



Ref No. :



नेपाली राजदूतावास, सिओल
Embassy of Nepal, Seoul
주한 네팔 대사관, 서울

Embassy of Nepal
Seoul, Republic of Korea

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Request for Quotations Repatriation of Deceased/Cremation Services

The Embassy of Nepal in Seoul invites quotations from interested companies for the service of repatriation of deceased Nepali nationals from the Republic of Korea to Nepal, as well as cremation services in the Republic of Korea.

For the repatriation of the deceased, the quotation should include total estimated service charge under the following headings:

1. Removal of remains to Seoul
2. Embalming Hospital/Facility Charge
3. Embalmer's Charge
4. Casket Cost
5. Laying-in-State charge
6. Labor Charge
7. Dressing Cost
8. Transportation to Incheon International Airport
9. Port Charges and Air Freight
10. Others if any.

For the cremation of the deceased in the Republic of Korea, companies are requested to submit a separate quotation for cremation services within the Republic of Korea. The quotation should include all applicable charges except Item No. 9 (Port Charges and Air Freight) listed above.

The terms and conditions

1. The Embassy shall procure mortuary service from the selected Company including the repatriation of the deceased to Nepal whenever the service is required.
2. Upon receiving a request from the Embassy along with the required documents, the Company shall make all required arrangements for the repatriation of the deceased, coordinating with the relevant authorities, including the Police, Hospitals, Crematoria, Airlines, and other concerned agencies.
3. Upon receiving a request from the Embassy, the Company shall carry out all necessary arrangements including collection of the dead body, treatment, embalming, packaging, ticketing, shipping and delivery of the remains to the concerned family in the Nepal with due care and standards. The company shall follow all instructions given by the Embassy and maintain the high professional standards throughout the process.

In case of wrongful transfer of the remains or any sub-standards services, the Company shall bear full responsibility for such negligence. The Company shall be liable for all consequences arising from such negligence and shall provide appropriate compensation where applicable.



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4. The Company shall inform the Embassy of the repatriation flight schedule as soon as the flight is confirmed.
5. Any personal belongings, valuables and official documents of the deceased collected by the Company from the hospital or other related authorities shall be handled and taken care of properly and delivered to the Embassy at the earliest possible.
6. After completion of the repatriation service, the Company shall submit an invoice to the Embassy for payment together with embalming certificate, packaging certificate, airway bill and flight schedule.
The Company shall provide its official bank account details for payment. All payments shall be made by the Embassy through bank transfer.
7. The Company may designate an authorized representative to coordinate with the Embassy. The authorized representative should be fluent in English for smooth communication.
8. In the event of any technical or operational delay, the affected party shall promptly notify the other party. However, in the case of delayed payments by the Embassy, no additional charges, penalties, or interest shall be imposed on the Embassy.

Interested companies shall submit their quotations by post, email, or fax, ensuring that they reach the Embassy no later than **5:00 PM, 31 July 2026**.

The quotation must be submitted together with the following documents:

- Valid Business Registration Certificate;
- Copy of the Business Owner's Identification Card (or Passport);
- Relevant licenses or permits, if applicable;
- Company profile; and
- Any other supporting documents.

The Embassy of Nepal reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason whatsoever. Submission of a quotation shall not be interpreted as a commitment by the Embassy to award a contract.

Embassy of Nepal

Seoul, Republic of Korea

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