

Social Organization District Coordination Committee Parsa

Head Office: Birgunj Metropolitan city-14



Procurement Guideline, 2077

Contents

| | |
|---|-------|
| 1. Preface | 1 |
| 2. Purpose and Scope | 1 |
| 3. Types of Procurement: | 1 |
| 4. The Procurement Department in the Organizational Structure | 2 |
| 5. Right to Procure /Purchase Goods:..... | 2 |
| 6. Formation of Procurement Committee:..... | 2 |
| 7. Methods of Purchasing Goods: | 3-4 |
| 8. The Procurement Committee will select the service provider..... | 4 |
| 9. Approval of Construction Cost Estimate and Working Method..... | 4-5 |
| 10. Methods of Transportation..... | 5 |
| 11. Methods of Providing Consultancy and Other Services..... | 5-6 |
| 12. Bid/Tender Announcement | 6 |
| 13. Bidding Fee/Charge:..... | 6 |
| 14. Earnest Money, Contract Tax and Income Tax | 6-7 |
| 15. Tender Arrangements..... | 7 |
| 16. Bids Will Not be Recognized..... | 7-8 |
| 17. Sealed Quotation / Bid, Basis for Approval..... | 8 |
| 18. Advance Money and Payment..... | 8-9 |
| 19. Agreement with Contractor / Supplier and Other Arrangements | 9 |
| 20. To Buy, Sell and Rent a House or Land | 9-10 |
| Procurement Consultancy Service | |
| 21. Methods to be selected:..... | 11 |
| 22. Step of Procurement of Consultancy Service:..... | 11 |
| 23. Related Form/Formats..... | 12-21 |

Social Organization District Coordination Committee Parsa

Head Office: Birgunj Metropolitan-14

Procurement Guideline 2077

Arrangements Related To Procurement, Manufacture and Sale of Goods

1. Preface:

Since financial transparency is essential to maintain the credibility of the work done by the social organizations, to make them people-oriented and to maintain economic economy, this social organization has been carrying out various social development works since 2053 BS (1996 AD). In order to run its daily financial administration and programs smoothly, this Social Organization District Coordinating Committee Parsa formulated and implemented this Financial Rules, 2012 (including Second Amendment, 2019) as per prescribed objectives of the Statute of the Organization, 1996 AD (With First Amendment, 2002 AD) and by using the right conferred by Rule 13(a) and Chapter-7 of the Organization. Under the program implementation period, the SODCC Parsa has been onboarding so many staffs regarding different position for successfully implement the program activities. The organization has been following the Financial Implementation which is mentioned in the Financial policy but it need to be define the Procurement Guideline for the organization so it has been mentioning that things in the Procurement Guideline 2020

2. Purpose and Scope

This manual outlines SODCC Parsa' policy and procedures for all procurement activities in all field offices. The manual establishes the minimum required standards for all procurement activity. Field offices are expected to comply with the policies and procedures set forth in this manual and are encouraged to seek clarification if necessary.

Each equivalent should have current printed and electronic copies of the manual. Heads of Office, Procurement Committee and Finance Managers should also have copies and are encouraged to distribute the manual to ensure staffs are familiar with its contents. All relevant staff must be trained in the procedures contained in this manual. Additional copies should be made available to all staff in each field office for reference.

3. Types of Procurement:

1. Procurement of Goods
2. Procurement of Works
3. Procurement of Service
 - Consultancy Service
 - Other Service



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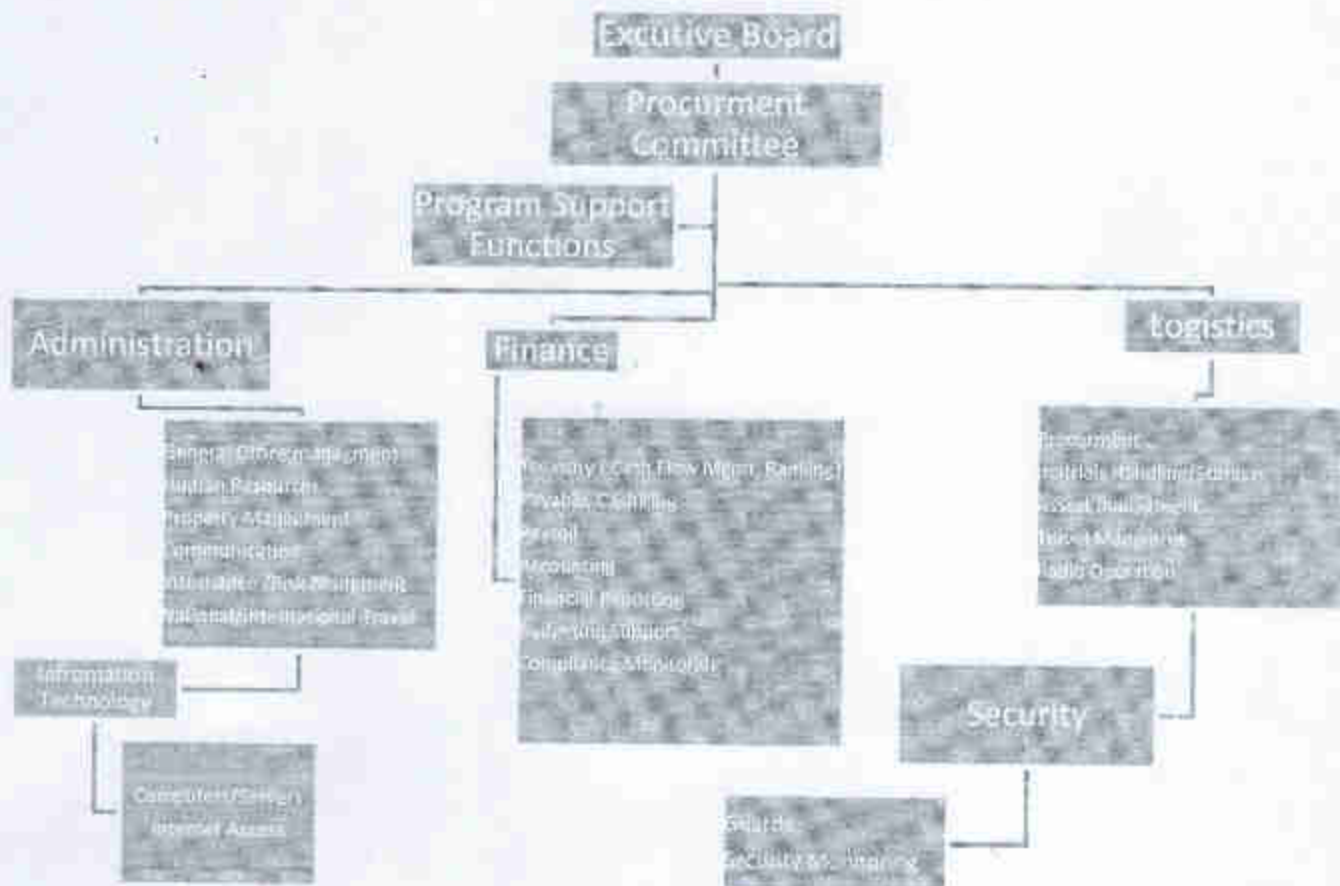
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Procurement Guideline, 2077

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4. The Procurement Department in the Organizational Structure

The chart below depicts the procurement department within the functional elements of program support. When the scale of field office does not allow for full staffing of positions described in the chart, it is advisable to organize the field office, and delegate responsibilities to ensure each function is performed.



5. Right to Procure /Purchase Goods:

No purchase, sale, transportation, construction, consultancy or any other achievement or related work shall be done for the organization without the order of the authorized officer or the Procurement committee constituted there with under this Rule.

6. Formation of Procurement Committee: The Executive Committee may purchase the required commodities or services by forming three-members procurement Committee from among its own members, office bearers and staffs in order to operate daily administration, conduct trainings, seminars, to perform works of construction, maintenance, donations, management of other goods in disaster, to receive services like technological service, advice required to this organization. The term of the Procurement Committee shall be deemed to have completed with the term of the Executive Committee.



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 Procurement Guideline, 2017
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7. Methods of Purchasing Goods:

(A) When procuring any goods/commodities, it shall be procured from the supplier having Permanent Account Number (PAN) by the following method: -

- (i) Up to Rs. 40,000 (forty thousand) can be purchased directly from suppliers registered in the Government Body.
- (ii) Goods worth more than Rs. 40,000 / - and up to Rs. 300,000 / - (three hundred thousand) from local shops companies or firm registered in the government office which has PAN after receiving at least 3 quotations. Goods having less printed price and quality shall be given priority.
- (iii) Goods worth more than Rs. 300,000 / - and up to Rs. 1,000,000/- (Ten hundred thousand)- From the supplier who mentions the quality content and least price by giving 7 days notice along with sample and/or details of the material and taking sealed quotation.
- (iv) While conducting trainings, seminars, workshops related to the program, quotations will be taken from the service providers and conducted by the service provider who mentions the lowest value.
- (v) For more than 1,000,000/- (One million Rupees), procurement will be done by inviting openly competitive sealed bids for a fixed period. The procurement will be dealt in from the supplier who mentions the least price and the best quality.
- (vi) Brand products (such as computers, motors (four wheeler), motorcycles, photocopy machines, audio-visual materials and special types of services-such as networking), can be purchased from the manufacturer or its authorized dealer directly.
- (vii) Notwithstanding anything mentioned above, the material / construction work to be procured with the assistance and request of the organization itself or the donor organization may be purchased or constructed on the basis of agreement, purchase or construction guideline or recommendation with the donor organization. Accordingly, the procurement/construction, repair and maintenance are supposed as done according to the guidelines.

(B) It shall not be necessary to apply the procedure of (ii), (iii), (iv) and (v) of sub-rules (A) in the following cases:

- (i) When purchasing goods from a government office, a government-owned company or institution and a designated company or brand of goods from a foreign government or international organization or from its authorized seller (registered agent).
- (ii) When purchasing any particular product or material suitable for the needs of the organization, it may be decided by the Executive Committee consultation with procurement subcommittee.
- (iii) The authorized seller mentioned above in (i) and (ii) shall mean a seller with local account number (PAN) and value added tax (VAT) and agency registered with the



Procurement Guideline, 2017

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Government of Nepal. But if there is more than one authorized seller, it will be purchased from among them by taking 3 sealed quotations. If there are only two authorized sellers, it will be enough to get sealed quotations from both of them.

- (C) As per sub-rule (F), while purchasing goods, priority should be given to goods produced in Nepal as much as possible, but if Nepali products are not of quality, foreign manufactured goods may be procured.
- (D) In order to procure goods from quotations as per clause (a) and (b) of sub-rule (1), a list of reputed firms or companies should be registered and quotations should be sought from at least three firms or companies and procured from the lowest priced firms or companies.

8. The Procurement Committee will select the service provider on the following basis: -

- (a) A registered firm or organization approved by the Government of Nepal,
- (b) Having a bank account,
- (c) Reputed and trustworthy,
- (d) Capable to supply goods on credit,
- (e) Capable to supply quality goods,
- (f) Capable to provide continuity in supply,
- (g) Having Income Tax Registration and Value Added Tax certificate.
- (h) Having a certificate of tax clearance.

The amount will have to be paid only after the signature of the person who confirms that the goods are fine as per the details mentioned in the material supply order letter. And the procurement process will be done as per schedule 4, 5, 6 and 7.

9. Approval of Construction Cost Estimate and Working Method:

(A) When constructing any kind of new construction or maintenance or conservation related work on the basis of approved cost estimate, it shall be done by following the method mentioned below:

- (a) As per the cost estimate decided by the Executive Committee, the work up to Rs. 500,000 (five hundred thousand) may be done directly by the construction sub-committee.
- (b) Construction work of more than Rs. 500,000/- (five hundred thousand rupees) can be done by obtaining sealed quotations from at least three companies or firms registered in government offices or by reducing the price with maintain quality..
- (c) According to the approved cost estimate, the President can give approval for work up to Rs. 500,000/- (five hundred thousand) on a labor contract as per the decision of the Executive Committee.
- (d) After the commencement of work as per the approved cost estimate, if it is deemed necessary to further reduce some things from technical point of view, up to 10 percent may be added, reduced or changed with the opinion of the technician, head of staff,

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recommendation of construction sub-committee and consent of treasurer. This information will be given to the Executive Committee. However, if new work has to be done at a pre-determined design, estimate and cost, the decision will have to be made through negotiation with the construction company, firm or other construction company, based on its analytical rate, taking into account the interests of the organization.

- (E) As mentioned in the procurement order / bid, it will be the joint responsibility of the head of the accounting and procurement management committee to ensure whether the quality material is procured/manufactured or not. Assistance from other suitable persons, bodies, Nepal Department of Quality and Measurement, concerned experts and designated technical staff as well as nationally renowned bodies may be sought as required for quality determination.

10. Methods of Transportation:

The method of transportation will be as follows: -

- (A) Transportation up to Rs. 250,000/- (two hundred fifty thousand rupees) may be done by the administration, procurement management and sub-committee by negotiating directly.
- (B) The sub-committee may procure goods worth more than 250,000/- and up to 500,000/- from the lowest bidder by inviting at least three sealed quotations registered in the value added tax.
- (C) Out of the bids registered for value added tax by openly inviting sealed bids above Rs.500,000 / -, the minimum bidder can be arranged for transportation as per the decision of the Executive Committee of the Organization.

11. Methods of Providing Consultancy and Other Services:

- (A) The organization may seek consultancy services from various types of experts as per requirement and may also appoint experts, but the persons and firms who have obtained permanent account number should have obtained value added tax certificate. In the case of a firm, a permanent account number will be required, in the case of an expert, the selection will be made on the basis of expertise and the services and facilities provided to him/her shall attract the tax range.
- (B) If special skilled consulting services need to be provided in administrative, financial, evaluation, survey or designing etc., the Executive Committee shall take at least three proposals as per the terms of reference with the experienced persons, companies or firms related to the subject. The Committee can take the services by its approval after performing adequate homework on the proposals and by negotiating with the reasonable party.
- (C) Methods of providing other services under contract: Necessary services for daily work operation such as office security, delivery and fetching of letters and documents, sanitation, telephone, computer, email, internet, electricity, drinking water and garden management and caretaking and maintenance may be taken by the decision of the



Executive Committee by taking proposal from the individuals, firm, organization or company and concluding contract with them.

12. Bid/Tender Announcement:

(A) As per these regulations/Rules, when inviting bids of less than Rs. 1,000,000/- (one million rupees), at least 15 days should be given and the information should be published openly in a local daily newspaper once in full and for the second time in short. When bidding for more than Rs. 1 million, at least 21 days will have to be given. However, in case of disaster or similar emergency, it will be enough to call for bids by publishing full and brief information once in 7 days. The matters to be disclosed in the notice:

- (a) The manner/method in which bids should be sent,
- (b) The place to send the bid,
- (c) Fees required for bidding,
- (d) The time, date, and place for submission of bids,
- (e) Time, date and place of opening of bids,
- (f) Bank voucher or bank guarantee (bid bond or earnest money) of the specified amount to be kept with the bid.
- (g) Details of related goods,
- (h) Maximum and minimum rate of materials (Price Range / estimated cost)
- (i) Other necessary things.

(B) The format of the bid shall be as prescribed by the Organization from time to time.

13. Bidding Fee/Charge:

The bid purchase fee will be as follows:

- | | | |
|----|---|------------|
| 1. | From Rs. 250,000/- to Rs.500,000/-: | Rs.500/- |
| 2. | From Rs. 500,001/- to Rs.10,000,000/-: | Rs.1000/- |
| 3. | From Rs. 10,00,001/- to Rs. 50,000,000/-: | Rs.2000/- |
| 4. | From Rs. 50,00,001/- and above it: | Rs.3,000/- |

14. Earnest Money, Contract Tax and Income Tax:

(A) It shall be mandatory for the bidder to submit 2.5% of the cash or bank guarantee contract amount or the percentage as mentioned in the tender notice for earnest money without reducing the amount. The term of bid bond or earnest money will be as mentioned in the tender. After the tender is approved, at least 10 percent of the bid amount should be deposited as Performance Bond. In the case of such guarantee amount, the performance of the guarantee amount should be for the duration of the specified work and will be refunded only after the completion and handing over of all the work after the approval by the designated person.



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- G) Minimum amount of earnings has not been deposited.
- H) Not all the conditions have been fulfilled as per the bid and its notice/announcement.
- I) Bids not received with conditions.
- J) Certified copies of the required documents and certificates have not been submitted.
- K) In case of construction work, the rate of each item of the bill of quantity has not been mentioned.
- L) Lack of up-to-date documents of the firm.

17. Sealed Quotation / Bid, Basis for Approval:

- (A) While approving the sealed quotations / bids, the bids will be generally accepted on the basis of minimum evaluation (Lowest Evaluated Cost) but in doing so, quality will not be compromised.
- (B) The sealed quotations / bids submitted under this rules may be accepted in partial or in full.
- (C) The upper priced bids may be accepted by clearly mentioning the reasons for not approving the seal quotation / bids of the bidder who has pledged the lowest amount (eg: lack of quality, non-fulfillment of conditions etc.).
- (D) In case of natural calamities and other emergencies, if the required goods and materials have to be supplied within the stipulated short time, the bids of more than one competitive bidders may be approved.
- (E) On the basis of Rule 4.2 (A) (i) as well as the opinion of a technician or expert and the recommendation of the Chief of Staff in case of sealed quotation/bid related to medicine service/ kits, blood bag, brand product, reagent, chemicals etc. having higher price may be accepted by mentioning the reasonable causes.
- (F) Indigenous/national industries can be encouraged while approving sealed quotations / bids but foreign companies shall not be barred / banned.
- (G) When opening the first and second sealed quotations/bids, even if at least 2 of them are competitive as per the condition and specification, the bid may be accepted depending on the condition, time and justification. Provided that if the notice has been published for the third time as per Rule 4.9 (B), at least one bid may be accepted even if it is duly received and in accordance with the specification.

18. Advance Money and Payment:

- (A) Bids approved for any period of time may be given advance up to the percentage mentioned in the tender document with necessary guarantee keeping in view the interest of the organization.
- (B) The advance amount given in accordance with sub-rule (A) shall be deemed to have been settled only after the contractor completes the work and hands over by getting it passed after checking.
- (C) For long term work, payment may be made on the basis of running bill on the recommendation of the concerned expert depending on the nature and progress of the work. The facility received from the organization should be clearly disclosed in the tender document.



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- (D) The second installment will be paid only after the completion of 60 percent of the work of the first advance, but the third installment will not be paid without 100 percent of the first and 60 percent of the second installment.

19. Agreement with Contractor / Supplier and Other Arrangements:

- (A) If it is deemed necessary to extend the term of the contract work, the term may be extended for three months at a time with the approval of the President on the recommendation of the Sub-Committee.
- (B) If the price of any goods or services changes/varies during the contract period, it will be as mentioned in the contract.
- (C) After the approval of the sealed quotation / bid, in addition to the other things mentioned in this Rules, the following matters should be clearly disclosed in the agreement:
- (a) Rates and prices of the company,
 - (b) Period of completion of work,
 - (c) Provision of penalty and reward,
 - (d) Matters relating to damages and indemnity,
 - (e) Situations whether the contract may be breached or not,
 - (f) Methods of payment,
 - (g) Maintenance Period / Guarantee,
 - (h) Provision with the condition of not taking or / not having to pay higher price if the rate of major commodities/ goods fluctuates.
 - (i) Provision that the prescribed rate cannot be increased/accelerated.
 - (j) In the absence of any provision in this regulation, it shall be as decided and explained by the Executive Committee.

20. To Buy, Sell and Rent a House or Land:

- (A) If the houses owned by the Organization have to be rented out, it will have to be given to the person or body who has obtained the tender / quotation and marked the highest rate. As per the need, the house can be rented by fixing the amount through negotiation too.
- (B) Notwithstanding anything mentioned in sub-rule (A), if the interest of the organization is not sure, there will be no obligation to rent the house to the person who has fixed the highest rate.
- (C) The period may be extended by negotiating the time period and rental rate for additional period to the person or firm who is continuously hired. The partial vacancies of the place can be leased to individuals or firms, usually through negotiations.



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(D) In general, when purchasing the required house or land, a sealed proposal will be announced in local or national level daily newspaper by mentioning the details of the required house or land. After the evaluation of received proposals and recommended by the evaluation committee formed by the Executive Committee, the proposal will be approved and the house and land will be purchased. However, when purchasing the house land of neighbors in boundary whose border is joined with the immovable property (house, land) the Organization, or a certain house or land, can be purchased by negotiating directly with the neighbor in boundary.

(E) Procedures and conditions to be followed while selling immovable property (house, land etc.) Registered in the name of SODCC Parsa:

(a) Since the land should be sold only for the purpose of protection and promotion as a fixed property, its purpose should be clear,

(b) Permission must be obtained from the District Administration Office for the sale of land with the decision of the Executive Committee and the ratification of the General Assembly.

(c) The selling process should be started only after obtaining the permission from the District Administration Office.

(d) The sales process should be transparent:

- At least 35 days public notice must be published for sale of land,
- When publishing notice; the notice should be provided to public places- notice board of local office, local newspapers or through online media.
- Secret sealed bids should be called publicly without reducing the determined minimum value.
- Bids should be opened in the presence of bidders or their representatives.
- After the completion of the process sale, a copy of each related documents must be sent to the District Administration Office.

(e) The one who has agreed the highest price among those who accept the minimum amount determined or the price above it should be sold by the decision of the Executive Committee.

(f) The amount received from sale must be deposited in the bank account of the Organization.

(g) The money thus received shall be used for income generation or immovable property of the organization. It cannot be used for administrative and daily work related expenses.

(h) The amount should be used as per the prescribed purpose and plan.

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Procurement Consultancy Service

21 Methods to be selected:

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|---|--------|
| Quality and Cost Based Selection method | (QCBS) |
| Quality Based Selection Method | (QBS) |
| Budget Ceiling Selection Method | (BCS) |

22. Step of Procurement of Consultancy Service:

1. Preparation and Approval of TOR and RFP for the Consultancy Service Need
2. Preparation and Approval of Cost Estimate
3. Short List to be Prepared by Soliciting **Expression of Interest Openly** (Above Rs. 3 to 10 Lakhs)-Min. 7 Days for Local Level EOI
4. Short List to be Prepared by Soliciting **Expression of Interest Openly** (Above Rs. 10 Lakhs)-Min. 21 Days for Local Level EOI
 - i. Call for Proposal : Min 7 Days for Below 3 to 10 Lakhs, Min 21 Days for Above 10 Cost Estimate
 - ii. The name and address of the Entity
 - iii. The nature of the services to be procured, the time and place when and where the services are to be provided, the terms of reference of the services, the task to be completed and expected outputs
 - iv. Instructions to proponent to prepare proposal
 - v. Matters that the technical and the financial proposals have to be sealed in separate envelopes, each of which has to clearly indicate the type of proposal outside it and that both envelopes have then to be sealed in a separate envelope and that the required services have to be mentioned thereon
 - vi. Technical and financial evaluation weightage (60/40 or 70/30 etc.)

The criteria and weightage marks for the evaluation and comparison of proposal Particular Points:

- a. Experience of consultants in the task to be performed by consultants Max 25 %
 - b. The quality of proposed methodology for the performance of task by the consultants (20-35%)
 - c. The qualification of the proposed key human resource (30-60%)
 - d. Provision of knowledge and technology transfer (Max.10%)
 - e. The details of Key Nepalese human resource proposed for the performance of task only for ICE (Max.10%)
- Total 100



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Social Organization District Coordination Committee, Parsa

Birgunj-14, Radhemai

Non Expendable Register

| S.N | Date Of Purchase | Description | Specification | QTY | Per unit Price | Invoice N. | Supplier Name | Assets Coding | User | Condition |
|-----|------------------|-------------|---------------|-----|----------------|------------|---------------|---------------|------|-----------|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
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| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

Prepared By:
Name:
Date:

Checked By:
Name:
Date:

Approved By:
Name:
Date:

Social Organization District Coordination

Committee (SODCC), Parsa

Birgunj-14, Radhemai

Physical Verification Year:.....

| S.N | Name Of Items | LF | Balance as Per Ledger | Balance as Per Physical verification | Variance | Funding Source |
|-----|---------------|----|-----------------------|--------------------------------------|----------|----------------|
| | | | | | | |
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Member of Physical

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Verification Committee:

| S.N | Name | Date | Signature |
|-----|------|------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Approved By:

Signature:

Name:

Date:

Social Organization District Coordination Committee(SODCC), Parsa
 Birgunj-14, Radhemai, Parsa
Purchase Request

Project:

Request By Name:

Post:

PR Number:

Request Date:

Required Date:

| N.S | Particulars | Specification | Quantity | Unit Price | Amount |
|-----|-------------|---------------|----------|------------|--------|
| | | | | | |
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Account to be Charged (Project/Budget Code)

Signature of Request By:

Recommended By:

Reviewed By:

Approved By:



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 - Middle left: *सुदुर्गा*
 - Middle: *14*
 - Bottom left: *सिद्धा*
 - Bottom center: *पानी देण*
 - Right side: *अक्षर*
 - Bottom right: *अक्षर देवा*

Social Organization District Coordination Committee (SODCC), Parsa

Birgunj-14, Radhemai Parsa

Goods Receipt Note

GRN.

For:
Project:

Date:

Suppliers Name:

Invoice N.

Date:

| S.N | P.O.N. | Req. N. | Description of Materials | L/F | Quantity | Unit Cost RS. | Total Cost RS. | Remarks |
|----------------|--------|---------|--------------------------|-----|----------|---------------|----------------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |
| 13% Vat | | | | | | | | |
| Grand | | | | | | | | |
| Total | | | | | | | | |

The above items have been received are in good condition and confirm to specification except for those described in "Remarks Column"

Received By:

Checked By:

Approved By:

.....

.....

.....

For Store

Name:

Date:

Name:

Post

Date:

Name:

Post

Date:

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Social Organization District Coordination Committee (SODCC) Parsa

Birgunj-14, Radhemai

Quotation Comparative Chart

Compile sheet of Quotation

| S.N | Name of Item | Size | Brand/Model | QTY | Suppliers | | | Remarks |
|-----|--------------|------|-------------|-----|-----------|---|---|---------|
| | | | | | A | B | C | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

Prepared By:

Approved By:

Supplier Selected:

Reason for Selection:

Approved by Purchase Committee:

| S.N | Name | Post | Signature | Date |
|-----|------|------|-----------|------|
| | | | | |
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Procurement Guideline, 2077

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Social Organization District Coordination Committee (SODCC), Parsa

Birgurj-14, Radhemai, Shivnagar

Visit/Travel Order

National/International

Number:

Date:

1. Name of the Traveling Employee:
2. Designation:
3. Office:
4. Traveling Place (Mention Country and City for Foreign Trip)
5. Objective/Purpose of the Travel/Visit:
6. Duration of Travel:
7. Means of Transportation for Travel:
8. Advance amount sought for the Travel:
9. Other Required Things Related to the Travel:

Name of Applicant:

Designation:

Date:

Travel Approving Authority's:

Name/Designation:

Date:

**For the Financial Administration Section
Traveling Expenses**

From the Budget No. Cash/ From Cheque No. Rs.

In words has been provided.

Signature of Receiver:

Name, Surname :
Administration Section

Financial

Date:



Procurement Guideline, 2077

[Handwritten signatures and notes in Nepali script are present at the bottom of the page, including names like 'प्रमुख', 'सहायक प्रमुख', and 'प्रशासकीय अधिकारी'.]

Social Organization District Coordination Committee, Parsa

Birgunj Metropolitan City-14, Radhema, Tole

District-Base Rate of Traveling Allowances

| Districts | Rate Rs. | Remarks |
|--------------------------------|----------|---------|
| Kathmandu, Lalitpur, Bhaktapur | 3000/- | |
| Kabhre | 3000/- | |
| Kaski | 3000/- | |
| Chitawan | 3000/- | |
| Makawanpur | 3000/- | |
| Bhairahawa | 3000/- | |
| Nawalparasi | 3000/- | |
| Kapilvastu | 3000/- | |
| Banke | 3000/- | |
| Bardiya | 3000/- | |
| Dang | 3000/- | |
| Palpa | 3000/- | |
| Jhapa | 3000/- | |
| Ilam | 3000/- | |
| Panchthar | 3000/- | |
| Sindhuli | 3000/- | |
| Sunsari | 2,500/- | |
| Morang | 2,500/- | |
| Saptari | 2,500/- | |
| Siraha | 2,500/- | |
| Dhanusha | 2,500/- | |
| Mahottari | 2,500/- | |
| Sarlahi | 2,500/- | |
| Rautahat | 2,500/- | |
| Bara | 1,000/- | |
| Parsa | 1,000/- | |

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Social Organization District Coordination Committee, Parsa

Birgunj-14, Radhemai

LEAVE REQUEST FORM

| | |
|------------------|--|
| Date | |
| Name | |
| Designation | |
| Type of Leave | <input type="checkbox"/> Annual <input type="checkbox"/> Sick <input type="checkbox"/> Other Leave (Specify) |
| Reason of Leave | |
| Start Date | |
| End Date | |
| Total Leave Days | |

| Request By Employee | Recommended by PO/FP | Approved by Chairperson |
|---------------------|----------------------|-------------------------|
| Name: | Name: | Name: |
| Signature: | Signature: | Signature: |
| Date: | Date: | Date: |

Recommender are Suggested to Check with requestor's supervisor before recommending.

| | |
|-----------------------------------|----------------|
| Checked by Human Resource officer | Leave Balance: |
|-----------------------------------|----------------|

Sick leave beyond 2 days should be requested together with the Medical Doctor's Certificate.

End

21

Procurement Guideline, 2077



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