Ref. No.: SAPDC/P&C/Arun-3 HEP/PPR-225/2026-220 **Dated:** 01.04.2026

NOTICE INVITING QUOTATIONS (NIQ)

Sealed quotations are herewith invited by SJVN Arun-3 Power Development Company Pvt. Ltd. (SAPDC/Employer) from the Bidder/Distributer/Suppliers/Re-seller/Retailer/ of Nepal for "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal. (PPR-225/2026)" as per the details provided here-in-below: -

Sr. No.	Description	Remarks
1.	Bill of Quantities (BOQ)	Refer ***Annexure 'A'***
2.	Undertaking for Compliance of Make / Brand of BOQ item(s)	Refer ***Annexure 'B'***
3.	Scope of work & Sample Image	Refer ***Annexure 'C'***
4.	Form of declaration	Refer ***Annexure 'D'***
5.	Bank Account Details	Refer ***Annexure 'E***
6.	Undertaking Regarding Declaration of Eligibility	Refer ***Annexure 'F'***
7.	Related Party Declaration (Third Party / Counter Party)	Refer ***Annexure 'G'***
8.	Related Party Declaration-Employee	Refer ***Annexure 'H'***
9.	Documents checklist	Refer ***Annexure 'I'***
10.	Integrity Pact	Refer **Schedule-'F'**

TERMS & CONDITIONS (T&C):

1. Eligible Bidders

i. This Invitation for Bid is open to all the bidders registered in Nepal who meet the Qualification Criteria as defined hereunder.
ii. Bidders should not have as an individual or as a partner in JV banned/ delisted/ black-listed/ debarred from business by any PSU/Govt. Deptt. /SAPDC during the last 03 (three) years on grounds of corrupt/fraudulent practices and/or on any ground. An undertaking to this effect shall be furnished by the bidder as per the format attached Annexure-'F'.

2. Minimum Qualifying Requirements:

a. Any Distributer/Re-seller/Retailer/Suppliers registered under the relevant category for stationery supply shall be eligible to participate in the tender.

3. Submission of Bid:

The bidder must submit the bid in the following two separate sealed envelopes {PART-I (Envelope-1) & PART-II (Envelope-2)} clearly indicating the contents therein duly super scribed as under and these two envelopes should be enclosed

in a single sealed envelope/cover super scribed as "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal. (PPR-225/2026)" and submitted at the address of the undersigned and must reach this office through courier or by post or by hand on or before 23.04.2026 by 1530 Hrs. and same shall be opened on 23.04.2026 at 1600 Hrs. in presence of authorized representative of firms who choose to attend.

Further, In the "Techno-Commercial" part *{i.e. in PART-I (Envelope-1)}* of the bid the bidder shall not give any indication about the bid price in any manner whatsoever. Non-compliance of this provision may result in the rejection of bid.

PART-I (Envelope-1):

i. Original Earnest Money Deposit (EMD) (as per Sr. No.10).
ii. The firm shall submit PAN/VAT/Registration Certificate and / or any other relevant documents to substantiate its eligibility under the stationery supply category.
iii. Duly filled in & signed 'Form of declaration' as per Annexure-D.
iv. Bank Account Details as per Annexure-E.
v. Undertaking regarding Declaration of Eligibility as per Annexure-F.
vi. Related Party Declaration (Third Party / Counter Party) as per Annexure-G.
vii. Related Party Declaration-Employee as per Annexure-H.
viii. Documents checklist as per Annexure-I.
ix. Integrity Pact as per Schedule-F.

PART-II (Envelope-2):

Price bid: Comprising of Price Bid at Annexure-A i.e., duly filled, signed and stamped in Bill of Quantities (BOQ).

4. Opening of Bid:

The bid shall be opened in the following sequence:

i. First, the envelope Part-I shall be opened.
ii. Part –II (Price Bid) of responsive bidder(s) shall be opened on same day, if no clarification is required from the firm(s)/agency(ies). In case clarification is sought from the firm(s)/agency(ies), separate information shall be given through notification on the websites only, for opening of Price Bid(s) of responsive bidder(s).

5. *F.O.R:- SAPDC Office Complex, Tumlingtar, Distt. Sankhuwasabha, Nepal.*

6. Delivery/Completion period: Delivery of materials shall be made within 60 days from the date of issuance of Supply Order/Letter of Acceptance (LOA) complete in all respect as per scope of work.

SAPDC reserves the right to cancel the supply order if the supplier falls to provide the material within the stipulated time.

7. Bid Validity: The bid (s) shall be valid for 90 days from the opening of bid(s).

8. Prices:

i. The Bidder/Suppliers shall offer rates & prices "on Firm Price Basis".
ii. The quoted rates for item(s) under Annexure-A 'BOQ' shall be inclusive of VAT & transportation charges. complete as per scope of work and nothing extra shall be payable by SAPDC on account of above.
iii. Rates and Offered discount (if any) should be filled in both figures and words. In case of ambiguities in between the rate/ Offered discount in figures and the rate/ Offered discount in words, the rate/Offered discount quoted in words shall prevail and the amount shall be corrected accordingly. The SAPDC reserves the right to adjust arithmetical or other errors in any tender/quotation in the way which it considers suitable.

iv. Further, only unconditional discount offered at appropriate place in the BOQ shall only be considered for evaluation of the bid, discount offered at any other place or in any other document/letter submitted by the bidder along with the bid shall not be considered for the purpose of evaluation as well as award.

v. The percentage (%) offered discount should preferably be filled in both figures and words. However, if bidder do not choose to offer any discount on their quoted rate(s) i.r.o any/all item(s) of Bill of Quantities (BOQ) at Annexure-A, then the bidder may mention the same as Nil.

9. Payment: The payments will be made in the following manner:

(i) 100% Payment of the contract price shall be made after the receipt of item(s)/material/good(s) in full quantity & in good condition, on submission of bill and inspection report issued by Officer-in-Charge (OIC).

10. Earnest Money Deposit (EMD):

a. Earnest Money Deposit (EMD) amounting to NPR 50,500/- shall be submitted in the shape of Bank Draft (in original)/Manager Cheque (in original)/FDR (in original) (duly pledged in favour of SAPDC-NPR CONSTRUCTION ACCOUNT) payable at Kandhari.

Or,

Alternatively, Payment against EMD may also be made directly in the account of SAPDC as below. However, proof of same shall be submitted by the Firm/agency with the Proposal in Part-I (Envelope-I):

NPR Account Details:
Everest Bank Limited Name:
SAPDC-NPR CONSTRUCTION ACCOUNT.
Acc. No. 00800105200477
Swift Code: EVBLNPKA

Bidders are advised and shall be responsible to ensure the receipt of net amount (excluding bank transfer charges) in above account in case of Indian bidder before last date of submission of bids.

However, if Bidder/Firm opt for submission of Earnest Money Deposited (EMD)/Bid Security directly in the bank account of SAPDC, then the documentary evidence/ proof of same (swift statement/ transfer statement/ account statement) has to be submitted along with technical bid in Part-I.

Any bid not accompanied by an acceptable Earnest Money Deposit shall be declared non-responsive and outrightly rejected by the Employer and their Part-II (Price Bid) bid shall not be opened.

b. EMD of the bidder shall be forfeited:

i. If bid withdrawn or amends its bid or impairs or derogates from the bid in any respect in the interval between the bid submission deadline and the expiration of the bid validity period.

or

ii. Adopts corrupt or fraudulent practices or iii. Does not accept the correction of the Bid Price.

or

iii. EMD of the successful bidder(s)/supplier(s) shall be forfeited, in the event of non-compliance of Supply Order/Letter of Acceptance (LOA) and in this event forfeited amount shall be 2% of the contract price/awarded amount of the respective successful bidder(s)/supplier(s).

c. Bidder may modify or amends its bid or withdraw its bid after submission and before the prescribed deadline for bid submission.

d. The EMD of unsuccessful Firm(s)/Agency(ies) shall be released within 30 days

without any interest after declaration of non-responsive. Further, EMD of responsive bidders (other than L1 bidder) shall be released within 30 days without any interest after the issuance of Letter of Acceptance of successful Firm(s)/Agency(ies).

e. The EMD of the successful bidder shall be released within 28 days on the recommendation of Consignee after the receipt of inspection report issued by OIC.
f. No interest shall be payable by SAPDC on EMD.

11. Award Criteria:

(i) The bid shall be evaluated on Item wise basis and the award shall be made based on the lowest evaluated rate/Amount quoted by the Bidder/Supplier for particular item(s) as per Annexure-A in the Bill of Quantities.
(ii) If, Bidder(s) quote Zero/Nil/left Blank/ (-) rate(s) against any item(s) of BOQ then it will be presumed that bidder(s) has/have not quoted for those item(s) and is not willing to supply those item(s). In that case those item(s) may be awarded to other bidder(s) on their lowest evaluated rate(s).

12. Liquidated Damages (LD):

In case of delayed delivery, LD @ 0.5% of contract price per week of delay in completion shall be levied subject to maximum of 10% of the contract price (cumulative or individual LD in terms of clause at Sr. No. 12 & at Sr.No.16)

In case the supplier fails to supply the material within 75 days from the date of issue of supply order, SAPDC reserves the right to terminate the supply order and EMD shall be forfeited and the forfeited amount shall be as per clause 10b (iii) of NIQ.

13. *Clause deleted without change in Serial No.*

14. Force Majeure: The term "Force Majeure" shall herein mean riots (other than among the Vendor's employees), Civil Commotion (to the extent not insurable), war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, damage from aircraft, nuclear fission, acts of God, such as earthquake (above 7 magnitude on Richter Scale), lightning, unprecedented floods, fires not caused by Vendor's negligence and other such causes over which the Vendor has no control and are accepted as such by the Officer-in-Charge (OIC), whose decision shall be final and binding. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this contract, the relative obligation of the party affected by such Force Majeure shall be treated as suspended for the period during which such Force Majeure cause lasts, provided the party alleging that it has been rendered unable as aforesaid, thereby shall notify within 10 days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of such cause. Extension of time without levy of LD shall be provided during the period of occurrence of Force Majeure event, however no cost compensation shall be provided.

15. Packing: The supplier, wherever applicable shall properly pack and stack all materials/goods in such a manner as to protect them from deterioration and damage during transportation. The supplier shall be responsible for all damage due to improper packing.

16. Replacement: If the material/goods or any portion thereof is damaged or lost during transit, SAPDC shall give notice to the supplier setting forth particulars of such material/goods damaged or lost during transit. The replacement of such material/goods shall be affected by the supplier within 30 days (reckoned from the date of notice given by SAPDC to the supplier), to avoid unnecessary delay in the intended usage of the materials free of cost to the SAPDC.

Further, if replacement shall not be made within the above said time, then the additional LD @ 0.5% of contract price per week of delay shall be levied.

The levied LD shall be subject to maximum of 10% of the contract price (cumulative or individual LD in terms of clause at Sr.No.12 & at Sr.No.16).

17. Rejection: In the event that any of the material/goods supplied by the supplier is found defective in material or workmanship or otherwise not in conformity with the specification, SAPDC shall either reject the material/good(s)/Item(s) or request the supplier in writing to rectify/replace the same. The supplier, on receipt of such notification shall rectify/replace (As directed by the OIC/EIC) the defective material/good(s)/item(s) free of cost to the SAPDC. Decision of OIC/EIC (SAPDC) shall be final and binding on the supplier(s).

18. Demurrage, Wharfage etc.: All demurrage, wharfage and other expenses incurred due to delayed clearance of the material/goods or any other reason shall be on the account of the supplier.

19. *Clause deleted without change in Serial No.*

20. Consignee: The material/ goods under this Contract shall be dispatched to the location as mentioned in the BOQ/Scope of Work.

However, HoD (Store) shall be the consignee for this contract and payment and other codal formalites shall be done through HoD (Store) for all the material. The address of consignee shall be as following:

HoD (Store),
Satluj Bhawan, Arun Sadan,
SAPDC, Tumlingtar,
Distt. Sankhuwasabha, Nepal.
(Mobile No.: 029-575143)
Email: **store.sjvnnepal@sjvn.nic.in**

21. Inspection: Inspection of the item(s)/material shall be carried out by OIC or his authorized representative at Store/ locations as mentioned in the BOQ/Scope of Work. OIC shall ensure the quality of the supplied item(s) is/are as per NIQ/LOA.

22. *Clause deleted without change in Serial No.*

23. Resolution of Dispute: In case of any dispute or difference that arises out of the subject cited supply, the same shall be referred to the Sole Arbitrator, who shall be appointed by the CEO, Arun-3 HEP, SAPDC, Tumlingtar. The award of the arbitrator shall be final and binding on both the parties.

Courts of Chainpur (Nepal) shall have exclusive Jurisdiction for adjudication upon the dispute arising out of the subject cited supply between the parties.

24. Integrity Pact *(Schedule-F)*:

To improve transparency and fairness in the tendering process, SAPDC is implementing Integrity Pact. Integrity Pact is deemed as part of the contract so that the prospective bidders are bound by its provisions.

The Integrity Pact, signed by all the prospective Bidders and the Employer, shall commit the persons/officials of both the parties, not to exercise any corrupt/fraudulent/collusive/coercive practices in the Tendering process and also during implementation of the Contract. Only those Bidders who have entered into Integrity Pact with the Employer shall be eligible to participate in the bidding process. Bidders signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter. Entering into Integrity Pact as per ***Schedule-'F'*** is a basic qualifying requirement. To oversee the compliance of obligation under the Integrity Pact, a panel of Independent External Monitor(s) (IEMs) have been appointed by

concerned authority. The Contact address of IEMs are as under:

S.N.	Name of IEMs Name	Address of IEMs
1.	**Sh. Manoj Pant, IFoS (Retd.)**	House no. 70, Usha Colony, Sahastradhara Road, Dehradun-248013, Uttarakhand Email: mpant2007@gmail.com
2.	**Sh. Davendra Verma (ISS Retd.)**	604, Tower-14, Purvanchal Royal City, Chi V, Greater Noida, G.BB. Nagar (UP) 201310 E-mail: verma.davendra@gmail.com
3.	**Sh. Prashanta Kumar** **IPS (Retd.)**	H.N 762, Sector-17, Faridabad, Haryana 121002 Email: agrawal.prashanta@gmail.com

The Integrity Pact duly signed on behalf of SAPDC is given at ***Schedule-F*** of the Bid Document. **The Integrity Pact shall be downloaded, printed and signed by the bidder and the hard copy shall be submitted in Part-I of Bid.**

25. ***Clause deleted without change in Serial No.***

26. Corrigendum/Addendum, if any to NIQ shall be uploaded only on http://sjvn.nic.in/tender.htm & http://www.sapdc.com.np/pages/tender.

27. SAPDC reserves the right to reject any or all the tenders without assigning any reason thereof.

28. For any relevant enquiry/clarification for submission of bid and any other information, the Bidders may contact to:

Name	Designation	Contact No.	Address
S.K. Bhargava	Chief Engineer (P&C)	Tel no: +977-029- 575154 E-mail: pnc.sapdc@sjvn.nic.in	Satluj Bhawan, Arun Sadan, SAPDC, Tumlingtar, Distt. Sankhuwasabha, Nepal.
Kirti Swaroop	DGM (P&C)		

1. **General Information:**

Access to Project Sites:

To reach the site of Arun-3 HEP Nepal the nearest broad-gauge railway station is Jogbani, Bihar (India) and further by road up to Tumlingtar is about nearly 264 Km. Jogbani in Bihar is a city of India with Nepal border and is just 6.00 Km. from Biratnagar (a major industrial town of Nepal).

Road conditions in different road segment en-route are as under:

a. Biratnagar to Hile:- Hile is located at a distance of 108 Km from Biratnagar and the existing road up to Hile is black topped road in good condition.
b. Hile-Pakhribas-Tumlingtar:- This route is about 55 Km and the road fully is black topped.
c. Tumlingtar is also connected to Kathmandu by air by around thirty-five minutes journey.

For & on the behalf of SAPDC
Sd/-
Chief Engineer (P&C)
Satluj Bhawan, Arun Sadan,
SAPDC, Tumlingtar,
Distt. Sankhuwasabha, Nepal
Ph. +977-29-575154,
E-mail Address: pnc.sapdc@sjvn.nic.in

Annexure-'A'

BILL OF QUANTITIES

Name of Work/Assignment: (PPR-225/2026) "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal ."

Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
1.	A3 Size Paper (75 GSM) (Make-JK Paper / BILT)	Rim	75						
2.	A4 Size Paper (75 GSM) (Make-JK Paper / BILT)	Rim	750						
3.	All Pin (Make-Kangaro / Deli)	Packet	60						
4.	Automatic Numbering Machine (Any Reputed Make)	Nos.	2						
5.	Ball Pen Black (Pack of 10) (Make- Cello / Natraj)	Packet	110						
6.	Ball Pen Blue (Pack of 10) (Make–Cello / Natraj)	Packet	33						
7.	Ball Pen Green (Pack of 10) (Make– Cello / Natraj)	Packet	14						

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Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
8.	Ball Pen Red (Pack of 10) (Make– Cello / Natraj)	Packet	20						
9.	Ball Pen Refills (Pack of 10) (Make– Black - Cello / Reynolds)	Packet	95						
10.	Board Pins (Make– Kangaro / Deli)	Packet	50						
11.	Box File Large (Make – Solo / Neelgagan)	Nos.	265						
12.	Calculator (Commercial) (Make-Casio / Orpat)	Nos.	60						
13.	Carbon Paper (Make– Camel / Kores)	Packet	25						
14.	Cello Tape (Packing) (Make– Newera / Scotch)	Nos.	85						
15.	Cello Tape (Small) (Make – Newera / Wonder)	Nos.	200						

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Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
16.	Cello Tape Dispenser (2 inch) (Make– Deli / Kangaro)	Nos.	25						
17.	Cloth Duster (Make– Gala / Scotch-Brite)	Nos.	210						
18.	Coasters (Set of 06) (Make – Milton / Nayasa)	Set	55						
19.	Correcting Fluid Pen (Make– Deli / Kores)	Nos.	70						
20.	Dak Folder (Make– Neelgagan / Solo)	Nos.	35						
21.	Double Side Tape (Make – Wonder / Scotch)	Nos.	45						
22.	Envelope (A3 Size) (Make– Neelgagan / JK)	Nos.	1900						
23.	Envelope (A4 Size) (Make– Neelgagan / JK)	Nos.	2400						

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Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
24.	Envelope letter size	Nos.	430						
25.	Eraser (Pack of 22) (Make– Natraj / Apsara)	Packet	20						
26.	File Cover Laminated (SAPDC Printed) (Make–Neelgagan / Solo)	Nos.	1950						
27.	File Tag (Pack 100) (Make– Kangaro / Deli)	Packet	55						
28.	Flag (Small packet of 50 x 4 colours)	Packet	25						
29.	Gift Wrapping Paper (Plastic- Pack of 100 Pcs) (Make–Archies / Local branded)	Packet	10						
30.	Glossy Paper Pack of 100 Pcs (Make-– HP / Epson)	Packet	15						
31.	Glue Stick 35 gm (Make– Amos / Fevistik)	Nos.	120						

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Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
32.	Highlighters (Set of 5) (Make– Faber/Castell / Cello)	Packet	40						
33.	Jems Clip (Make– Kangaro / Deli)	Packet	85						
34.	L-Folder (Transparent) (Packet of 10 Pcs) (Make– Solo / Deli)	Packet	115						
35.	Measurement Book (MB) (Make-Navneet / R.S. Good)	Nos.	85						
36.	Numbering machine ink (Any Reputed make)	Nos.	5						
37.	One Hole Punching Machine (Make– Kangaro / Deli)	Nos.	24						
38.	Pen Holder (Make – Deli / Kangaro)	Nos.	71						
39.	Pencil (Make– Natraj / Apsara)	Packet	60						

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Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
40.	Pencil Battery AA (Set of 2) (Make– Panasonic / Eveready/Duracell	Set	475						
41.	Pencil Battery AAA (Set of 2) (Make–Panasonic / Energizer/Duracell)	Set	935						
42.	Permanent Marker (Black) (Make –Camlin / Artline)	Nos.	90						
43.	Permanent Marker (Green) (Make–Camlin / Artline)	Nos.	65						
44.	Permanent Marker (Red) (Make–Camlin / Artline)	Nos.	65						
45.	Pilot Hi-Tecpoint V5 Black (Make– Pilot / Uni-Ball)	Nos.	220						
46.	Pilot Hi-Tecpoint V5 Blue (Make –Pilot / Uni-Ball)	Nos.	150						
47.	Pilot Hi-Tecpoint V5 Green (Make – Pilot / Uni-Ball)	Nos.	50						

Name of Work/Assignment: (PPR-225/2026) "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal ."

Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
48.	Pilot Hi-Tecpoint V5 Red (Make– Pilot / Uni-Ball)	Nos.	85						
49.	Plastic Scale Ruler 30 cm (Make– Natraj / Camlin)	Nos.	70						
50.	Punching Machine (Two Hole) (Make– Kangaro / Deli)	Nos.	70						
51.	Register No. 02 (Make– Navneet / R.S. Good)	Nos.	75						
52.	Register No. 03 (Make– Navneet / R.S. Good)	Nos.	75						
53.	Register No. 04 (Make – Navneet / R.S. Good)	Nos.	70						
54.	Register No. 05 (Make– Navneet / R.S. Good)	Nos.	60						
55.	Scissors (Medium) (Make– Deli / Kangaro)	Nos.	50						

Name of Work/Assignment: (PPR-225/2026) "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal ."

Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
56.	Scissors (Small) (Make– Deli / Kangaro)	Nos.	58						
57.	Sharp Cutter (Make– Deli / NT Cutter)	Nos.	65						
58.	Sharpener (Pack of 20) (Make– Natraj / Apsara)	Packet	30						
59.	Sketch Pens (Make– Officemate / Camlin)	Packet	50						
60.	Slip Pad No. 22 (Make– Neelgagan / Navneet)	Nos.	255						
61.	Slip Pad No. 33 (Make– Neelgagan / Navneet)	Nos.	255						
62.	Small Sticky Notes (Make– 3M / Deli)	Packet	115						
63.	Spiral Notebook (Small) (Make– Shipra / Classmate)	Nos.	400						

Name of Work/Assignment: (PPR-225/2026) "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal ."

Sr. No	Description of items	Unit	Qty	Offered Make/ Brand (to be filled by the bidder)	Rate (NPR) Including VAT & transportation etc. charges (A)		Amount (NPR) Including VAT & transportation etc. charges	Offered discount (if any) percentage (%) on (A)	
					In Figures	In Words		In Figures	In Words
64.	Stapler 10 (Make– Kangaro / Deli)	Nos.	75						
65.	Stapler Machine (Long Arm) (Make– Kangaro / Deli)	Nos.	30						
66.	Stapler Machine HP-45 (Make– Kangaro / Deli)	Nos.	55						
67.	Stapler Pin HS45S (Make– Kangaro / Deli)	Packet	155						
68.	Stapler Pin No. 10 (Make– Kangaro / Deli)	Packet	210						
69.	Stapler/Stich Pin No. 24/6 (Make– Kangaro / Deli)	Packet	140						
70.	Steel Ruler 30 cm (Make–Camlin / Faber-Castell)	Nos.	65						
71.	Temporary / Board Marker (Black) (Make– Camlin / Deli)	Nos.	95						

Name of Work/Assignment: (PPR-225/2026) "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal ."									
Sr. No	**Description of items**	**Unit**	**Qty**	**Offered Make/ Brand (to be filled by the bidder)**	**Rate (NPR) Including VAT & transportation etc. charges (A)**		**Amount (NPR) Including VAT & transportation etc. charges**	**Offered discount (if any) percentage (%) on (A)**	
					In Figures	**In Words**		**In Figures**	**In Words**
72.	Temporary / Board Marker (Green) (Make– Camlin / Deli)	Nos.	65						
73.	Temporary / Board Marker (Red) (Make– Camlin / Deli)	Nos.	75						
Total Amount (NPR) Including VAT & transportation etc. Charges complete in all respect as per scope of work.									

Note:

1) Only unconditional discount offered at appropriate place in the BOQ shall only be considered for evaluation of the bid, discount offered at any other place or in any other document/letter submitted by the bidder along with the bid shall not be considered for the purpose of evaluation as well as award. Further, the bidder shall quote rate and amount inclusive of VAT, any other charges/taxes/VAT mentioned at any other place/document/letter by the bidder/supplier shall also for not be considered evaluation as well as award.
2) Bidders may offer rates for commonly used equivalent items in case the specified make/brand is not available. However, in such cases, it is mandatory to clearly mention under table-1 of Annexure-B, the make/brand being offered in BOQ, which shall be subject to acceptance by SAPDC.

Date:

Place:

For and on behalf of the bidder /Supplier

……

(**Signature of authorized representative of the Bidder/ Supplier, along with his name, Seal of Company**)

Annexure-'B'

Undertaking for Compliance of Make / Brand of BOQ item(s) (PPR-225/2026)

Table-1

To be filled by the bidder as mentioned below:

Sr. No.	**Particulars**	**Accepted Make/brand**	**Quoted /offered Make/brand to be mentioned by the bidder**
1.	A3 Size Paper (75 GSM)	(Make-JK Paper / BILT)	
2.	A4 Size Paper (75 GSM)	(Make-JK Paper / BILT)	
3.	All Pin	(Make-Kangaro / Deli)	
4.	Automatic Numbering Machine	(Any Reputed Make)	
5.	Ball Pen Black (Pack of 10)	(Make- Cello / Natraj)	
6.	Ball Pen Blue (Pack of 10)	(Make–Cello / Natraj)	
7.	Ball Pen Green (Pack of 10)	(Make– Cello / Natraj)	
8.	Ball Pen Red (Pack of 10)	(Make– Cello / Natraj)	
9.	Ball Pen Refills (Pack of 10)	(Make– Black - Cello / Reynolds)	
10.	Board Pins	(Make– Kangaro / Deli)	
11.	Box File Large	(Make – Solo / Neelgagan)	
12.	Calculator (Commercial)	(Make-Casio / Orpat)	
13.	Carbon Paper	(Make– Camel / Kores)	
14.	Cello Tape (Packing)	(Make– Newera / Scotch)	
15.	Cello Tape (Small)	(Make – Newera / Wonder)	

16.	Cello Tape Dispenser (2 inch)	(Make– Deli / Kangaro)	
17.	Cloth Duster	(Make– Gala / Scotch-Brite)	
18.	Coasters (Set of 06)	(Make – Milton / Nayasa)	
19.	Correcting Fluid Pen	(Make– Deli / Kores)	
20.	Dak Folder	(Make– Neelgagan / Solo)	
21.	Double Side Tape	(Make – Wonder / Scotch)	
22.	Envelope (A3 Size)	(Make– Neelgagan / JK)	
23.	Envelope (A4 Size)	(Make– Neelgagan / JK)	
24.	Envelope letter size	–	
25.	Eraser (Pack of 22)	(Make– Natraj / Apsara)	
26.	File Cover Laminated (SAPDC Printed)	(Make–Neelgagan / Solo)	
27.	File Tag (Pack 100)	(Make– Kangaro / Deli)	
28.	Flag (Small packet of 50 x 4 colours)	–	
29.	Gift Wrapping Paper (Plastic- Pack of 100 Pcs)	(Make–Archies / Local branded)	
30.	Glossy Paper Pack of 100 Pcs	(Make-– HP / Epson)	
31.	Glue Stick 35 gm	(Make– Amos / Fevistik)	
32.	Highlighters (Set of 5)	(Make– Faber/Castell / Cello)	
33.	Jems Clip	(Make– Kangaro / Deli)	
34.	L-Folder (Transparent) (Packet of 10 Pcs)	(Make– Solo / Deli)	
35.	Measurement Book (MB)	(Make-Navneet / R.S. Good)	
36.	Numbering machine ink	(Any Reputed make)	
37.	One Hole Punching Machine	(Make– Kangaro / Deli)	
38.	Pen Holder	(Make – Deli / Kangaro)	
39.	Pencil	(Make– Natraj / Apsara)	
40.	Pencil Battery AA (Set of 2)	(Make– Panasonic / Eveready/Duracell)	

41.	Pencil Battery AAA (Set of 2)	(Make–Panasonic / Energizer/Duracell**)**	
42.	Permanent Marker (Black)	(Make –Camlin / Artline)	
43.	Permanent Marker (Green)	(Make–Camlin / Artline)	
44.	Permanent Marker (Red)	(Make–Camlin / Artline)	
45.	Pilot Hi-Tecpoint V5 Black	(Make– Pilot / Uni-Ball)	
46.	Pilot Hi-Tecpoint V5 Blue	(Make –Pilot / Uni-Ball)	
47.	Pilot Hi-Tecpoint V5 Green	(Make – Pilot / Uni-Ball)	
48.	Pilot Hi-Tecpoint V5 Red	(Make– Pilot / Uni-Ball)	
49.	Plastic Scale Ruler 30 cm	(Make– Natraj / Camlin)	
50.	Punching Machine (Two Hole)	(Make– Kangaro / Deli)	
51.	Register No. 02	(Make– Navneet / R.S. Good)	
52.	Register No. 03	(Make– Navneet / R.S. Good)	
53.	Register No. 04	(Make – Navneet / R.S. Good)	
54.	Register No. 05	(Make– Navneet / R.S. Good)	
55.	Scissors (Medium)	(Make– Deli / Kangaro)	
56.	Scissors (Small)	(Make– Deli / Kangaro)	
57.	Sharp Cutter	(Make– Deli / NT Cutter)	
58.	Sharpener (Pack of 20)	(Make– Natraj / Apsara)	

59.	Sketch Pens	(Make– Officemate / Camlin)	
60.	Slip Pad No. 22	(Make– Neelgagan / Navneet)	
61.	Slip Pad No. 33	(Make– Neelgagan / Navneet)	
62.	Small Sticky Notes	(Make– 3M / Deli)	
63.	Spiral Notebook (Small)	(Make– Shipra / Classmate)	
64.	Stapler 10	(Make– Kangaro / Deli)	
65.	Stapler Machine (Long Arm)	(Make– Kangaro / Deli)	
66.	Stapler Machine HP-45	(Make– Kangaro / Deli)	
67.	Stapler Pin HS45S	(Make– Kangaro / Deli)	
68.	Stapler Pin No. 10	(Make– Kangaro / Deli)	
69.	Stapler/Stich Pin No. 24/6	(Make– Kangaro / Deli)	
70.	Steel Ruler 30 cm	(Make–Camlin / Faber-Castell)	
71.	Temporary / Board Marker (Black)	(Make– Camlin / Deli)	
72.	Temporary / Board Marker (Green)	(Make– Camlin / Deli)	
73.	Temporary / Board Marker (Red)	(Make– Camlin / Deli)	

Note: *Bidders may quote rates for commonly used equivalent items in case the specified make/brand is not available. However, the bidder must clearly specify the make/brand of the offered item in the BOQ under Table-1, which shall be subject to acceptance by SAPD.*

Annexure-'C'

SCOPE OF WORK

NAME OF WORK: "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal (PPR-225/2026)".

SCOPE OF WORK:

a. Scope of work shall include supply, transportation of item mentioned in the ***Annexure-A*** at Tumlingtar Office, District- Sankhuwasabha, Nepal as per direction and to full satisfaction of OIC. The supplier shall be fully responsible for any kind of Damage, missing etc. of items/material during the transportation.

b. Supply & Transportation of office Stationery items for Arun-3 HEP (900MW) at the following address:

HoD (Store),
Satluj Bhawan, Arun Sadan,
SAPDC, Tumlingtar,
Distt. Sankhuwasabha, Nepal.
(Mobile No.: 029-575143)
Email: store.sjvnnepal@sjvn.nic.in

Special conditions of Contract:

Stationary items for SAPDC, required along with desired detailed specification is as mentioned in BOQ. Since office stationery items are of a general nature, bidders may offer rates for commonly used equivalent items in case the specified make/brand is not available. However, in such cases, it is mandatory to clearly mention under table-1 of Annexure-B, the make/brand being offered in BOQ, which shall be subject to acceptance by SAPDC.

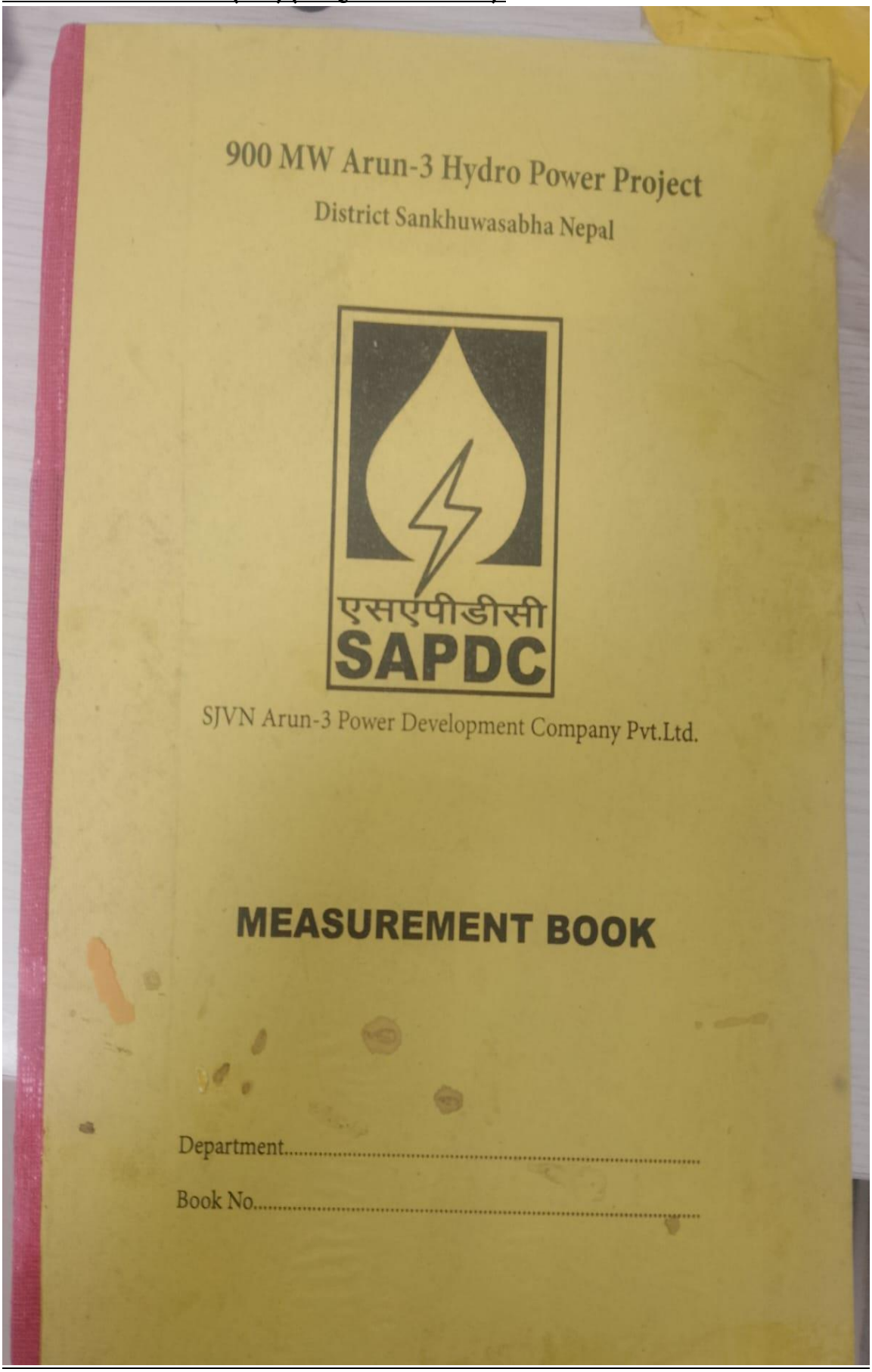
1. **Inspection / Approval of Samples:**

The successful bidder shall be required to submit samples, where necessary/desired i.e in case of File Covers and Measurement Books) for inspection and approved by SAPDC prior to supply. Bulk Supply shall only be accepted after approval of samples by the designated authority/SAPDC representative(s).

2. **Sample Image:**

Hard copy of Sample for Printing, if required, shall be shared during execution stage.

Measurement Book (MB)-(BOQ item no. 35):



900 MW Arun-3 Hydro Power Project

District Sankhuwasabha Nepal

एसएपीडीसी
SAPDC

SJVN Arun-3 Power Development Company Pvt.Ltd.

MEASUREMENT BOOK

Department.....

Book No.....

Measurement book

Instruction for posting

1. The measurement book is a most important record being the basis of all accounts of quantities whether of work done by daily labour or by piece, or by contract, or of materials received which have to be counted or measured. The description of the work must be lucid so as to admit of easy identification and check.
2. For large works a separate measurement book may be set apart, or if found convenient, two or more books may be set apart for different classes of work.
3. Detailed measurements should by recorded only be Executive/Assistant Executive or Assistant Engineers or by Executive subordinates incharge of works to whom measurement books have been supplied for the purpose.
4. Each set of measurement should commence with entries stating:

   I) In the case of bills for work done:
   - a) Full name of work as given in the estimate:
   - b) Situation of work, exact locality:
   - c) Name of contractor:
   - d) Number and date of his agreement or work order:
   - e) Date of written order to commence work:
   - f) Date of actual completion of work and:
   - g) Date of measurement:

   II) In the case of bills for supply of materials:
   - a) Name of Supplier:
   - b) Number and date of his agreement or order:
   - c) Purpose of supply in one of the following forms applicable to the case.
     - i. "Stock" for all suppliers for stock purposes.
     - ii. "Purchases" for direct issue to (here enter full name of work as given in estimate)
     - iii. "Purchases" for (hereafter full name of work as given in estimate).....for issue to contractor.....on.....
   - d) Date of written order to commence supplies:
   - e) Date of actual completion of supplies and
   - f) Date of measurement and should end with the dated initials of the person making the measurements (see also article 116 of Account Code, Volume III)

   A suitable abstract should then be prepared which should collect, in the case of measurement for work done, the total quantities of each distinct item of work relating to each sanctioned sub head.

   Note : In regard to item 4 (I) (e) and 4 (II) (d), the date of the written order to commence work should only be given if a work order has been issued or a contract agreement has been executed. Where no such order in issued to commence work or supplies the work 'nil' may be noted.
5. No page should on any account be torn out of a book, nor should any entry be erased or disfigured so as to be illegible. If a mistake be made, it should be corrected by canceling the incorrect words of figures with a single stroke of the pen or pencil and by writing the correct words of figures separately and the correction thus made should be initialed and dated by the responsible officer. All signatures and initials made in measurement book should be date.
6. All measurement must be neatly recorded in the authorized form of measurement Book, and in nor other. The entries should if possible, be made in ink, but when this not possible, in special copying pencil, so as to render, if difficult to temper with or to make unauthorized additions or alterations in the entries once made. The pencil entries thus made should not be inked over, but left untouched. The entries in the "Quantity" column should however, made in ink in the first instance and not inked over.
7. As all payments for work or supplies are based on the quantities record in the measurement Book it is incumbent upon the person taking the measurements to record the quantities clearly and accurately. If the measurements are taken in connection with running contract account on which work has been previously measured, he is further responsible (1) that reference to the last set of measurement is recorded, and (2) that if the entire job or contract has been completed, the date of completion should be duly noted in the prescribed place. If the measurements taken are the first set of measurements on a running account of the first and final measurement this fact should be suitably noted against, the entries conceded and in the letter case, the actual date of completion noted in the prescribed place.
8. Entries should be recorded continuously in the measurement book and no blank pages should be left. Any pages left blank inadvertently must be cancelled by diagonal lines, the cancellation being attested and dated.
9. When any measurements are cancelled, the cancellation must be supported by the dated initials of the officer ordering the cancellation, or by a reference to his orders initialed by the officer who made the measurements in either case the reason for cancellation should be recorded.

.....Division.....Sub-Division

MEASUREMENT BOOK

(Rules 7, 16 of
H.P. Departmental Financial Rule)

NOTE

Officers and subordinates using this book are expected to keep themselves fully conversant with the above and other subsidiary rule, as corrected up to date of measurement.

No.....issued to.....Sub-Division.....on.....
.....by.....dated initials of the clerk incharge issued to.....
on.....by.....

When this book changes hands, the transfer expressed in similar terms, should recorded under the dated initials of both the relieving and relieved officer, below the last entry of measurements made by the relieved officer.

Dated initials of the Sub-Divisional Officer.

Date of first entry.....date of last entry.....
Division.....Sub-Division.

MEASUREMENT BOOK

.....No.....Name and Designation of officer.....

Dateoffirstentry.....Dateoflastentry.....

10. Each Measurement Book should be provided with an index which should be kept up-to-date.
11. The clerk ordered by the disbursing officer is responsible for the arithmenting check of all calculations entered in a measurement Book, and he must initial (with date) each account in the book in token of having so checked it.
12. The officer making the measurements must calculate the quantity of each measurement and enter it in ink and abstract the result himself. The measurement Book should then be submitted to be paying officer for his orders. If he is satisfied that a bill should be prepared and that the name of the estimate has been correctly entered he will check the rates if entered or fill in the correct rates and initialed an order in the measurement Book to be responsible clerk, to check and prepare bill.
13. When an officer or subordinate is required to submit his measurement Book, with his accounts, to the Divisional or sub Divisional officer, he should be supplied, if necessary, with a second book for ultimate use.
14. From the measurement book all the quantities should be clearly traceable into the documents on which payments are made. When payment is made of the work measured every page of the book recording the measurement must be invariably scored out by diagonal red ink line, and an endorsement must be made in red ink, on every abstract of measurement giving a reference to the number and date of the voucher of payment. These diagonal lines and endorsement must be made by the disbursing officer himself at the time of payment or immediately after. For the purpose of making the endorsements a rubber stamp as below may be used but care should be taken not to obliterate any figures when using it.

    Paid vide voucher no.....date.....Sub-Divisional Officer's initials .....
15. The voucher for payment must invariably bear a reference to the number and page of the measurement book in which the measurements are recorded also to the number and date of work order.
16. All measurement books in use must be sent in once a year on the dates fixed by the board to the divisional office for the personal security of the divisional officer, and should be returned to the sub divisions with in 15 days.
17. On the occasion of transfers it will be the special duty of sub-divisional officers to see the measurement books with the relieved officer, at the time are recorded in the transfer papers by the numbers they bear and are acknowledged by the relieving officer, and that necessary correction are made in the name of officer on the fly-leaf of the measurement book.
18. In case a measurement book is lost an immediate report should be made of the facts of the case; and this report must be promptly forwarded to the board, together with the explanation of all parties concerned of responsible for the loss.

    Certified that the measurement book contains 100 leaves.

Signature of officer receiving Measurement Book

YEARLY CHECK IN THE DIVISIONAL OFFICE

Particulars	Date	Dated initials of Divisional Accountant

REVIEW NOTES

1. By Superior Officer of the Department

Date	Page recording measurements subject to test-check	Value of measurements checked	Result of the check exer-cised	Date initials and designations of the checking officer

S.No.	Description	Unit	No.	Details of Actual Measurement			Quantity
				L	B	H	

Certified that this measurement book no.....has been checked and it is found that:

a. No page turn out missing & blank page have not been left unconcealed:
b. Corrections are properly made and initialed by a responsible person.
c. Original pencil entries are not inked over except for "Quantity"
d. The number and date of each voucher in which the quantities are entered for payment are noted.
e. The entries have been crossed off.
f. In the case of cancelled measurements the reason for cancellation has been given and cancellation.
g. The index is complete;
h. Each set of measurements in signed by the officer by whom they were actually made, and
i. Each set of measurements bears, in addition to the signature of the office or the subordinate who made the measurements, the signature of the clerk. Who checked the calculations and the signature of the sub-divisional officer who passed the measurements or paid the bill.

Date_____ Signature_____

Accountant,
_____Division

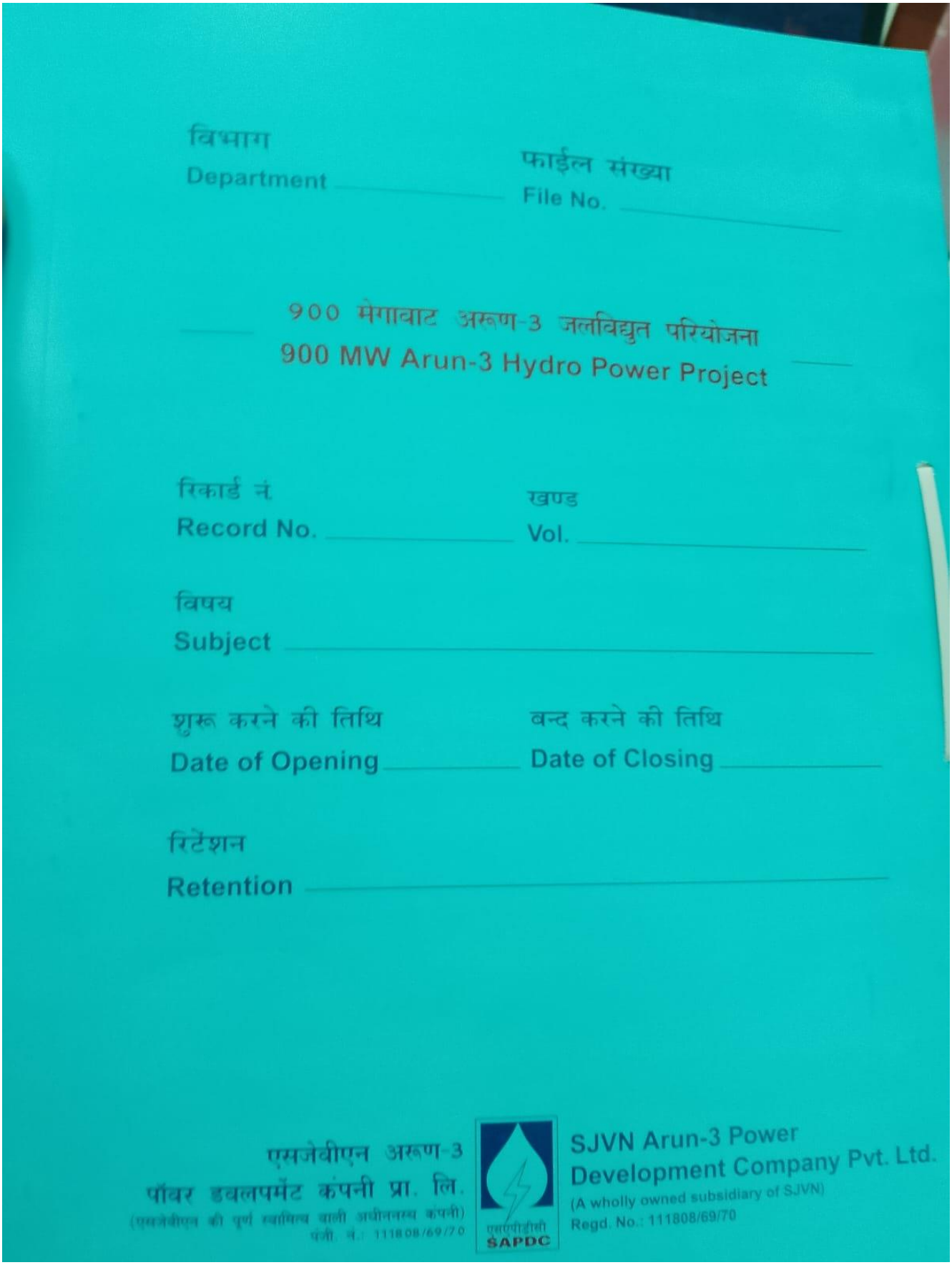
Date_____

Record
Signature_____
Executive Engineer,
_____Division

a. Name of work:-
b. Situation:-
c. Agency by which work in executed:-
d. Number and date agreement of work order:-
e. Date of measurement:-
f. Reference to previous measurement:-
g. Date of commencement of work:-
h. Date of completion of work:-

These eight line should be repeated in manuscript at the beginning of each set of measurements relating to each work.

File Cover Laminated (SAPDC Printed) -(BOQ item no. 26)



Annexure-'D'

FORM OF DECLARATION

M/s----------(name of Bidder/Supplier) having its registered office at ---------- (hereinafter referred to as 'the Bidder/Supplier') having carefully studied all Terms and conditions, scope of work & Technical specifications, BOQ etc. and all corrigendum (if any) pertaining to the "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal. (PPR-225/2026)" the local and site conditions and having undertaken to execute the said works.

DO HEREBY DECLARE THAT:

1. The Bidder is familiar with all the requirements of the Contract.
2. The Bidder has not been influenced by any statement or promise of any person of the Employer but only the Contract conditions.
3. The Bidder undertakes that the information furnished in the Bid is true and correct in all respects.
4. The Bidder undertakes that all the documents uploaded along with the NIQ have been read and there is no deviation from the terms and conditions of the NIQ including Corrigendum/Addendum (if any).

Date:

For and on behalf of the bidder /Supplier

……

(**Signature of authorized representative of the Bidder/Supplier, along with his name, Seal of Company**)

Email Address: ……

Contact No: ……

Annexure-'E'

BANK ACCOUNT DETAILS (PPR-225/2026)

Sr. No.	Particulars	#To be filled by bidder(s)
1.	Name of Bidder as per Bank record	
2.	Bank account number	
3.	Bank name	
4.	Branch address	

#Copy of cancelled cheque may also be attached

For and on behalf of the bidder /Supplier

……

(**Signature of authorized representative of the Bidder/Supplier, along with his name, Seal of Company**)

Annexure-'F'

UNDERTAKING REGARDING DECLARATION OF ELIGIBILITY

To:

[Name and address of Employer]
Dear Sir,

It is hereby certified that, we ..... {Insert Name of Bidder/Firm) as an individual or as a partner in JV are not banned/ de-listed/ black-listed/ debarred from business by any PSU/Govt. Deptt./SAPDC during the last 03 (three) years on grounds of corrupt/fraudulent practices and/or on any ground. We will immediately inform to Employer (SAPDC) in case of any change in the status any time here in after.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder/Firm Address:

Seal of the Bidder/Firm_____

Annexure-'G'

Related Party Declaration - Third Party / Counterparty

Name of counterparty:
Address:
PAN:
CIN/Registration No.
Nature of Transaction:
NIT/LOA/PO/MoU/Other reference No. (if any);

Declaration

It is hereby declared that the above-named counterparty:

1. is/is not a Related Party of SJVN Limited within the meaning of Section 2(76) of the Companies Act, 2013 and Indian Accounting Standard (Ind AS)-24.
2. In case the counterparty is a Related Party, the details are as under.

   A. Nature of Related Party Relationship **(tick/specify, as applicable):**

   - Director of SJVN Limited
   - Key Managerial Personnel of SJVN Limited
   - Relative of Director / KMP of SJVN Limited
   - Entity in which Director / KMP or their relative is partner/ Director/ has control/significant influence
   - Subsidiary/Associate / Joint Venture of SJVN Limited
   - Any other relationship (please specify):

   B. Person(s) / Entity(ies) with whom the related party relationship exists
   Name of Person / Entity:
   Designation/Position/Role/Association with SJVN Limited: Relationship:

3. Any change in the above particulars shall be promptly informed in writing.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Place:

Annexure 'H'

Related Party Declaration - Employee

Name of Employee/ Candidate:

Employee Code/ Registration/Application no

Designation/ Post Applied For:

Declaration

It is hereby declared that:

1. The employee/ candidate does/does not have any relationship that qualles as a Related Party relationship with SJVN Limited.

[In case of existence of a Related Party relationship, the details are as under]

A. Nature of Relationship (tick/specify, as applicable):

- Relative of Director/KMP
- Any other relationship (please specify)

B. Person(s) with whom the related party relationship exists:

Name of Person:

Designation/ Position / Role /Association with SJVN:

Limited Relationship:

2. Any change shall be promptly intimated.

Signature of Employee/ Candidate:

Name:

Date:

Place:

Annexure 'I'

Documents Checklist

(To be filled by Bidder and shall be enclosed in PART-I (ENVELOPE-1) of Bid)

Sr. No.	Documents	Attached	Remarks
		Yes/No	To be submitted under separate sealed envelope and superscribed as {**PART-I (Envelope-1)**
	PART-I (ENVELOPE-1) Except Price Bid *** No information regarding Price shall be enclosed in PART-1 (ENVELOPE-1)**		
1.	Original Earnest Money Deposit (EMD) (as per Sr. No.10)		
2.	The firm shall submit PAN/VAT/Registration certificate.		
3.	Duly filled in & signed 'Form of declaration' as per Annexure-D		
4.	Bank Account Details as per Annexure-E.		
5.	Undertaking regarding Declaration of Eligibility as per Annexure-F.		
6.	Related Party Declaration (Third Party / Counter Party) as per Annexure-G.		
7.	Related Party Declaration-Employee as per Annexure-H.		
8.	Documents checklist as per Annexure-I.		
9.	Integrity Pact as per Schedule-F		
	PART-II (ENVELOPE-2)		
10.	Comprising of Price Bid at Annexure-A i.e., duly filled, signed and stamped in Bill of Quantities (BOQ)		To be submitted under separate sealed envelope and superscribed as {**PART-II (Envelope-2)**

Annexure-'J'

FORM OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(Refer clause 10 of NIQ)

WHEREAS _____ (Name of Bidder) (hereinafter called "the Bidder") has submitted his biddated _____ (date) for "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal (PPR-225/2026)"

SEALED with the Common Seal of the said Bank this ___ day of _____ (Month and Year).

THE CONDITIONS of this obligation are:

1. If bid withdrawn or amends its bid or impairs or derogates from the bid in any respect in the interval between the bid submission deadline and the expiration of the bid validity period.

or

2. If the Bidder having been notified of the acceptance of his Bid by the SJVN Arun-3 Power Development Company Private Limited, during the period of bid validity.

a. Does not accept the correction of the Bid Price.

or

b. Adopts corrupt or fraudulent practices

or

c. Non-compliance of Supply Order/Letter of Acceptance (LOA).

Or

d. fails or refuses to furnish the Performance Security, in accordance with the NIQ/LOA.

We undertake to pay to the SJVN Arun-3 Power Development Company Private Limited, (NPR……)(In words……) the above amount upon receipt of its first written demand without the SJVN Arun-3 Power Development Company Private Limited having to substantiate its demand, provided that in its demand the SJVN Arun-3 Power Development Company Private Limited will note that the amount claimed by it due to it owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 135 days after the deadline for submission of Bids as stated in the invitation to bid or as it may be extended by the SJVN Arun-3 Power Development Company Private Limited notice of which extensions(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK_____

WITNESS_____ Signature, name

SEAL_____

SCHEDULE-'F'

INTEGRITY PACT

Between

SJVN Arun-3 Power Development Company (P) Ltd. (SAPDC), a company incorporated under the Companies Act 2063 and having its registered office at SAPDC Office Complex, Ward No 9, Tumlingtar, Khandbari Municipality, Sankhuwasabha, Nepal, hereinafter referred to as "The Employer" which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns of the First Part.

And

M/s……, a company/ firm/ individual (status of the company) constituted in accordance with the relevant law in the matter and having its registered office at ……represented by Shri……, (Authorized Signatory), hereinafter referred to as "The Bidder/Contractor" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns of the Second Part.

WHEREAS the Employer proposes to procure under laid down organizational procedures, contract for "(PPR-225/2026) "Procurement of office Stationery items for Arun-3 HEP (900MW), Tumlingtar, Distt. Sankhuwasabha, Nepal for a period of one Year" and the Bidder/Contractor is willing to offer against Tender No. SAPDC/P&C/Arun3HEP/PPR-225/2026-220 Date: 01.04.2026

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the Employer to obtain the desired said (work/ goods/ services) at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Bidder(s)/Contractor(s) to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the Employer will commit to prevent corruption, in any form, by its officials by following transparent procedures.

1.0 Commitments of the Employer

1.1 The Employer undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder/Contractor, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contact.

1.2 The Employer will, during the pre-contract stage, treat all the Bidders/Contractors alike, and will provide to all the Bidders/Contractors the same information and will not provide any such information to any particular Bidder/Contractor which could afford an

advantage to that particular Bidder/Contractor in comparison to other Bidders/Contractors.

1.3 All the officials of the Employer will report to the appropriate Authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

1.4 In case any such preceding misconduct on the part of such official(s) is reported by the Bidder to the Employer with full and verifiable facts and the same is prima facie found to be correct by the Employer, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Employer or Independent External Monitor and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the Employer the proceedings under the contract would not be stalled.

2.0 Commitments of the Bidder(s)/Contractor(s) The Bidder(s)/Contractor(s) commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or postcontract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

2.1 The Bidder(s)/Contractor(s) will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2.2 The Bidder/Contractor further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with Employer for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with Employer.

2.3 The Bidder(s)/Contractor(s) shall disclose the name and address of agents and representatives and Indian Bidder(s)/Contractor(s) shall disclose their foreign principals or associates.

2.4 The Bidder(s)/Contractor(s) shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract

2.5 The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Employer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

2.6 The Bidder/Contractor will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

2.7 The Bidder/Contractor will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.8 The Bidder/Contractor shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Employer as part of the business relationship, regarding plans, technical proposals and business details, including information contained in electronic data carrier. The Bidder/Contractor also undertakes to exercise due and adequate care lest any such information is divulged.

2.9 The Bidder(s)/Contractor(s) commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

2.10 The Bidder(s)/Contractor(s) shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

2.11 If the Bidder/Contractor or any employee of the Bidder/Contractor or any person acting on behalf of the Bidder/Contractor, either directly or indirectly, is a relative of any of the officers of the Employer, or alternatively, if any relative of an officer of the Employer has financial interest/stake in the Bidder(s)/Contractor(s) firm (excluding Public Ltd. Company listed on Stock Exchange), the same shall be disclosed by the Bidder/Contractor at the time of filling of tender. The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act, 2013 (India).

2.12 The Bidder(s)/Contractor(s) shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Employer.

2.13 The Bidder/supplier shall follow all rules and regulations of India and/or Nepal. 3.0 Previous Transgression

3.1 Bidders to disclose any transgressions with any other company that may impinge on the anticorruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgression(s) is/are to be reported by the bidders shall be the last three years to be reckoned from date of bid submission. The transgression(s), for which cognizance was taken before the said period of three years, but are pending conclusion, shall also be reported by the bidders.

3.2 The Bidder agrees that if it makes incorrect statement on this subject, Bidder can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

4.0 Earnest Money (Security Deposit) The provision regarding Earnest Money/Security Deposit as detailed in the Notice Invitation Tender (NIT)/Instruction to Bidders (ITB) of the tender document is to be referred.

5.0 Sanctions for Violations

5.1 Any breach of the aforesaid provisions by the Bidder/Contractor or any one employed by it or acting on its behalf shall entitle the Employer to take action as per the procedure mentioned in the "Guidelines on Banning of Business Dealings" attached as Annex-A and initiate all or any one of the following actions, wherever required: -

(i) To immediately disqualify the bidder and call off the pre contract proceedings without assigning any reason or giving any compensation to the Bidder/Contractor. However, the proceedings with the other Bidder(s)/Contractor(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is Signed) shall stand forfeited either fully or partially, as decided by the Employer and the Employer shall not be required to assign any reason thereof.

(iii)To immediately cancel the contract, if already signed, without giving any compensation to the Contractor. The Bidder/Contractor shall be liable to pay compensation for any loss or damage to the Employer resulting from such cancellation/rescission and the Employer shall be entitled to deduct the amount so payable from the money(s) due to the Bidder/Contractor.

(iv)To encash the Bank guarantee, in order to recover the dues if any by the Employer, along with interest as per the provision of contract.

(v) To debar the Bidder/Contractor from participating in future bidding processes of Employer, as per provisions of "Guidelines on Banning of Business Dealings" (Annex-A), which may be further extended at the discretion of the Employer.

(vi)To recover all sums paid in violation of this Pact by Bidder(s)/Contractor(s) to any middleman or agent or broker with a view to securing the contract.

(vii) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the Employer with the Bidder/ Contractor, the same shall not be opened/operated.

(viii) Forfeiture of Performance Security in case of a decision by the Employer to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.2 The Employer will be entitled to take all or any of the actions mentioned at para 5.1 (i) to (viii) of this Pact also on the Commission by the Bidder/Contractor or any one employed by it or acting on its behalf (whether with or without the knowledge of the Bidder/Contractor), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption in Employer's country.

5.3 The decision of the Employer to the effect that a breach of the provisions of this Pact has been committed by the Bidder/Contractor shall be final and conclusive on the Bidder/Contractor. However, the Bidder/Contractor can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

6.0 Independent External Monitor(s)

6.1 The Employer has appointed Independent External Monitor(s) (hereinafter referred to as Monitors) for this Pact.

6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement for which a complaint or issue is raised before them including minutes of meetings. The right to access records should only be limited to the extent absolutely necessary to investigate the issue related to the subject tender/contract.

6.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform CMD/CEO/MD of Employer and request Employer to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6.6 The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, to all Project documentation of the Employer including that provided by the Bidder/Contractor. The Bidder/Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractor(s). The Monitor shall be under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor(s) with confidentiality.

6.7 The Employer will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings as and when required.

6.8 The Monitor will submit a written report to the CMD/CEO/MD of Employer within 30 days from the date of reference or intimation to him by the Employer/Bidder and should the occasion arise, submit proposals for correcting problematic situations.

6.9 The word 'Monitor' would include both singular and plural.

6.10 In the event of a dispute between the management and the contractor related to those contracts were integrity pact is applicable, in case both the parties agree, they may try to settle the dispute through mediation before the panel of IEMs in a time bound manner. In case the dispute remains unresolved even after mediation by the panel of IEMs, SJVN/SAPDC may take further action as per the terms and conditions of Contract. Expenses on dispute resolution shall be equally shared by both the parties

7.0 Facilitation of Investigation In case of any allegation of violation of any provisions of this Pact or payment of commission, the Employer or its agencies shall be entitled to examine all the documents including the Books of Accounts of the Bidder/Contractor and the Bidder/Contractor shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

8.0 Law and Place of Jurisdiction This Pact is subject to Nepal's Law. The place of performance and jurisdiction is the Registered Office of the Employer. The arbitration clause provided in the tender document/contract shall not be applicable for any issue/dispute arising under Integrity Pact.

9.0 Other Legal Actions

9.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

9.2 Changes and supplements as well as termination notice need to be made in writing.

9.3 If the Contractor is a partnership or a consortium or a joint venture, this pact must be signed by all partners of the consortium/joint venture.

10.0 Validity

10.1 Integrity Pact, in respect of particular contract shall be operative from the date Integrity Pact is signed by both the parties.

10.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intention.

11.0 The Parties hereby sign this Integrity Pact at ..... on .....

Employer	Bidder
Name of the Officer: S.K Bhargava	(Authorized Person):
Designation: Chief Engineer(P&C)	Designation:
Place: Tumlingtar, Nepal	Place: Tumlingtar, Nepal
Date----------	Date----------
Witness1._____	Witness1._____
(Name and address)	(Name and address)
2._____	2._____
(Name and address)	(Name and address)

Annex-A

Guidelines on Debarment of Business Dealings

1. Introduction:

SJVN (including its subsidiaries, and joint ventures) deal with various bidders, contractors, suppliers, consultants, and service providers, who are expected to adopt ethics of highest standards and a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of SJVN to deal with Agencies who commit deception, fraud or other misconduct in the tendering process. These Guidelines are issued with a view to ensuring transparency, integrity, and fairness in public procurement undertaken by SJVN Limited, its Subsidiaries and Joint ventures. These guidelines are framed in alignment with the 'Guidelines on Debarment of firms from Bidding' issued by the Department of Expenditure, Ministry of Finance, Government of India.

2. Scope:

These Guidelines shall apply to all procurements financed, executed, or managed by SJVN, its Projects, Power Stations, Regional Offices, Liaison Offices including its subsidiaries, and joint ventures, and shall be binding upon all categories of bidders, contractors, suppliers, consultants, and service providers dealing with SJVN or its associated entities.

3. Definitions:

(a) **SJVN** means SJVN Ltd., its Projects, Power Stations, Regional Offices, Liaison Offices including its subsidiaries, and joint ventures.

(b) **Debarmen**t means disqualification of a bidder from participation in any procurement process undertaken by SJVN for a specified period in accordance with Rule 151 of GFR 2017. For the purposes of these Guidelines, the expressions banning of firm, suspension, and blacklisting shall convey the same meaning as debarment.

(c) **Firm**: The term 'Firm' or 'Bidder' has the same meaning for the purpose of these guidelines, which includes an individual or person, a company, a co-operative society, a Hindu undivided family, and any association or body of persons, whether incorporated or not, engaged in trade or business.

(d) **Allied** Firm means any concern within the sphere of effective influence of a debarred firm. In determining such influence, the following factors shall be considered—

(i) whether the management is common;

(ii) whether majority interest in the management is held by the partners or directors of the debarred firm;

(iii) whether substantial or majority shares are owned by the debarred firm and, by virtue thereof, it has a controlling voice;

(iv) whether the firm directly or indirectly controls, or is controlled by, or is under common control with another bidder; and

(v) all successor firms shall also be treated as allied firms.

(e) Unit shall mean the Project/ Power Station/ Regional Office/ Liaison Office/Subsidiary/JV, as the context requires.

4. **Authorities and Jurisdiction**

(a) SJVN-level Debarment. Competent Authority: Functional Director, SJVN. In case of subsidiaries, the Competent Authority shall be CEO. Appellate Authority: Chairman & Managing Director (CMD), SJVN. In case of subsidiaries, the Appellate Authority shall be Chairman of the subsidiary.

(b) Ministry of Power (MoP)-level Debarment. Debarment orders issued or endorsed by the Ministry of Power shall be governed by the Competent and Appellate Authorities as may be notified by the Ministry from time to time, and shall be binding on SJVN, its subsidiaries, and joint ventures for the period specified therein.

(c) Department of Expenditure (DoE)-level Debarment. Debarment orders issued or endorsed by the Department of Expenditure, Ministry of Finance, Government of India, shall be governed by the Competent and Appellate Authorities specified by the said Department, and shall be binding on SJVN, its subsidiaries, and joint ventures for the period specified therein

5. **Initiation of Debarment proceedings**

During bidding: Action for banning of business dealings with any Firm shall be initiated by the department responsible for invitation of bids after noticing the irregularities or misconduct on the part of Firm concerned.

During execution: Action for banning of business dealings with any Firm shall be initiated by the respective department responsible for execution of works/services after noticing the irregularities or misconduct on the part of Firm concerned.

Besides the concerned department, Vigilance Department of each Unit/ Corporate Vigilance may also be competent to initiate such action.

6. **Grounds for Debarment:** Without prejudice to Rule 151 and Rule 175 of GFR 2017, a bidder or any of its successors may be debarred from participation in procurement undertaken by SJVN and its subsidiaries and JVs for any of the following reasons—

(a) conviction under the Prevention of Corruption Act, 1988, the Indian Penal Code or Bhartiya Nyaya Sanhita, 2023, or any other law in force, for causing loss of life, damage to property, or threat to public health in the course of execution of a public procurement contract;

(b) breach of the Code of Integrity prescribed under Rule 175 of GFR 2017, including bribery, collusion, bid-rigging, anti-competitive conduct, false declaration, obstruction of investigation or audit, or undisclosed conflict of interest;

(c) submission of false or forged information, misrepresentation, or concealment of material facts, resorting to corrupt or fraudulent practices;

(d) persistent failure, default, or non-performance of contractual obligations;

(e) supply of substandard material, non-supply of material, abandonment of works, substandard quality of works, or failure to abide by the Bid Securing Declaration etc.;

(f) misuse of SJVN's premises or its facilities, forcefully occupies or damages SJVN's properties including land, water resources, forests / trees or tampers with documents/records etc.; and

(g) any other act or omission which, in the opinion of SJVN, warrants debarment in the interest of probity, fairness, and public interest.

7. **Debarment Review Committee (DRC) and Procedure for Debarmen**t:

(a) Constitution of DRC: Prior to the initiation of debarment proceedings, the Competent Authority shall constitute a Debarment Review Committee (DRC) for examination of the case. The Committee shall comprise officers not below the rank of General Manager or Head of Department / Head of Project, as under—

● One officer from Contracts or Procurement of the concerned Unit or the Corporate Office;

● One officer from Finance (Corporate / Projects) of the concerned Unit or Corporate Finance; ● One officer from Corporate Law / Legal; and

● One officer representing the user or indenting department at the Corporate or Unit level, or the Head of Project / Engineer-in-Charge representing the concerned project site, as the case may be.

The officer belonging to the department initiating the proposal for debarment shall act as the Coordinator of the DRC and shall be responsible for convening meetings, facilitating examination of relevant records etc. The DRC shall submit its report to the Competent Authority.

(a) **Mandate and Process:**

The DRC shall,

(i) examine all facts, records, and evidence pertaining to the case;

(ii) ensure that a show-cause notice has been issued and that a reasonable opportunity of representation, including personal hearing if sought, has been afforded;

(iii) assess the applicability to allied and successor firms; and

(iv) submit a reasoned and self-contained recommendation to the Competent Authority within eight (08) weeks, extendable with recorded justification.

(b) **Decision:**

The DRC shall function in an advisory capacity.

The final decision shall rest with the Competent Authority, who shall, after due consideration of the DRC's recommendation, issue a speaking order specifying the reason (in brief), scope, jurisdiction, and duration of debarment.

The entire proceeding shall, as far as practicable, be concluded within twelve (12) weeks from the date of initiation.

8. Period and Effect of Debarment

(a) Maximum period — up to three (3) years for conviction-based cases under Rule 151(i) (DoE-wide), and up to two (2) years for breach of the Code of Integrity or performance-related grounds at the SJVN/MoP level.

(b) Minimum period — ordinarily not less than six (6) months.

(c) Commencement — the period of debarment shall commence from the date of issue of the debarment order by the issuing entity.

(d) Contract Placement Bar — no contract of any kind shall be placed on a debarred firm, including its allied firms; this prohibition shall also apply in cases of risk purchase.

(e) Bid/Contract Dates — only bids from firms that are not debarred on (i) the date of submission/opening of the tender and (ii) the date of issuance of Letter of Award/ Signing of Contract Agreement shall be considered.

(f) Bids by Debarred Firms — if a debarred firm submits a bid, such bid shall be ignored. If such firm is the lowest (L-1), the next lowest eligible bidder shall be considered as L-1. Any bid security submitted by the debarred firm shall be returned.

(g) Existing Contracts — contracts concluded prior to the issue of the debarment order shall not be affected.

(h) Removal from approved/empanelled lists — The debarred firm shall also be removed from any approved/empanelled lists.

9. **Applicability to Allied and Successor Firms**

Debarment of a firm shall automatically extend to its allied and successor firms unless otherwise directed by the Competent Authority for reasons recorded in writing.

In the case of debarment of a joint venture or consortium, all partners shall stand debarred for the period specified in the debarment order, and the names of all such partners shall be explicitly mentioned in the order.

10. **Jurisdiction and Recommendation of Debarment**

(a) SJVN-Level Debarment: for misconduct confined to SJVN or its subsidiaries/joint ventures, including non-performance, false declarations, or breach of integrity obligations.

(b) Recommendation to Ministry of Power (MoP): for cases having sector-wide or systemic implications affecting multiple PSUs under the administrative control of MoP, or integrity breaches such as corruption, bribery, or cartelization in tenders of SJVN.

(c) Recommendation to Department of Expenditure (DoE): for conviction-based cases or offences causing loss of life, property, or threat to public health, warranting Government-wide debarment under Rule 151. Where such Government-wide debarment is warranted, the department responsible for initiation of debarment proceedings shall forward a self-contained proposal, along with complete supporting documentation, to the Ministry of Power for onward transmission to the Department of Expenditure, in accordance with the DoE OM.

11. Effect of Debarment by Other Authorities

SJVN shall give effect to debarment orders issued by the Department of Expenditure (Ministry of Finance), the Ministry of Power, or any other Government entity, where such orders expressly provide for applicability across Ministries, Departments, or PSUs.

Note (GeM): The Government e-Marketplace (GeM) may debar bidders for a period of up to two (2) years on its portal. SJVN shall honour such debarments for procurements undertaken on or through GeM, in accordance with GeM provisions.

12. Publication of Debarment Orders Debarment orders issued by SJVN shall be displayed on SJVN's website and shall be binding upon all subsidiaries and joint ventures of SJVN. For the purpose, the concerned department shall forward the name and details of the Agency(ies) banned to IT&C Division of SJVN's Corporate Office for displaying the same on SJVN website. The details shall also be displayed on the respective subsidiary's website. Debarment orders of the Ministry of Power shall be displayed on the Ministry's website, and those of the Department of Expenditure shall be displayed on the Central Public Procurement Portal (CPPP) maintained by DoE.

13. Appeal and Review (SJVN Level):

An aggrieved firm may prefer an appeal to the CMD, SJVN, within thirty (30) days from the date of communication of the SJVN-level debarment order.

The CMD may, after due consideration of the record and representation, uphold, modify, or set aside the order.

Appeal against MoP/DoE orders shall be dealt as per Guidelines on Debarment of firms from Bidding' issued by the Department of Expenditure, Ministry of Finance, Government of India.

14. **Revocation and Reinstatement:**

(a) A debarment order shall stand automatically revoked upon expiry of the period specified therein; no separate order shall be required.

(b) For debarments issued by SJVN, the CMD, SJVN shall be the sole authority competent to review or revoke the order prior to its expiry, either suo motu or upon representation by the firm, based on new facts or sufficient justification. Such revocation shall be issued by formal order and shall take effect from the date specified therein.

(c) For debarments issued by the Ministry of Power or the Department of Expenditure, revocation or modification prior to expiry shall rest exclusively with the respective issuing authority.

(d) Upon receipt of a revocation or modification order, the concerned department shall promptly update internal records and, where applicable, SJVN's website or the CPPP.

Note: In case of shortage of suppliers/contractors/service providers in a particular group, such debarments may also hurt the interest of procuring entities. In such

cases, endeavour should be to pragmatically analyse the circumstances, try to reform the supplier and may get a written commitment from the suppliers / contractors / service providers that its performance will improve.

15. **Record-Keeping and Reporting:**

All proceedings, communications, and decisions under these Guidelines shall be duly forwarded for record to Corporate Civil Contracts Deptt.

A consolidated list of firms debarred and reinstated at the SJVN level shall be maintained by Corporate Contracts Deptt. and published on SJVN's website.

Matters having inter-ministerial or sectoral implications, including those requiring consideration by the Department of Expenditure, Ministry of Finance, shall be reported to the Ministry of Power through the Corporate Civil Contracts Department, in accordance with the procedure prescribed under the DoE OM.

Form of Declaration of Eligibility Undertaking

We,……, having our registered office at ……, do hereby certify that neither we nor any of our allied firms, successor entities, consortium / joint-venture partners (as applicable) are currently under debarment by SJVN Limited (including its subsidiaries/JVs), the Ministry of Power, Government of India & Nepal, or the Department of Expenditure (DoE), Ministry of Finance, Government of India & Public Procurement Monitoring Office (PPMO), Government of Nepal or any authority competent to impose debarment/blacklisting under applicable laws of Nepal.

We fully understand that if this declaration/undertaking is found to be false or misleading, our Bid shall be liable for rejection and, if the Contract has been awarded, the same shall be liable for termination, in addition to any other action as may be taken under law.

Date……

Place…… … ……

(Name & Signature of Authorised
Representative with Seal/Stamp of Company)