

INVITATION FOR SEALED BID

NIC ASIA Bank Limited solicits sealed Bid from interested Companies/Firms for **Supply and Delivery of A4 Photocopy Paper for the Bank.**

Quantity Requirement

SN	Items	Quantity
1	A4 Photocopy Paper	30,000 Reams

Interested Companies/Firms can obtain Bid Document from Bank's General Administration & Projects Management Ecosystem at Registered Office, Thapathali upon deposit of non-refundable Bid Document fee of NPR 7,500/- (NPR Seven Thousand Five Hundred Only).

Eligibility Criteria

- Bidder should be a registered entity under the applicable act.
- Bidder should have turnover of at least 10 Million in Latest Financial Year.
- Bidders should be able to produce authorization letter of distribution/dealership for the proposed product.

Documentation Requirement:

- Company/Firm Registration Certificate – Duly Notarized.
- Valid copy of PAN/VAT certificate – Duly Notarized.
- Valid copies of Tax clearance of Latest Financial Year – Duly Notarized.
- MOA and AOA – Duly Notarized.
- Latest Share Register (Share Lagat) – Duly Notarized.
- Latest Director Register (Sanchalak Lagat) – Duly Notarized.
- Latest Company Update (Company Adhyawodhik) in case of firms Renewal from –Department of Commerce/Industry - Duly Notarized
- Appreciation letter/ Reference letters to back the claim of experience.
- Authorization certificate for distribution/dealership of proposed brand.
- Additional Documents as Prescribed in Bid Document.

Sealed Bid for all the requirements mentioned above are to be submitted within close of business on 19th May 2021 in the prescribed format. Sealed Bid should be addressed to General Administration & Projects Management Ecosystem. Sealed Bid received after the deadline will not be accepted.

Bid shall be opened on 23rd May 2021 at 11:00 AM at Registered Office, NIC ASIA Bank. NIC ASIA Bank account number to deposit the Bid Document fees: 00983655241001



बैंक पनि साथी पनि

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