



Invitation for Bids

Government of Nepal
Ministry of Information and Communication
Department of Printing
Singhadurbar, Kathmandu

Invitation for sealed Bids

for the Procurement of Supply & Delivery of Printing Paper and Office Items

Date of publication: 2083-05-26

Invitation for Bids No: DOP/G/NCB-01/2083-84

1. **Government of Nepal (GoN)** has **allocated funds** towards the cost of **Supply & Delivery of Printing Paper and Office Items** and intends to apply part of the funds to cover eligible payments under the Contract for DOP/G/NCB-01/2083-84. Bidding is open to all eligible Bidders from all countries as defined in ITB Clause 4 (Eligible Bidders).
2. The Department of Printing invites **sealed** bids from eligible bidders for the procurement of **Supply & Delivery of Printing Paper and Office Items** 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 Printing, Singhadurbar, Kathmandu, Tel: +977-01-4211695, Email: info@dop.gov.np .
4. A complete set of Bidding Documents may be purchased from the office of the Department of Printing, Singhadurbar, Kathmandu, or the District Treasury Controller Office, Singhadurbar, by eligible Bidders upon the submission of a written application along with a copy of the company/firm registration certificate and upon payment of a non-refundable fee of **NPR 3,000.00 (Three Thousand Only)**. The payment can be made directly in cash or deposited into the specified bank account as detailed below, attaching the original bank deposit voucher with the application, till **2083-06-15** during office hours:

Information to deposit the cost of bidding document in Bank:
Name of the Bank: Rastriya Banijya Bank Name of Office : Department of Printing
Office Code no. : 358013501 Account no.: 1000100200010000
Rajaswa (revenue) Shirshak no. :14229
5. Sealed bids must be submitted to the office Department of Printing, Singhadurbar, Kathmandu by hand/courier on or before **12:00 noon** on 2083-06-16 . 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 **2:00 PM** on 2083-06-16 at the office of Department of Printing, 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 280000.00** which shall be valid for 30 days beyond the validity period of the bid (i.e. **2083-10-16**).

In case of Bid Security in cash the original bank deposit voucher of the said amount must be submitted along with the Bid.: Bank: Rastriya Banijya Bank, Account No.:1960100102030000
Name of office: District Treasury Controller office, singhadurbar
Name of deposit office: Department of printing, singhadurbar, Office code no.: 358013501
7. 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.

Handwritten signature
शाखा अधिकृत