



**MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)**

Request for Quotation (RFQ)

Issued on: **08 September 2023**

**Millennium Challenge Account Nepal**  
on behalf of

**The Government of Nepal**  
funded by

**The United States of America**  
through  
**The Millennium Challenge Corporation**

For

**Installation of CCTV Surveillance  
System in District/Field Offices**

**\*\*\*\*\***

Ref No: **MCA-N/PM/SH/071**



## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### Request for Quotation for “Installation of CCTV Surveillance System in District/Field Offices”.

Kathmandu, Nepal

08 September 2023

Ref: MCA-N/PM/SH/071

1. The Federal Democratic Republic of Nepal, acting through the Ministry of Finance (the “Government”) and the United States of America, acting through the Millennium Challenge Corporation (“MCC”), entered into a Millennium Challenge Compact on September 14, 2017, providing for a grant of up to FIVE HUNDRED MILLION United States Dollars (US \$500,000,000) to advance economic growth and reduce poverty in Nepal (the “Compact”), to which the Government will contribute up to US\$197,000,000 for a program to reduce poverty through economic growth in Nepal.

The Compact includes two projects: (i) construction of about 300 kilometers of 400kV electricity transmission lines, three substations, and technical assistance for the power sector; and (ii) technical assistance to improve the road maintenance regime and road maintenance works on about 130 kilometers of the strategic road network. The program would include the procurement of contractors and consultants for design, construction and supervision of electricity lines and substations, road maintenance works, including a variety of technical services, equipment and construction works in different geographic locations within Nepal. These contracts will be competed through open international procurement procedures.

2. Millennium Challenge Account Nepal (MCA-Nepal), an organization of the Government of Nepal that manages the Compact Agreement with funding from the Millennium Challenge Corporation, intends to procure “Installation of CCTV Surveillance System in District/Field Offices”, as described in Annexes 1 and 2.
3. **Clarifications:** Any clarifications needed shall be submitted in written to [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com) not later than **11 September 2023 by 12:00 hours Nepal Time**. MCA-Nepal may not respond to any clarifications submitted after this date and time. All request for clarifications shall official and in writing.

4. You are invited to submit a quotation for the goods and services as stipulated in the Annexes to this RFQ. **Prices shall be quoted in Nepalese Rupees (NPR).** The offered price should include all costs needed to provide the goods and services in accordance with the Specifications and Conditions of Contract/Purchase Order. **No additional cost shall be paid apart from the quoted price for the goods and services stated under this RFQ.**

MCA-Nepal Office is located at:

2nd & 3rd Floor, East Wing,  
Lal Durbar Convention Centre,  
Yak & Yeti Complex, Durbar  
Marg, Kathmandu, Nepal.  
Email: [MCANepalPA@dt-global.com](mailto:MCANepalPA@dt-global.com)

5. The quotation shall be valid for sixty (60) days from deadline for submission of quotations stated under paragraph 17.
6. One Supplier shall submit only one quotation. The submitted quotation shall be typed or written in indelible ink and shall be signed by an authorized representative.
7. Quotations will be evaluated under the shopping method in accordance with the procedures set out in the MCC Program Procurement Guidelines which are provided on the MCC website (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). The selection process, as described, will also include eligibility checks at the beginning of evaluation to be considered for further evaluation.
8. During the evaluation process the Bid Review Panel (BRP) will carry out arithmetic calculations/corrections. Comparison of quotations will be carried out excluding VAT. The lowest evaluated quotation will be reviewed to check compliance with the requirements set in the RFQ, if the quotation is found substantially compliant, the contract will be awarded to that Bidder/Supplier. If the lowest evaluated quotation is not compliant with RFQ requirements, MCA-Nepal will review the second lowest quotation and so on and so forth. MCA-Nepal may, at its own discretion, to evaluate more than one quotation to save time during evaluation. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions and requirement of the RFQ. A non-responsive quotation shall not be considered for recommendation of award.

If none of the received quotations is found to be responsive, MCA-Nepal may, at its own discretion, and in its best interest, award a partial contract to one or more bidders, in the manner that provides the most beneficial results to MCA-Nepal.

MCA-Nepal may request the bidder to submit additional supporting documents via request for clarifications during the evaluation process, (if required).

9. A price reasonableness assessment will be conducted on the lowest evaluated quotation. The quotation shall be rejected if the price is found to be unreasonable.
10. Bidders shall submit with their quotation the copies of the following documents:
  - a. Firm/ Company Registration certificate (in Similar field)
  - b. VAT Registration certificate
  - c. Tax Clearance Certificate up to the last FY (78/79).
11. In evaluating the quotations, the Purchaser/MCA-Nepal will adjust for any arithmetical errors as follows:
  - a. If there is a discrepancy between rates in figures and in words, the rate in words shall govern;
  - b. If there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern; and
  - c. If you refuse to accept the correction, your quotation shall be rejected and shall not be considered for future procurement under MCA-Nepal.
12. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications against this RFQ. MCA-Nepal will evaluate and compare only the quotations determined to be substantially responsive.
13. Bidders may challenge the results of procurement according to the rules established in the Bid Challenge System developed by the MCA-Nepal and approved by MCC. The rules and provisions of the Bid Challenge System are as published on the MCA-Nepal's website at <https://mcanp.org/procurement/bid-challenge-system/>.
14. Only electronic submission shall be accepted. The quotation shall be signed by an authorized representative and shall be submitted via the Dropbox link provided below, with the name of the uploaded file as follows: "**Your Company Name\_CCTV**".
15. The File request link (Dropbox link) for **submission of quotations is:** <https://www.dropbox.com/request/s2zLlMsXbljZOUaxa5mE>

Instruction for uploading your submission:

- Click of this link/type this link correctly in a browser.
- Click on **Add Files**

- Click on **Files from Computer** (Choose files from computer)
  - Click on **+Add more files** (Optional, only if you have more than one file and so on for other files)
  - Enter your: **First name and Email address**
  - Click **Upload**
  - **Successful upload** completed the submission
16. Note that the provided **Dropbox link** will expire on the **deadline for submission (exact date and time)** as indicated in Paragraph 17 below, consequently no late quotations will be received.
17. Deadline for submission of quotations is **12 September 2023, at 15:00 hours local time in Kathmandu, Nepal (GMT+5:45)**.
18. MCA-Nepal reserves the right to reject any or all applications or offers without incurring any liability and may waive any defect or informality therein and accept the offer which deems most advantageous to the institution.

Yours sincerely,

**For MCA-Nepal:**  
**Khadga Bahadur Bisht**  
Executive Director

**Annexes:**

1. Scope of Work and Technical Specifications
2. Quotation Submission Form
3. Submission form of Supplier's proposed technical Specifications
4. Purchase Order Sample and Contract Conditions
5. Check List for Submission of the Quotation

# **Annex - 1**

## **Scope of Work and Technical Specifications**

### **Installation of CCTV Surveillance System in District/Field Offices**

#### **1. Background**

MCA-Nepal has offices in Kathmandu and in eight districts of Nepal. To enhance security measures and ensure the safety of personnel and assets, it is imperative to install a comprehensive Closed-Circuit Television (CCTV) surveillance system in each of these offices. This Terms of Reference (ToR) document outlines the requirements, objectives, and expectations for the installation of the CCTV surveillance system.

#### **2. Objectives**

The primary objectives of this procurement are as follows:

- To install CCTVs in 9 office locations: Durbarmarg-Kathmandu, Bhotechour-Kathmandu, Ratmate-Nuwakot, Dhadingbesi-Dhading, Icchakamana-Chitwan, Damauli-Tahanu, Rampur-Palpa, Nawalparasi East and West and Hetauda-Hetauda.

#### **3. Scope of Work**

The selected vendor shall be responsible for the following:

**3.1 System Design:** Develop a detailed CCTV surveillance system design so that CCTV footage can be viewed from each site office and centrally in Kathmandu.

**3.2 Equipment Supply and installation:** Supply, delivery and installation of all necessary CCTV equipment, including 2 cameras per location, recording devices, network components, power backup (battery, inverter) and any required accessories to setup a well functional CCTV surveillance system. The supplier needs to dispatch two technicians for installation of the equipment in each District office.

**3.3 Testing and Commissioning:** Conduct comprehensive testing of the system to ensure that all components are operational.

**3.4 Maintenance and Support:** Offer a maintenance contract for a specified period to provide ongoing support, including troubleshooting, repairs, and software updates.

**3.5 Warranty:** All goods to be supplied shall have a warranty period as offered by the Service Provider/Manufacturer.

#### **4. Timelines**

The installation and commissioning of the CCTV surveillance system should be completed within TWO weeks or as instructed by MCA-Nepal.

5. **Price**  
The offered price shall be breakdown to individual costs so that any items/service/activity can be calculated based on the items and/or quantities as consumed in the installation as per site requirement.
6. **Evaluation and Selection Criteria**  
The Service Provider shall have a minimum of 1 year's experience and expertise in installing CCTV surveillance systems.
7. **Confidentiality**  
All information provided by MCA-Nepal to the vendor must be treated as confidential and not disclosed to third parties without prior written consent.
8. **Amendment and Termination**  
MCA-Nepal reserves the right to amend or terminate this project at any time, without liability, by providing one month's written notice to the contractor.
9. **Acceptance of Terms**  
By submitting a quotation, the contractor acknowledges acceptance of the terms and conditions outlined in this Scope of Work
10. **Quantity and Technical Specifications of the goods**

#	Description of Goods/Services and Technical Specifications Requirement
<b>1.</b>	<b>Power Backup System for CCTV - 8 No/set</b>
1.1	1200 VA Power Inverter (Sinewave or Equivalent)
1.2	60 AMP VRLA Battery (EXIDE or Equivalent) -4 Yrs
1.3	3 Stored Open Rack (3.5 x 1.5 FT) - Steel
1.4	Installation Accessories (Wiring, Pin, Plgu etc.)
<b>2</b>	<b>Network Video Recorder (NVR) - 9 No/set</b>
2.1	NVR (Network Video Recorder), 4-Channel, 1TB, Gigabit
2.2	CCTV Camera (4.0 MP, Night Vision, FHD, Indoor/Dome)
2.3	Installation -Wiring/Fitting/Setup
<b>3</b>	<b>Software/Connectivity to be Used with Existing Internet (LS-16)</b>
3.1	Cloud Storage/ Remote Access/Connectivity Backup Solutions (to Google Cloud/MCA-Nepal Storage)
<b>4</b>	<b>Travel for 2 Technician from Vendor during CCTV Installation Work in the Field (transportation, accommodation, food etc.) - 12 days</b>

	Travel of 2 Technicians to install CCTVs in 9 office locations: Durbarmarg-Kathmandu, Bhotechowr-Kathmandu, Ratmate-Nuwakot, Dhadingbesi-Dhading, Icchakamana-Chitwan, Damauli-Tahanu, Rampur-Palpa, Nawalparasi East and West and Hetauda-Hetauda.
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Note:

1. In case of any minor deviations in the technical parameters/specifications that do not affect pricing. MCA-Nepal's judgement will be final.
2. Any brand and model of equipment meeting the above specifications or equivalent configuration are acceptable.



## Annex - 2

### Quotation Submission Form – Schedule of Requirements

Installation of CCTV Surveillance System in District/Field Offices (MCA-N/PM/SH/071)

**Bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

SN	Description of Goods/Services	Unit	Qty	Unit Rate (in NPR)	Amount in NPR
(1)	(2)	(3)	(4)	(5)	(6) = (4)x(5)
<b>1</b>	<b>Power Backup System for CCTV - 8 No/set</b>				
1.1	1200 VA Power Inverter (Sinewave or Equivalent)	No/set	8		
1.2	60 AMP VRLA Battery (EXIDE or Equivalent) -4 Yrs	No/set	8		
1.3	3 Stored Open Rack (3.5 x 1.5 FT) - Steel	No/set	8		
1.4	Installation Accessories (Wiring, Pin, Plgu etc.)	No/set	8		
<b>2</b>	<b>Network Video Recorder (NVR) - 9 No/set</b>				
2.1	NVR (Network Video Recorder), 4-Channel, 1TB, Gigabit	No/set	9		
2.2	CCTV Camera (4.0 MP, Night Vision, FHD, Indoor/Dome)	No/set	20		
2.3	Installation -Wiring/Fitting/Setup	LS	9		
<b>3</b>	<b>Software/Connectivity to be used with Existing Internet (LS-16)</b>				
3.1	Cloud Storage/ Remote Access/Connectivity/ Backup Solutions (to Google Cloud/MCA-Nepal Storage)	LS	1		
<b>4</b>	<b>Travel for 2 Technician from Vendor during CCTV Installation Work in the Field (transportation, accommodation, food etc.) - 12 days (2 Person X12 days) = 24 person days.</b>	Person Days	24		
				Subtotal without VAT	
				VAT	
				Total	

Our quoted price is for the meeting the technical specification as per the Technical Specification provided in Annex 1 of this Request for Quotation document.

We confirm that we have no conflict of Interest as per Millennium Challenge Corporation Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>).

We also confirm that we abide by the provisions of Millennium Challenge Corporation, Program Procurement Guidelines provisions.

Our Quotation is valid for **60** days from the last date of Submission.

Name and Signature of the Authorized person signing the quotation.

Name of the Firm: \_\_\_\_\_

Name of the Person Authorized to Sign the Quotation: \_\_\_\_\_

Position of the signatory in Organization: \_\_\_\_\_

Signature of the Authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_

Physical Address and Phone: \_\_\_\_\_

Email id: \_\_\_\_\_

Phone/mobile: \_\_\_\_\_

## Annex -3

### Submission Form of Supplier's Proposed Technical Specifications

Installation of CCTV Surveillance System in District/Field Offices MCA-N/PM/SH/071

**(Supplier shall propose better or equivalent Technical Specifications than described in Annex 1)**

S.N.	Description of Goods/Services and Technical Specification	SUPPLIER'S CONFIRMATION OF SPECIFICATIONS
		The Supplier needs to confirm, in the space provided below, that the proposed goods meet the required specifications (By presenting their proposed specifications).
<b>1</b>	<b>Power Backup System for CCTV - 8 No/set</b>	
1.1	1200 VA Power Inverter (Sinewave)	
1.2	60 AMP VRLA Battery (EXIDE or Equivalent) -4 Yrs	
1.3	3 Stored Open Rack (3.5 x 1.5 FT) - Steel	
<b>2</b>	<b>Network Video Recorder (NVR) - 9 No/set</b>	
2.1	NVR (Network Video Recorder), 4-Channel, 1TB, Gigabit	
2.2	CCTV Camera (4.0 MP, Night Vision, FHD, Indoor/Dome)	
2.3	Installation -Wiring/Fitting/Setup	
<b>3</b>	<b>Software/Connectivity to be Used with Existing Internet (LS-16)</b>	
3.1	Cloud Storage/ Remote Access/Connectivity/ Backup Solutions (to Google Cloud/MCA-Nepal Storage)	
<b>4</b>	<b>Travel for 2 Technician from Vendor during CCTV Installation Work in the Field (transportation, accommodation, food etc.) - 12 days</b> Travel of 2 Technicians to install CCTVs in 9 office locations: Durbarmarg-Kathmandu, Bhotechaur-Kathmandu, Ratmate-Nuwakot, Dhadingbesi-Dhading, Icchakamana-Chitwan, Damauli-Tahanu, Rampur-Palpa, Nawalparasi West and Hetauda-Hetauda.	

**Annex 4**  
**Purchase Order Sample and Contract Conditions**



**MILLENNIUM CHALLENGE ACCOUNT NEPAL**

Purchase Order No: **MCA-N/PM/SH/071**

**Purchase Order for**

Installation of CCTV Surveillance System in District/Field  
Offices

Between

Millennium Challenge Account Nepal (MCA-Nepal)

And

Supplier

Dated: XX June 2021

## MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

### *SAMPLE PURCHASE ORDER*

Procurement Reference	
Project	Contract/PO No
<b>Program Administration</b>	<b>MCA-N/PM/SH/071</b>

To: **(Supplier, address).**

Your quotation for the referenced procurement dated *XX XXXXX 2023* is hereby accepted, and you are required to supply and deliver the goods as detailed below:

**SPECIFIC TERMS OF THIS PURCHASE ORDER:**

You are required to supply the goods as detailed below:					
Purchaser: Millennium Challenge Account Nepal (MCA-Nepal) <b>PAN: 201253803</b>			<b>Installation of CCTV Surveillance System in District/Field Offices</b>		
<b>Supplier :</b>					
Address:		Tel:		Fax:	PAN No:
Email Address:		Cell No:			
Name of Contact Person:					
<b>ORDER</b>					
<b>No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Rate</b>	<b>Total price (NPR)</b>
1	Item will be included as per Quotation submission form in the Purchase Order.				
2					
3					
<b>TOTAL AMOUNT WITHOUT VAT</b>					
<b>VAT @ 13%</b>					
<b>TOTAL AMOUNT WITH VAT</b>					

1) **Contract Price:** NPR XXXXX (in words XXXXXX) including local taxes and VAT. The offered price shall include all costs of delivery and installation of the goods all the address as mentioned in Scope of Work and Technical Specification. delivery address.

2) Except as may be exempt pursuant to the Compact, MCA-Nepal and all Providers, Covered Providers, Project Partners, contractors (prime contractors and subcontractors), consultants, and

other entities and individuals that receive MCC funding directly or indirectly in furtherance of the Compact are exempt from Taxes or will be refunded equal amount of Taxes paid in respect of the MCC funding in accordance with Section 2.8 of the Compact available at: <https://assets.mcc.gov/content/uploads/compact-nepal.pdf>

- 3) **Warranty:** All goods to be provided shall have as per the requirement mentioned in the Scope of Work and Technical Specifications in Annex 1 of this purchase order.
- 4) **Technical Specifications:** The Supplier ensures that the goods to be supplied and delivered shall meet or exceed the technical specifications stated under Annex -1. The Supplier shall deliver the goods as quoted under their quotation; and any change to the terms in the quotation shall require MCA-Nepal prior approval.
- 5) **Delivery point and Delivery time:** The goods are to be delivered and installed in the locations as mentioned in the Scope of Work and Technical Specifications of this purchase order within 2 weeks of signing this Purchase Order. The Contract duration is one year.
- 6) **Liquidated Damages:** The Supplier agrees that failing to deliver any or all of the Goods or to perform the installations within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Purchase Order, deduct from the Contract Price, as liquidated damages, a sum equivalent to half of percent (0.5%) of the purchase order price for each week of delay in provision of Goods or unperformed Services, until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the purchase order value. Once the maximum is reached, the Purchaser may consider canceling the Purchase Order. The Supplier is bound to provide the amount of liquidated damages, which will be recovered from the Supplier in case of their non-performance.
- 7) **Contract Manager:** After signing the contract (purchase order), the Supplier shall work in close coordination with the Contract Manager for delivery and payment process.

For the purpose of management of the contract (purchase order) from the purchaser's side, the Contract Manager is:

Name of Contract Manager:

Position:

Millennium Challenge Account Nepal (MCA-Nepal)

Yak and Yeti Hotel Convention Center,

Durbar Marg,

Kathmandu, Nepal.

Email:

MCA-Nepal may delegate any of the duties of Contract Manager and responsibilities to other people, after notifying the Supplier, and may cancel any delegation after notifying the Supplier. Also, MCA-Nepal may, by written notice to the Supplier and without amending this contract, replace the MCA-Nepal Contract Manager.

After signing this Purchase Order, the Supplier shall have all communications related to contract implementation through the Contract Manager.

- 8) **Payment Conditions:** Prices mentioned in this purchase order are all-inclusive in Nepalese Rupees (NPR). The offered price should include all costs needed to provide the goods in

accordance with the Technical Specifications and Conditions of Contract. No additional cost shall be paid apart from the quoted price for goods stated under this Purchase order. Upon acceptance of the goods and services by MCA-Nepal, Purchaser will then be obligated to pay 100% of the amount of the Purchase Order **within thirty (30) calendar days** of completion or satisfactory performance of the contract. The following documentation must be supplied for payments to be made:

- i). Original VAT Invoice, acceptable to MCA-Nepal shall be submitted on the same date when the goods are delivered and accepted. Submitted invoice should include PAN number of MCA-Nepal.
- ii). Confirmation and acceptance of all deliverables -Goods and Services.
- iii). The Supplier shall comply with any other payment instructions as may be reasonably given by MCA-Nepal.
- iv). Applicable withholding tax (TDS) will be deducted at the time of payment. (Applicable to the service provider registered in Nepal)
- v). The Service Provider should be regular in terms of filing income tax and VAT return, that is, should not appear as Non-Filer at IRD (Inland Revenue Department), at the time of payment from MCA-Nepal (Applicable to the service provider registered in Nepal)

**9) Supplier's Bank Account Details:**

Name of the Account:

Name of the Bank:

Branch Address:

Account No:

SWIFT Code:

IBAN (if applicable):

**10) Failure to Perform:** The Purchaser may cancel, at any time, this Purchase Order if the Supplier fails to deliver the Goods in strict accordance with the above terms and conditions. The Supplier undertakes that during the Guaranty/warranty period replacement/repair of any defective parts and equipment will be completed within fourteen days of the date of notification of the defect. Failure to perform in this contract may be the reason for rejection of quotations/bids in future bidding process.

**11) Inspection:** The Goods will be inspected at the delivery point by the Contract Manager or his representative. After inspection, if the Contract Manager deems any delivery of the Goods to not be in strict accordance with the above terms and conditions/specifications, that non-conformity shall serve as a justifiable ground to cancel this Purchase Order.

**12) Start Date:** Date of the last signature on the Purchase Order will be the Start Date.



**For the Purchaser:  
Millennium Challenge Account Nepal/ MCA-  
Nepal:**

**For the Supplier:  
(Supplier)**

\_\_\_\_\_  
Signature:

**Khadga Bahadur Bisht**

Executive Director

Date:

Witness:

Signature:

Name:

\_\_\_\_\_  
Signature:

**Name:**

Position:

Date:

Witness:

Signature:

Name:

Annex 1: Technical Specification  
Annex 2: Quotation Submitted by Bidder

## **Annex 1**

### **Scope of Work and Technical Specifications**

(It will be included from Annex 1 to the RFQ)

## **Attachment 1: MCC's Policy – Corrupt and Fraudulent Practices**

The MCC's policy on preventing, detecting and remediating Fraud and Corruption may be found at the following link:

<https://www.mcc.gov/resources/doc/policy-fraud-and-corruption>

## **Attachment 2: MCC's Policy – Annex to General Provisions**

The MCC's policy general provisions can be found at the following link:

<https://www.mcc.gov/resources/doc/annex-of-general-provisions>