

<p>Erasmus+ Programme, Key Action 2, Capacity Building in Higher Education</p> <p>Project ref. no. 586227-EPP-1-2017-1-BG-EPPKA2-CBHE-JP</p> <p>Project title: Integrating Talent Development into Innovation Ecosystems in Higher Education</p> <p>Project partner universities in Nepal: Agriculture and Forestry University and Pokhara University</p>
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*Annex no. 2*

**TENDER FORM**

..... (place and date)

Our Ref.....

To: Directorate of Research and Extension  
 Agriculture and Forestry University, Rampur, Chitwan, Nepal

Subject: Procurement of Equipment in the frame of the INNOTAL project

In connection with the announcement of the Tender and Procurement Documents with reference number 01- INNOTAL TENDER-AFU-2019, dated ----- and after we studied carefully the Procurement Documentation, we hereby submit a bid for the Procurement of equipment in the frame of the INNOTAL project

	In numbers	In words
<b>Offered Value (excl. VAT/GST):</b>	NRs.	
<b>VAT/GST:</b>	NRs.	
<b>Total Value (incl. VAT/GST)*:</b>	NRs.	

*\*The amount must respond to the amount stipulated in the Financial Offer (Annex 4)*

**This offer is valid from the date of its submission up to [-----]** (the offer should be valid for a period of 90 days after bid opening. If the bid opening day falls on a government holiday, then the next working day shall be considered as the next date)

With the submission of this Offer, we declare that we will be subject to all the provisions contained in the Procurement Documentation.

**1. SUBMITTED BY**

<b>Name of Company</b>	
<b>Name of Representative of the company</b>	

## 2. CONTACT PERSON (for this tender)

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-mail</b>	

## 3. ADMINISTRATIVE DATA

Please provide full details about the following required documents, including at least number and date

<b>Company Registration Certificate</b>	
<b>Taxpayer Identification Number</b>	

## 4. FINANCIAL CAPACITY

Please complete the following table of financial data based on your annual accounts and your latest projections.

<b>Financial data</b>	<b>Two years before the last year for which accounts are available</b>	<b>Year before the last year for which accounts are available</b>	<b>Last year for which accounts are available</b>	<b>Average<sup>1</sup></b>
Annual turnover <sup>2</sup> (in NRs.), excluding this contract				

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<sup>1</sup> Please provide the mathematical average of the amounts entered in the two preceding columns.

<sup>2</sup> The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

**5. PREVIOUS EXPERIENCE**

Please complete a table using the format below to summarise **major relevant supplies** carried out by your company over the past **3 years**. The number of mentioned experiences must not exceed **5**.

Ref #1	Project title					
Name of legal entity	Country	Overall supply value (NRs.)	Proportion supplied by the company (%)	Name of client	Origin of funding	Dates
<b>Detailed description of supply</b>					<b>Related services provided</b>	

<b>Ref #2</b>	<b>Project title</b>					
<b>Name of legal entity</b>	<b>Country</b>	<b>Overall supply value (NRs.)</b>	<b>Proportion supplied by the company (%)</b>	<b>Name of client</b>	<b>Origin of funding</b>	<b>Dates</b>
<b>Detailed description of supply</b>					<b>Related services provided</b>	

<b>Ref #3</b>	<b>Project title</b>					
<b>Name of legal entity</b>	<b>Country</b>	<b>Overall supply value (NRs.)</b>	<b>Proportion supplied by the company (%)</b>	<b>Name of client</b>	<b>Origin of funding</b>	<b>Dates</b>
<b>Detailed description of supply</b>					<b>Related services provided</b>	

<b>Ref #4</b>	<b>Project title</b>					
<b>Name of legal entity</b>	<b>Country</b>	<b>Overall supply value (NRs.)</b>	<b>Proportion supplied by the company (%)</b>	<b>Name of client</b>	<b>Origin of funding</b>	<b>Dates</b>
<b>Detailed description of supply</b>					<b>Related services provided</b>	

<b>Ref #5</b>	<b>Project title</b>					
<b>Name of legal entity</b>	<b>Country</b>	<b>Overall supply value (NRs.)</b>	<b>Proportion supplied by the company (%)</b>	<b>Name of client</b>	<b>Origin of funding</b>	<b>Dates</b>
<b>Detailed description of supply</b>					<b>Related services provided</b>	

**6. ENCLOSURES**

In accordance with the requirements, we are also enclosing:

- 1. Technical Offer (Annex 3)
- 2. Financial Offer (Annex 4)
- 3. Letter of authority (if authorized)

Each tender should be submitted in original, in a sealed envelope.

**7. TENDERER’S DECLARATIONS**

As per the procurement provisions, I declare that:

- 1) The company/tenderer that I am representing has the technical and financial ability to carry out this work
- 2) The company/tenderer that I am representing is able to provide equipment in accordance with the technical specifications included in the Procurement Document
- 3) The company/tenderer that I am representing possesses a valid a valid Company Registration Certificate
- 4) The company/tenderer that I am representing possesses a valid Taxpayer Identification Number
- 5) The company/tenderer that I am representing, and its management, are not under the supervision of a court, are not bankrupt, their business activities are not being stopped and / or the directors acting for and on behalf of the company are not undergoing criminal sanctions
- 6) The equipment to be delivered consists of new, unused and original items

**I am aware that the company/tenderer that I am representing will need to present documents to support the information that I have provided in this Tender Form.**

I am aware that the company/tenderer that I am representing may be subject to rejection from this procedure if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Yours faithfully,

Name and first name: .....

Duly authorised to sign this tender on behalf of the company named:

.....

Place and date: .....

Signature: .....

Stamp of the company: