



Government of Nepal
Ministry of Home Affairs
Department of National ID and Civil Registration
Singhadurbar, Kathmandu



Invitation of Bids (Hard Copy)

The Procurement of Supply and Delivery of Stationery and Other Goods

Date of publication: 2083/06/05

Invitation for Bids No: DoNIDCR/G/NCB/2083/84-1

Notice No.:01

1. Government of Nepal (GoN) has allocated funds towards the cost of The Procurement of Supply and Delivery of Stationery and Other Goods and intends to apply part of the funds to cover eligible payments under the Contract for "The Procurement of Supply and Delivery of Stationery and Other Goods/ DoNIDCR/G/NCB/2083/84-1". Bidding is open to all eligible Bidders from all countries as defined in ITB Clause 4 (Eligible Bidders).
2. The Department of National ID and Civil Registration invites *sealed* bids (Hard Copy Only) from eligible bidders for the procurement of "The Procurement of Supply and Delivery of Stationery and Other Goods" under National competitive bidding – Single Stage Single Envelope procedures.
3. Eligible Bidders may obtain further information and inspect the bidding documents at the office of Department of National ID and Civil Registration, Singhadurbar, Kathmandu, Procurement Section, telephone no.:014200895, Ext 131, email address: store@donidcr.gov.np.
4. A complete *set* of Bidding Documents may be purchased from the office Department of National ID and Civil Registration, Singhadurbar, Kathmandu, Procurement Section, by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of NPR 3000/- till 2083/06/26 during office hours *in the account as specified below*.

For Bid Security	For Bid Document Fee
Name of the Bank, Rastriya Banijya Bank Limited, Singh Durbar	Bid Document Fee: NRs. 3,000/-
Name of the Office: DoNIDCR, Singhadurbar	Name of the Office: DoNIDCR, Singh Durbar
Account Name: Dharauti Account No: 1960100102030000 of ko.Le.Ni.Ka, Singh Durbar	Name of the Bank. Everest bank Limited, Singh Durbar Account No: 00100106200000
Office Code No:314013501	Office Code No: 314013501
	Revenue Code (Rajaswa Shirshak) No: 14229

5. Pre-bid meeting shall be held at Hall of Department of National ID and Civil Registration, Singhadurbar, Kathmandu at 1:00PM on 2083/06/14.
6. Sealed bids must be submitted to the office Department of National ID and Civil Registration, Singhadurbar, Kathmandu by hand/courier before 12:00 on 2083/06/27. 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 14:00 PM on 2083/06/27 at the office of Department of National ID and Civil Registration, Singhadurbar, Kathmandu. Bids must be valid for a period of 90 days from the bid submission deadline and must be accompanied by a bid security, amounting to a minimum of NPR 1,25000/- which shall be valid for 30 days beyond the validity period of the bid (i.e. 120 days from the bid opening date).
8. If the last date of purchasing and /or submission falls on a public holiday applicable to purchaser, 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. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Bids without assigning any reason, whatsoever