



Invitation for Bids

Nepal Rastra Bank

Assets and Service Management Department

Baluwatar, Kathmandu, Nepal

Date of publication: 2026/01/14

Invitation for Bids No: NRB/ASMD/IT/GOODS/NCB/02/082/83

1. The ***Nepal Rastra Bank, Assets and Service Management Department Baluwatar, Kathmandu, Nepal*** invites ***electronic*** bids from eligible bidders for the procurement of ***The Supply, Delivery and Installation of Microsoft Office*** under National competitive bidding – Single Stage Single Envelope procedures.
2. Eligible Bidders may obtain further information and inspect the bidding documents at website of Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, Nepal, Telephone: 01-5719641/42/43, email: software.asmd@nrb.org.np or by visiting PPMO eGP system www.bolpatra.gov.np/egp.
3. Bidder must submit their bid electronically as per Electronic Procurement System Operation Directives 2080 issued by PPMO, विद्युतीय खरिद प्रणाली संचालन निर्देशिका, २०८० | [Public Procurement Monitoring Office](#) and shall download the bidding documents for e-submission from PPMO's e-GP system www.bolpatra.gov.np/egp. Bids submitted in physical (hard-copy) form shall not be accepted.
4. Bidders, submitting their bid electronically, shall deposit the cost of bidding document (a non-refundable fee) in the following Rajaswa (revenue) account as specified below. A scanned copy (PDF format) of the Bank deposit voucher shall be uploaded by the bidder at the time of electronic submission of the bids. **Information to deposit the cost of bidding document in Bank:**
Name of the Bank: Nepal Rastra Bank
Name of Office: Banking Department, Thapathali, Kathmandu
Office Account no.: 1100000-030-012-524
Account Head: Miscellaneous Income, Financial Management Department
Cost of Bidding Document: NRs.3,000/-
5. Pre-bid meeting shall be held at ***Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, Nepal*** at **03 February, 2026 11:00 hrs.**
6. Electronic bids must be submitted to the office ***Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, Nepal*** through PPMO's e-GP system www.bolpatra.gov.np/egp on or before **12:00 hrs on 13 February, 2026**. Bids received after this deadline will be rejected.
7. The bids will be opened in the presence of Bidders' representatives who choose to attend at **13:00 hrs on 13 February, 2026** at the office of ***Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, Nepal***. Bids must be valid for a period of **90 days** from the date of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid, amounting to a minimum of NRs. **1,55,000/-(In words: One Lakh Fifty Five Thousand only)**, which shall be valid for 30 days beyond the validity period of the bid (i.e. **13 June, 2026**).
8. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid and bid security shall remain the same as specified for the original last date of bid submission.
9. Nepal Rastra Bank reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.