply. Preferably the bidder shall have authorised service provider in Nepal.

- (xi) **Certificate to be provided by dealers:** Bid should be accompanied by a duly attested copy of the **certificate of dealership from the Manufacturer Company and Government of Nepal**. The certificate shall be valid on the last day of submission of bid.
- (xii) **Clarification:** Prospective bidders can obtain further information and any clarification regarding bidding document from Kendriya Vidyalaya, Embassy of India, Lazimpat. Box No. 1201, Kathmandu (phone # 4511259/4514202) from **21.08.2025 to 10.09.2025 during** 1000 hrs. to 1500 hrs.
- (xiii) **No. of bids per bidder:** Each bidder shall submit only one bid. A bidder who submits more than one bid shall be disqualified.
- (xiv) **Cost of bidding:** The bidder shall bear all the costs associated with the preparation and submission of bid and this Embassy shall in no case be responsible or liable to these costs.
- (xv) **Amendment of bidding document:** The Kendriya Vidyalaya may amend the bidding document by issuing Addenda, before the deadline for submission of bids.
- (xvi) **Language:** All documents relating to the bid shall be in English language.
- (xvii) **Earnest Money:** Deposit each bid shall be accompanied by Earnest Money Deposit (EMD) with the validity of 90 days as in the table below in the form of account payee bank draft / bank guarantee in favour of "**KV BUS FUND ACCOUNT**" from Nationalized / Commercial / Scheduled Bank registered in Nepal with Government of Nepal or from Scheduled Bank registered in India.

Category of Work	Quantity (Nos.)	Earnest Money (INR)
Supply of School Buses (40+1 seater)	02	1,50,000.00

- (xviii) **Refund of Earnest Money:** Earnest Money deposited by the successful bidder/supplier/s shall be released after 60 days on receipt of a request from the Supplier/s after satisfactory delivery of each type of buses, complete in all respects, in ready to use. Earnest Money Deposit of unsuccessful bidders shall be returned in original after completing the process of evaluation of bids.
- (xix) **Place of Supply:** The Kendriya Vidyalaya, Embassy of India, Kathmandu. No Transportation charges will be payable to the bidder.
- (xx) **Submission of Tender:** In two separate envelope in which Envelope-1 shall contain all the documents submission for Technical Bid including EMD. Completed tenders in all respects alongwith enclosures shall be sealed. Envelope-2 shall contain all the Financial Bid documents. Completed tenders in all respects shall be sealed. The completed tenders of sealed Envelope-1 and Envelope-2 in all respects shall be submitted in a sealed Envelope-3 which shall be superscribed "**TENDER FOR SUPPLY OF 02 UNITS OF SCHOOL BUSES (40+1 SEATER)**". (One photocopy of the tender document should also be enclosed).
- (xxi) **Last date for submission of Tender:** Tenders shall be submitted **up to 1500 hrs. of 10.09.2025**. Tenders shall be submitted to Kendriya Vidyalaya, Embassy of India, Lazimpat, P.O. Box No.1201, Kathmandu.

(xxii) **Contents of bid:** The following documents and addenda, if any, shall form part of the tender for delivery of 02Units of School Buses (40+1 seater) to Kendriya Vidyalaya, Embassy of India, Kathmandu. **Envelope-1 (Technical Bid)**

- (a) Tender Notice
- (b) Instructions to bidders
- (c) Terms and conditions
- (d) Earnest Money Deposit
- (e) Addenda, if any issued by Embassy of India

Envelope-2 (Financial Bid)

- (f) Form of Bid

(xxiii) **Opening of bids:** Bids shall be opened in the Embassy of India, Kathmandu at 1600hrs on **10.09.2025**.

(xxiv) The bidder shall sign each page of this document and no page of this document shall be removed by the bidder. Any cutting / overwriting / insertion shall also be attested by the bidder.

(xxv) The Kendriya Vidyalaya, Embassy of India reserves the right to reject or accept any application without assigning any reason.



TERMS & CONDITIONS

1. **Price:** The price shall be quoted excluding Indian Excise, Nepalese Customs and other duties. Embassy of India, Kathmandu shall issue necessary letter to the concerned tax authorities of India and Nepal regarding exemption from taxes and duties. Clearing & Forwarding and Transportation charges of the bus, if any, should be included in the bid itself. The supplier shall also submit original invoice and details of chassis number and engine number of both the buses well in advance to obtain necessary tax exemption from the relevant authorities of Government of Nepal.
2. **Currency:** All rates shall be quoted in Indian Rupees (INR 1.00 = NRs.1.60).
3. **Performance Guarantee:** Successful bidder shall have to deposit Performance Guarantee equal to 5% of the tendered cost of buses from Nationalized / Commercial / Scheduled Bank registered in Nepal with Government of Nepal or from Scheduled Bank registered in India with Government of India at the time of award of work.
4. **Pre-delivery Inspection:** The successful bidder shall conduct pre-delivery inspection of buses and remove all mechanical, electrical, and physical defects, if any, before delivery of the buses to the Embassy of India. The bidder shall submit the internal Inspection Report of the company along with the supplies before claiming the payment.
5. **Inspection by Kendriya Vidyalaya: Kendriya Vidyalaya,** Embassy of India, Kathmandu shall also undertake physical inspection of the buses through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of the buses.
6. **Affixing of stickers/Logos:** The following text and Logo shall be riveted on the buses:

Description	Size
Round shaped KVS Logo with the text "KENDRIYA VIDYALAYA" in Hindi and English" and "SCHOOL BUS" as per specifications given by the Vidyalaya.	
On front and rear side	15" diameter
On both sides	21" diameter
Text " KENDRIYA VIDYALAYA" in English and Hindi	
On both sides	11' x 8"

7. **Delivery:** Successful bidder shall be required to deliver the buses at Kendriya Vidyalaya, Embassy of India, Kathmandu complete in all respects in ready to use condition within **120 days** from and including the date of the award of work. The supply shall be made in the following manner:-

Delivery period	Units of Buses to be supplied
120 days from the date of award of work	02 School Buses (40+1 seater) as per latest Nepal Govt. norms – BS- VI.

8. **Liquidated Damages:** In the case of delay in delivery of buses, if any, the supplier/s shall be liable to pay a penalty of 0.1% of the value of supply order for each day of delay attributable to the supplier, subject to maximum of 10%.
9. **Retention Money:** 5% of contract amount shall be retained by the buyer (in the form of Bank Guarantee to be submitted by the Supplier/s for the contract amount) till the defect liability period of one year is over.

manufacturer drawn on State Bank of India, payable at par anywhere in India / Nepal. Clearing & Forwarding and Transportation charges of the bus, if any, should be included in the bid itself.

11. **Warranty:** The supplier shall provide warranty of buses against manufacturing defects and free services for a period of one year or 25,000 km whichever is later or more if provided by the manufacturer.
12. **Refund of Earnest Money and Performance Guarantee:** Earnest Money and Performance Guarantee deposited by the supplier shall be released after 60 days on receipt of a request from the Supplier after satisfactory delivery of buses complete in all respects in ready to gift condition. Any recovery required to be made on behalf of Government of India in respect of the extant tender may be adjusted while refunding the EMD and Performance Guarantee.



FORM OF TENDER – TECHNICAL BID

(To be submitted in separate sealed cover (Envelope-1) along with enclosures of Tender Document)

Technical Specifications of 02 Units School Buses (40+1 seater):

S.N o.	Technical Specifications	Specification required by the Embassy of India	Specifications of the bus quoted in the bid
1.	General	Right hand Drive 3 x 2 seating layout model Bus, suitable for driving in Nepal at an altitude upto 2500 meters and in ambient temperature- 5 to 50 degree centigrade. Gross Vehicle Weight GVW of the Vehicle shall not be less than 8000 kg Cubic Capacity Minimum 3200CC seating capacity for at least 41 (40+D) persons including driver with 3x2 Seating Layout. Manufacturing Year Current 2025Model.	Make: Model :
2	Emission Standard	The emission standard of the vehicle should be capable of meeting the applicable Nepal vehicle mass emission standard 2082 which is certified by DOTM i.e. BS VI	
3	Engine Model/ Type		
4	Cylinders / Displacement	4 Cylinder / Minimum 3200 cc	
5	Max. Power	Minimum 110 KW@ governed rpm	
6	Max. Torque	Minimum 450 Nm @ governed rpm	
7	Clutch	Dry friction, Single Plate	
8	Steering System	Power	
9	Gearbox	5/6 Forward & 1 Reverse	
10	Brakes	Dual circuit full air S-Cam with Manufacturer Fitted ABS	
11	Suspension	Semi-elliptical leaf spring at front & Rear	
12	Wheel Base	Minimum 3900 mm	
13	Length	Minimum 7860 mm	
14	Width	Minimum 2174 mm	
15	Height	Minimum 2500 mm	
16	Min. Turning Radius	Not more than 9.0 m	
17	Fuel Tank Capacity	Minimum 100 Liter	
18	GVW	Minimum 8000 Kg	
19	Seating Capacity	Minimum 40+D (3X2)	
20	Tyres	Front-2 Rear-4 Spare-1 (Standard size)	
21	Cab	All metallic/FRP CAB with insulated roof, front (wipers, glass windows on doors, through ventilation, comfortable Bench seats . Floor mats, rear view mirror and two side view mirrors.	
22	Chassis and	Steel, heavy duty suitable for rough road conditions with toe-hook	

23	essential Accessories	<ol style="list-style-type: none"> 1. Head light, tail and rear light, reversing light, turn signals. 2. Cabin lights. 3. Speedometer/ odometer 4. Heavy duty front bumper. 5. One spare wheel with tyre and tube. 6. Suitable Jack & Handle 7. Seat belt for driver 	
24	Instructions	All signs and instructions in the vehicle shall be in English.	
25	Manuals	One Copy of the Operator's and Owner's instructions and maintenance manual in English shall be supplied with the vehicle.	
26	Tools	A set of tools as required for general maintenance	
27	Color	Standard Color /Yellow	
28	Warranty	Manufacturer shall provide a minimum of One-year warranty after acceptance.	
29	Delivery	School Bus shall be delivered to:	



FORM OF TENDER – FINANCIAL BID
(To be submitted in separate sealed cover (envelope-2))

S.No.	Description of item	Quantity	Rate per unit (In INRs. both in figures and in words) (Only basic price i.e. excluding tax and duties)	Total price (In INRs. both in figures and in words) (Only basic price i.e. excluding tax and duties)
1.	40+1 seater school buses with the specifications as given in the Form of Tender- Technical Bid including clearing & forwarding and transportation charges or any other cost for Completing the scope of supply.	2 Nos.		
	Total			

Note: The Vehicle must be delivered at Kendriya Vidyalaya, EOI, Lazimpat, Kathmandu Campus clearing, forwarding, transportation to the destination i.e. KV, EOI, Lazimpat, Kathmandu.

We agree to provide the above vehicles and to abide by the terms & conditions contained in the Bid document. Further, this is to certify that the specifications mentioned by the agency is equivalent or higher specifications to the specifications called for by the Vidyalaya.

Bidder
Signature & Seal _____
Name: _____
Date & Time: _____

