

INVITATION FOR SEALED QUOTATION

First Notice Published on 08th May, 2024

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 21st 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.