

## INVITATION FOR SEALED QUOTATION

NIC ASIA Bank invites sealed quotation from interested Companies/Firms for **Annual Maintenance Contract (AMC) Service of below listed Items:**

**Quantity:**

SN	Description
1	Generators of the Bank
2	CCTV Systems, EPABX Systems, Intruder & Smoke Detector/Fire Alarm Systems of the Bank
3	UPS Systems including Batteries of the Bank
4	Air-Conditioners (ACs) of the Bank
5	Other various Office Equipment's of the Bank
6	Various Office Furniture's of the Bank
7	Electrical and Plumbing works at Head Office, Provincial Offices, Branches and Extensions Counters of the Bank
8	Painting at Head Office, Provincial Offices, Branches and Extensions Counters of the Bank

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 1,000/- (NPR One Thousand Only) each in the Bank account as specified below:

Bank: NIC ASIA Bank

A/C Name: Miscellaneous Income

A/C No.: 00983655241001

**Eligibility Criteria:**

- The applicants should have at least 3 years of company registration.
- The applicant should have experience of related AMC Service in at least 3 Institutions of Nepal.
- The applicants should have annual turnover of at least NPR 5 Million in Latest Financial Year.

**Document Requirement:**

- Company/Firm Registration Certificate – Duly Notarized.
- Valid copy of PAN/VAT certificate – Duly Notarized.
- Valid copies of Tax Paid Certificate of latest Fiscal 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 letter issued by Commercial Bank(s)/ renowned corporate houses to back the claim of experience.
- Other required documents as mentioned in RFQ Document.

Sealed RFQ with required documents mentioned above are to be submitted within close of business on 14<sup>th</sup> May 2024 in the prescribed format. If the last date of submission falls on a public holiday, the next working day shall be considered as the last day. All RFQ documents should be addressed to General Administration & Project Management Department. Sealed RFQ documents received after the deadline will not be accepted. RFQ opening date shall be notified to participating applicants through email.

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