

# **AMDA Nepal**

## **Vendor Registration Guide**

### **I. Introduction**

The purpose of this guideline is to acquaint potential suppliers with various steps involved in obtaining vendor registration and contracts for the purchases of supplies, equipment, and related services. It is the goal of the AMDA Nepal to procure supplies, equipment, and services at the best value for money.

Vendors can register for one or more than one business categories at a time, for doing business with AMDA Nepal. Vendor needs to provide all details of their businesses in standard vendor registration form (Annex below). Approved vendor can send their updated details with their contact address, periodically.

Vendor registration form is available at [www.amda.org.np](http://www.amda.org.np) for businesses to complete. AMDA Nepal can process its different procurements through registered vendors. AMDA Nepal policy is that all awards for goods and services valued over NRs. 2,000 or more as specified in the procurement guideline require competition through the registered vendors. However, AMDA Nepal may process emergency and fast-track procurement through any of the previously unregistered vendor.

### **2. Definition:**

For this manual, vendor is defined either as a Business or a Sole Proprietor/ Independent Contractor. Any forms may apply as a vendor if they are either 'a' or 'b' as defined below and meet the eligibility criteria detailed in Section 4 of this document.

- a. A business is defined as an organization that has been incorporated, or registered as a company (corporation, company/private limited, partnership) that has been established to offer goods and/or services for profit. Organizations registered as "not-for profit" (i.e., universities, NGOs, Hospitals) are also considered businesses.
- b. A "sole proprietor/ independent contractor" is defined as a person engaged in a business as either a 'self-employed individual' (an individual in business for himself or herself and is self-employed), or as a 'sole proprietor' (an individual in business for himself or herself and who is the only owner of the unincorporated trade or business).

### **3. Vendor registration process**

AMDA vendor registration process contains following steps:

- a. AMDA Nepal calls applications from the prospective supplier to be enlisted in the vendor list. Vendor registration form can be downloaded/uploaded through the AMDA Nepal's website.
- b. Alternatively, the supplier can request for the Vendor Registration package from procurement unit via e-mail to [procurement.co@amda.org.np](mailto:procurement.co@amda.org.np)
- c. Vendors duly completes the standard registration form and posts/emails completed form along with copies of required documents (annex 2) to any of the contact office addresses specified below or ([procurement.co@amda.org.np](mailto:procurement.co@amda.org.np))

- d. If vendor are previously registered they don't need to fill up registration form again. Previously registered firms have to submit last year's tax clearance and firm renewal documents with a cover letter.
- e. Procurement unit receives completed form (including required additional documents) from vendor and conducts assessment with the use of checklist, checks completeness of application and confirms that the vendor was not previously deregistered and that its officers are not same as officers of a previously deregistered company.
- f. Procurement unit reviews application and obtains approval for registration
- g. AMDA Nepal issues a letter confirming enlistment of qualified vendor.
- h. Registered/enlisted vendors/supplier receive email notification of registration.

#### **4. Eligibility criteria to be registered as a vendor.**

- a. The business enterprise must currently be incorporated, or registered/renewed as a company (Corporation, Pvt. Ltd., business form) and be able to demonstrate that it has been and is offering goods/services under the business name.
- b. Consultancy service providers must be able to demonstrate that they have been engaged in their business activity for not less than one year.
- c. The vendor should have operated with a positive operating income for the respective periods and should provide detail information in the registration form (ANNEX-1).
- d. Vendor must provide all the documents listed under Annex-2.
- e. Financial ratios (e.g., return on investment, return on equity) must be within the acceptable range for the relevant industry sector. AMDA Nepal generally uses Nepal government standards as a guideline for financial rating.
- f. The vendor must provide client references for work which has been performed within the last year. AMDA Nepal's offices may not be used as a reference. (References may be contacted by AMDA team and responses evaluated).
- g. The vendor currently must not be debarred from contracting with any AMDA office or from partners of AMDA Nepal or the Government of Nepal.
- h. The vendor must legally be able to conduct business all over the country.
- i. The vendor must have more than one business client and not more than 50% of its total revenue can be derived from AMDA Nepal. Every year there will be a random review of registered vendors. Should this review find that a vendor does not comply with the eligibility requirements, the vendor will be deemed ineligible to contract for any additional work until the ratio is brought into line.
- j. The vendor should agree to comply the AMDA code of conduct particularity child labor free, free of bankruptcy, non-discriminative work environment, free of harassment, harsh or inhumane treatment in work place, integrity and transparency in business. Non-adherence to these principles can be the factors in considering termination from the vendor list at any stages.

## 5. What does it mean to be a Registered Vendor?

Vendors do not need to be registered in order to be eligible to participate in bidding opportunities, unless and otherwise an explicit notice is published for the pre-bid vendor registration. However, a vendor must be a “Registered Vendor” in order to receive a contract award. Registered vendors will be expected to maintain their Vendor Registration file and advise AMDA Nepal of any significant business changes. Registered vendors may be asked to submit updated and/or provide additional information that may be used in determining the vendor’s ability to participate in specific requests for proposals for any form of procurements, where additional qualification criteria, specific to the requirement, have been determined.

**VENDOR REGISTRATION DOES NOT GUARANTEE ANY BUSINESS WITHOUT COMPETITION. ENLISTMENT AS A VENDOR MEANS THAT THE VENDOR WILL BE INVITED TO PARTICIPATE IN EVERY TENDER/PROJECT.**

Please contact at our following addresses if you require any further assistance on vendor registration.

<b>AMDA Nepal</b>	<b>AMDA Hospital</b>	<b>Siddhartha Children and Women Hospital</b>
Gokarneswor-6, Kathmandu	Damak-2, Jhapa	Butwal-7, Rupandehi
Contact: 01-49102345	Contact: 023-581266	Contact: 071-502097
Email: <a href="mailto:amda@amda.org.np">amda@amda.org.np</a>	Email: <a href="mailto:ah.damak@amda.org.np">ah.damak@amda.org.np</a>	Email: <a href="mailto:scwh.butwal@amda.org.np">scwh.butwal@amda.org.np</a>

**ANNEX-I**

**VENDOR REGISTRATION FORM**

CATEGORY APPLIED FOR <i>(From Annex-3 below)</i> :	
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**Part I – Vendor Profile**

1.01 Company or Individual Name:

1.02 Trading Name (If different from above):

1.03 Full Location Address (including district & country):

1.04 Contact Address:

1.05 Telephone No:	1.06 Fax No:
1.07 Email	1.08 Web address:

1.09 Contact person name and title:

1.10 Branch Office Address(es):

1.11 Legal status of Business:

Limited company  Partnership  Others  If others, please provide details:

1.12 Nature of Business:

Manufacturer  Wholesaler  Retailer  Contractor  Specialist  Others

1.13 Firm registration date:

1.14 Taxpayer's Unique Number:

1.15 Firm renewal date:

PAN  VAT

1.16 Number of full time employees:

**Part 2 – Financial Details:**

2.01 Past 3 years' sales details:

Year 1:            Amount:                      Year 2:            Amount:                      Year 3:            Amount:

2.02 Past 3 years' export details:

Year 1:            Amount:            Year 2:            Amount:            Year 3:            Amount:

2.03 Details of recent major Corporate Clients:

Name of Client	Value of transaction	Nature of work	Fiscal Year

2.04 Banking Information

Bank (Financial Institution) Name:

Address:

Swift Number:

Account Number:

Account Type: Savings  Current  Others

**Part 3 – Competence & Capability:**

**3.01 Quality Standard Certification:**

Issuer Name: Certificate No: Details:  
 Issuer Name: Certificate No: Details:

**3.02 Detail of Branch Offices (For International organization only):**

3.03 Will the supply of goods/services be as per national/international standard?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
3.04 Do you have enough technical skills to deliver the supply?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
3.05 Do you have appropriate equipment/infrastructure/facilities to deliver the supply?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
3.06 What is your average time (In days) to respond to request for proposal/quotation?		
3.07 What is your average time (In days) to deliver the goods/services after the receipt of Purchase Order?		

**Part 4 – Eligibility & Others:**

4.01 Have you or your company/principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
4.02 Have you fulfilled your tax obligations for the last 3 years?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

4.03 Is the firm/individual making this application or any of its directors been debarred or suspended from participating in public procurement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.04 If you are current/previous supplier of AMDA Nepal, have you at any one time been issued with a letter of cancellation of Purchase Order for failure to supply goods/services within the agreed time or supplying goods/services outside the ordered specifications?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Part 5 – Declaration:
<p><b><i>I, hereby, declare that all the above information is true to the best of my knowledge and belief. AMDA Nepal has the permission to verify any information provided as necessary. I fully understand that it is unlawful to knowingly make any false statement or representation on this registration form.</i></b></p>
<p>Signature:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p> <p>Stamp:</p>

<p>Verified by (Representative of AMDA Nepal):</p> <p>Signature:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>
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ANNEX-2

**LIST OF DOCUMENTS TO BE SUBMITTED WITH THE FORM**

For Type “A” as per the definition:	
Company Registration Document & Renewal	
VAT / PAN Registration Document	
A Valid Tax Clearance Certificate (TCC)	
Audited Financial Statement of prior years (latest only – maximum of 3 years)	
A copy of License to operate the particular business (if applicable)	
Quality Management System (QMS) Certificate (if applicable) E.g. (ISO) 9000:2000	
A complete business/company profile	
For Type “B” as per the definition:	
A short profile (CV)	
Copy of ID (Citizenship/Passport)	
VAT Registration (if applicable)	
A Valid Tax Clearance Certificate	
Previous experience evidence (affidavit, references or documented Proof like purchase order or copies of invoices etc.)	

*Tick the appropriate box for the relevant documents submitted. Write down “N/A” if it is not applicable to you.*



ANNEX-3

Goods/Services Category

Sn	PARTICULARS	Tick Marks
1	Medicine	
2	Medical Supplies (Surgical/lab items & Chemicals)	
3	Stationery/Office Supplies	
4	Office Equipment	
5	Printing/Publication	
6	Medical Equipment	
7	Repair & Maintenance of Vehicle	
8	Repair & Maintenance of office equipment	
9	Advertising	
10	Fuel	
11	Travel & Transportation	
12	Consultancy (Legal Advice, Auditing, IT etc.)	
13	Others (Please specify)	