



**Nepal Rastra Bank,
Assets and Service Management Department, Baluwatar, Kathmandu**

Invitation for Sealed Quotation

For the procurement of Office Calendar (Wall, Desk Pad & Table) and Diary for B.S.2080

Sealed Quotation No: NRB/Goods/SQ/2/079-80

Date of first Publication: 2079/10/18

1. Nepal Rastra Bank (NRB), Assets and Service Management Department, Baluwatar, Kathmandu invites sealed quotations from registered suppliers for procurement of goods as mentioned below:

S. No.	IFB No.	Category	Particulars	Qty	Categorical Bid security Amount	Documentation Fee
1	NRB/Goods/SQ/2.1/079-80	A	Wall Calendar	10,000	NRs.21,500	Rs. 1000/-
2	NRB/Goods/SQ/2.2/079-80	B	Desk Pad Calendar	1,400	NRs.8,500	
3	NRB/Goods/SQ/2.3/079-80	C	Table Calendar	1,600	NRs.3,000	
4	NRB/Goods/SQ/2.4/079-80	D	Diary	2,000	NRs.12,500	

2. Bidder can submit sealed quotation for any category or any number of categories or all of the categories of goods mentioned at the point 1 above, however, the bid security amount depends upon the number of categories.

(For example: For Category A or B or C or D, the bid security amount would be Rs.21,500, NRs.8,500, NRs.3,000 or NRs.12,500 respectively.

- i. If the bidder wishes to bid for B and C, the bid security amount would be NRs.8,500+NRs.3,000 =NRs.11,500. and likewise.

The bidder will be assessed for technical, price & financial aspect on the basis of individual category of item.

3. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu.
4. A complete set of Bidding Documents may be purchased from the Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and deposit voucher of a non-refundable fee of NRs.1,000.00 (One Thousand only) in Other Miscellaneous Income, Account No. 1100000/030.012.524 at Nepal Rastra Bank, Banking Department, Baluwatar, Kathmandu.
5. Sealed bids must be submitted to the Nepal Rastra Bank (NRB), Assets and Service Management Department by hand on or before 3:00 PM on 2079/11/03 Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at 12:30 PM on 2079/11/04 at the Nepal Rastra Bank, Assets and Service Management Department.
7. Bids must be valid for a period of **45 days** after bid opening and must be accompanied by a bid security amount mentioned above in table.
8. Bid security shall be valid for **30 days** beyond the validity period of the bid (i.e. **2080/01/18**).
9. If bidder wishes to submit the Cash Security, the cash should be deposited in Sundry Creditors Account No 1109901/011/000/524 at Nepal Rastra Bank, Banking Department, Baluwatar, Kathmandu and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
10. 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 security shall remain the same as specified for the original last date of bid submission.
11. Nepal Rastra Bank reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.
12. For inquiry contact Nepal Rastra Bank, Assets and Service Management Department, Internal Administration Section. Ph. no.4419804, 4419805 Ext No. 404, 239.