



Invitation for Sealed Quotation

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

Date of publication: 2083/06/16
Invitation for Bids No: NRB/KHARID/GOODS/SQ/01/083/84

1. Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu invites sealed quotations from registered Suppliers for the Supply and Delivery of:

Colour Multifunctional Photocopy Machine	1 Set
Monochrome Multifunctional Photocopy Machine	1 Set

2. Bidders may obtain further information and inspect the Bidding Documents at the office of **Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu.**
3. A complete set of Bidding Documents may be purchased from the office **Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu** and **Nepal Rastra Bank, Banking Department, Thapathali, Kathmandu** by eligible Bidders on the submission of a written application and upon payment of a non-refundable fee of **NRs. 1000.00** till **12:00 PM of 2083/06/26** in the following account:

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

4. Sealed bids must be submitted to the office Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu, Nepal by hand/mail/courier on or before **12:00 PM (Noon) on 2083/06/26 (October 12, 2026)**. Bids received after this deadline will be rejected.
5. The bids will be opened in the presence of Bidders' representatives who choose to attend on **2083/06/26 (October 12, 2026) at 1:00 PM** at the office of Nepal Rastra Bank, Assets and Service Management Department, Baluwatar, Kathmandu. Bids must be valid for a period of 45 days after bid opening and must be accompanied by the following mentioned bid security amount, which shall be valid for 30 days beyond the validity period of the bid. If bidder wishes to submit the Cash Security, the cash should be deposited in Deposit Account



No 1109901-011-203-524, EARNEST MONEY- DEPOSIT, Financial Management Department at Nepal Rastra Bank, Banking Department, Thapathali, Kathmandu, Nepal and submit the receipt of the deposited amount of cash along with the Sealed Quotation.

Particulars	Bid Security (NPR)
For Colour Multifunctional Only	15,000/-
For Monochrome Multifunctional Only	12,000/-
For both Colour and Monochrome Multifunctional	27,000/-

The bidder may submit the bid for one or both machines as mentioned above and offer discounts individually if any. Evaluation will be done for each machine separately.

6. 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.
7. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.
8. The Sealed bids are to be submitted via hard copies.