

## REQUEST FOR QUOTATION

NIC ASIA Bank invites sealed quotations from interested Company/Firm for **Printing and Delivery of Annual Report of the Bank.**

Particulars	Quantity (units)
Printing and Delivery of Annual Report (Nepali)	1,000

Interested Company/Firm can obtain RFQ Document from Bank's General Administration & Projects Management Department at Registered Office, Thapathali upon deposit of non-refundable RFQ document fee of NPR 3,000.00/- (NPR Three Thousand only) in the Bank account specified below:

Bank: NIC ASIA Bank

A/C Name: Miscellaneous Income

A/C No.: 00983655241001

### Eligibility Criteria:

- Applicant must be a registered entity under the applicable Act of Nepal.
- Applicant should have prior experience in the related field.
- Applicant should have annual turnover of at least NPR 10 Million in the latest financial year.

### Document 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). For firms, renewal certificate from Department of Commerce/Industry) – Duly Notarized
- Other document as prescribed in RFQ Document.

Duly filled RFQ document must be addressed to General Administration & Projects Management Department and submitted in person within the close of business hours on 23rd January 2025 in the prescribed format. RFQ documents received after the deadline will not be accepted. If the last date of purchasing and/or submission falls on a public holiday, next working day shall be considered as the last date.

Vendors already listed with NIC ASIA Bank for FY 2081/82 are not mandatorily required to submit above mentioned notarized documents.

NIC ASIA Bank reserves the right to accept the offer wholly or partially, annul or modify the Bid process and reject all proposals without assigning any reasons whatsoever.