

Section I. Invitation for Sealed Quotation

Name of the Office: National Judicial Academy

Address of the Office: Tarkeshwor -10, Manamaiju, Kathmandu

Invitation for Sealed Quotation for the procurement of *Supply and Delivery of Stationery Items*

Sealed Quotation No: 01/SQ/STAT/083-84

Date of first Publication: 2083/05/16

1. The *National Judicial Academy* invites sealed quotations from registered Suppliers for the supply, delivery and installation of *Supply and Delivery of Stationery Items*.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of *[National Judicial Academy, Tarkeshwor-10, Manamaiju, Kathmandu, info@njanepal.org.np, 01-4027449]*.
3. A complete set of Bidding Documents may be purchased from the office *National Judicial Academy, Tarkeshwor-10, Manamaiju* 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 NRs. 1000.00 till **2083/05/22** during office hours.
4. Bidders, submitting their bid hard copy, should deposit the cost of bidding document in the following account
Name of the Bank: Global IME Bank Ltd Name of Office: National Judicial Academy
Office Account no.: 30101010000452
5. Sealed bids must be submitted to the office *National Judicial Academy, Tarkeshwor-10, Manamaiju, Kathmandu* by hand on or before **12.00** on **2083/05/23**. 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 **2083/05/23 14:00 p.m.** at the office of Tarkeshwor-10, Manamaiju, Kathmandu. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of Rs. **44,500.00**, 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. **1100100102030000** at Rastriya Badijya Bank Ltd., Thamel Branch, Office Code 204613501 KO. LE.NI.KA. and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
7. 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.
8. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

