

## INVITATION FOR SEALED BIDS

NIC ASIA Bank invites Bids from reputed and experienced creative branding and digital marketing agencies/companies/firms for providing comprehensive branding and digital marketing services as follows:

1. Strategic Media Partner/Creative Agency
2. Digital Branding Agency

Interested Company/Firm can obtain RFP Document from Bank's General Administration & Projects Management Department at Registered Office, Thapathali upon payment of non-refundable Bid document fee of NPR 5,000.00/- (NPR Five Thousand only) for each set of Bid document in the Bank account specified below:

Bank: NIC ASIA Bank

A/C Name: Miscellaneous Income

A/C No.: 0098365241001

### Eligibility Criteria for Strategic Media Partner/Creative Agency:

- Bidder should have at least 5 years of Company/Firm registration.
- Bidder should have related work experience in at least 3 institutions preferably BFIs of Nepal.
- Bidder should have annual turnover of at least NPR 10 Million in latest Financial Year.

### Eligibility Criteria for Digital Branding Agency:

- Bidder should be a registered entity under the applicable Act of Nepal.
- Bidder should have related work experience in at least 3 institutions preferably BFIs of Nepal.
- Bidder should have annual turnover of at least NPR 5 Million in latest Financial Year.

### 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) or firm renewal documents - Duly Notarized.
- Other required documents as mentioned in Bid Document

Bid document must be addressed to General Administration & Projects Management Department and submitted in person within the close of business hours on 11<sup>th</sup> March 2025 in the prescribed format. Bid 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. Financial proposal opening date shall be notified to the participating Bidders through email.

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