



Invitation for Bids

The Procurement of Supply and Delivery of Stationery Items

Government of Nepal

Ministry of Finance

Singhdurbar, Kathmandu

Date of publication: 2083/05/25

Invitation for Bids No: MoF/G/NCB/083-84/02

1. The **Ministry of Finance** invites *sealed* bids from eligible bidders for the procurement of *The Procurement of Supply and Delivery of Stationery Items 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 **Ministry of Finance, Singhdurbar, Procurement Unit, Administrative Division, procurement@mof.gov.np, 01-4211361, 01-4211301.**
3. A complete *set* of Bidding Documents may be purchased from the office **Ministry of Finance, Singhdurbar** and the office **Ministry of Finance, Singhdurbar** 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 **2083/06/14** 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 Ltd., Singhdurbar*
Name of Office: *Ministry of Finance*
Office Code no.: *305003501*
Office Account no.: *1000100200010000*
Rajaswa (revenue) Shirshak no.: *14229*
4. Pre-bid meeting shall be held at *Administrative Division, Ministry of Finance, Singhdurbar* at **2083/06/08, 2:00PM.**
5. Sealed bids must be submitted to the office **Ministry of Finance, Singhdurbar** by hand/courier on or before **12:00pm** on **2083/06/15**. Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend **2083/06/15, 14:00pm** at the office of *Administrative Division, Ministry of Finance, Singhdurbar*. Bids must be valid for a period of **90 days** from the date of bid opening and must be accompanied by a bid security amounting to a minimum of NRs. **3,50,000/-** (Three Lakh Fifty Thousand Ruppess only) which shall be valid for 30 days beyond the validity period.
7. If the last date of purchasing and /or submission falls on a public holiday² 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.