



Invitation for Sealed Bids



Janak Education Materials Centre Limited

Sanothimi, Bhaktapur, Nepal

Date of publication: September 18, 2026

Invitation for Bids No: JEMC/NCB/Service/7-2083/84

1. The Janak Education Materials Centre Limited invites *sealed* bids from eligible bidders for the procurement of **Insurance Service** under National competitive bidding – Single Stage Single Envelope procedures.
2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of Janak Education Materials Centre Limited, Sanothimi Bhaktapur, Telephone no. 016630787 and 9851115087 or may visit JEMC website <https://janakedu.org.np>
3. A complete set of Bidding Documents may download from <https://janakedu.org.np> or may be purchased from the office of Janak Education Materials Centre Limited, Sanothimi, Bhaktapur 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 3,000/- till 8 October, 2026 during office hours *in the account as specified below*.

Information to deposit the cost of bidding document in Bank:

Name of the Bank: Rastriya Banijya Bank

Name of Office: Janak Sikchhya Samagri Kendra

Account no.: 1110100000004001

4. Sealed bids must be submitted before 12:00 PM on October 9, 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 at 2:00 PM on October 9, 2026 at the office of Sanothimi Bhaktapur. Bids must be valid for a period of *90 days* from the date of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid, amounting to a minimum of NRs. 200,000/- which shall be valid for *30 days* beyond the validity period of the bid.
6. 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.