

Ref No.: - NICL/KCO/Estb./75-76/T01

Date: February 27, 2019

Kathmandu Controlling Office
2nd Floor, KKM Building
Tripureshwor, Kathmandu
PO Box – 376

-Tender Notice-

REQUIRE OFFICE PREMISES IN HETAUDA, MAKWANPUR ON LEASE

Sealed Offers (**Technical Bid & Financial Bid**) are invited for Office premises for our **HETAUDA SUB-BRANCH** office at Hetauda, Makwanpur on following minimum terms:

- 1) Premise shall preferably located either at Parijat Path, Naya Marg or Nanda Sthan of Hetauda.
- 2) Carpet Area should be approximately 500 sq ft.
- 3) Premise at ground floor or first floor is preferred.
- 4) Premise should have minimum two toilets (separate for Gents & Ladies) with 24 hour running water.
- 5) Parking facility for minimum one four wheeler and 4 two wheelers.
- 6) Electricity and other basic requirements as per the terms & conditions of lease agreement (see Annexure III)
- 7) Period of lease should be 15(5+5+5) years

Office should preferably be in commercial Area & easily accessible to Public.

Interested owners having clear title to the property are requested to collect TENDER FORMS & GUIDELINES FOR SUBMISSION OF TENDERS between 11 AM and 2 PM except on Saturday & Public Holidays from 28th February 2019 to 6th March 2019 from any of our operating offices (List and address is available on our website www.nicnepal.com.np) or the tender forms and guidelines may be downloaded from our website. For complete details visit our website www.nicnepal.com.np .

The tender document must be sealed as per the guidelines and duly super scribed & should reach either National Insurance Co. Ltd., Kathmandu Controlling Office, 2nd Floor, KKM Bldg, Tripureshwor, PO Box-376, Kathmandu, Nepal, National Insurance Co. Ltd., Birgung Branch Office, Geeta Mandir Road, Ward no-13, Birgunj, 051-530621 or National Insurance Co. Ltd.,

Hetauda Sub-Branch, Ajar-Amar Road, Hetauda-4, 057-521236 on or before 7th March 2019 by 4 PM by way of hand delivery, post or Courier.

Sealed tender documents will be opened at the Kathmandu Controlling Office on 12th March 2019 at 11 AM. The Company reserves the right to reject any or all tenders without assigning any reason whatsoever. Canvassing in any form will disqualify the tender.

NOTE: 1) BROKERS NEED NOT APPLY.

2) ANY PREMISES THAT HAS BEEN SERVED NOTICE FOR SET BACK FOR ANY PROJECT OR LIKELY TO BE AFFECTED BY THE SAID PROJECT AND ANY OTHER INSTITUTIONAL PURPOSE ARE INELIGIBLE TO APPLY.

3) MENTIONING THE PREFERENCE OF AREA OR FLOOR DOES NOT RESTRICT OTHER BIDDERS FROM TAKING PART IN THIS BID. PREMISE OWNERS POSSESSING ANY PREMISE IN EASILY ACCESSIBLE AREA MEETING BASIC/ESSENTIAL REQUIREMENTS MAY TAKE PART IN BID SYSTEM.

s/d

Chief Executive Officer
National Insurance Company Ltd
Kathmandu, Nepal

GUIDELINES to TENDERERS For Submission of Tender (Office Premises on lease basis)

Tenderers are advised to study the following procedures carefully before submission of Tenders:-

1. It is proposed to follow the TWO BID Tender system for this Tender and BIDS should be submitted in the prescribed formats (Annexure-“A-1” & “A-2”):
 - i. “TECHNICAL BID” (Annexure – “A-1”) in ONE Cover duly sealed. This BID is meant only for all technical details of the Offered Premises e.g. address, area, quality of construction floor ventilation, surroundings, Electrical load available, water supply, parking facilities, terms of lease and its renewal and other terms & conditions etc. Please note that Rent, advances etc., should not be indicated in the Technical Bid.
 - ii. “FINANCIAL BID” (Annexure – “A-2”) in ONE Cover. This BID is meant only for all Financial Details of the Offered Premises e.g. rent/rate, maintenance charges, air conditioning charges, generator set charges, taxes, if any, to be borne by the Company, rent escalation on renewal, advances if any etc.
2. All points in the Tender Forms (Technical & Financial Bids) are to be answered in the format only and no separate sheet should be used. Tenderer is expected to furnish all information required in both the BIDS. Failure to furnish all information required by the BIDS (Annexure – “A-1” & “A-2”) in every respect may result in the rejection of the TENDER.
3. Tenderer should sign in full on all the pages of the Tender Forms.
4. Over writing/white inking of any word/figure in the Tender Forms, unless duly authenticated by the Tenderer, are liable to be rejected at the option of the Company.
5. Separate Tender Forms should be used for separate Premises, e.g. if a Tenderer wants to offer more than one premises then separate Tender Forms should be used.
6. The tender should be submitted by the tenderer himself by Registered Post/Speed Post/ Courier and **NOT** through **ANY BROKER or in person**.
7. Since TWO BID Tender system is to be followed, **3 Covers** should be used for submission of Tender as detailed below:
 - i. **Cover – “1” for Technical Bid.**
 - a. “TECHNICAL BID” duly completed and signed should be kept in this Cover.
 - b. The Cover should be sealed properly with lac.
 - c. The Cover should be Superscribed as:
“Offer for Office Premises”
“TECHNICAL BID”
 - d. Tenderer’s Name & Address should be written below the Superscription.

ii. Cover – “2” for Financial Bid.

- a. “FINANCIAL BID” duly completed and signed should be kept in this cover.
- b. The Cover should be sealed properly with lac.
- c. The Cover should be Superscribed as:
“Offer for Offices Premises”
“FINANCIAL BID”
- d. Tenderer’s Name & Address should be written below the Superscription.

iii. Cover – “3” for (containing both the above BIDS in sealed cover).

Both the Technical Bid Cover & Commercial Bid Cover, prepared as above, are to be kept in this cover.

- a. The Cover should be sealed properly with lac.
- b. The Cover should be Super scribed as:

<p><u>PLEASE PLACE IN TENDER BOX</u> <u>TO BE OPENED ONLY BY TENDER COMMITTEE “</u> Offer for _____Office on Lease - “Last date (07th March, 2019 by 5 pm)</p>
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- c. Tenderer’s Name & Address should be written just below the Superscription.

- 8.** Sealed offers prepared in accordance with the procedures enumerated above should be sent only by Registered Post/Speed Post/ Courier/e-mail and should reach on or before the prescribed time limit to the Address mentioned in the Advertisement. Any Tender received after the date specified in Advertisement will be rejected.
- 9.** After Technical Bids are opened and evaluated, a list of shortlisted Tenderers will be prepared. The short listed Tenderers will be contacted for inspection of the premises.
- 10.** The Company reserves the right to accept any bid, and to annul the Tender Process and reject all bids at any time without assigning any reason thereof.

s/d

Chief Executive Officer
National Insurance Company Ltd
Kathmandu, Nepal