

## INVITATION FOR SEALED QUOTATION

NIC ASIA Bank invites sealed quotation from interested Companies/Firms for Procurement of **Outdoor Greenery and nursery management services at Bank's premises as specified in table below:**

SN	Scope of Works
1	Outdoor Greenery and Nursery Management services in Bank's property located at Dhapasi, Kathmandu

Interested Company/Firm can obtain RFQ Document from Bank's General Administration & Projects Management Department at Corporate Office, Kamaladi upon deposit of non-refundable RFQ Document fee of NPR 1,000/- (NPR One Thousand Only) in the Bank account as specified below:

Bank: NIC ASIA Bank  
A/C Name: Miscellaneous Income  
A/C No.: 00983655241001

### Eligibility Criteria:

- The applicants must be registered entity under the applicable act of Nepal.
- The applicants should have related work experience of any two BFIs/ renowned corporate houses of Nepal.
- The applicants should have annual turnover of at least NPR 10 Million in Latest Financial Year

### Documentation Required:

- 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 BFIs/ renowned corporate houses of Nepal 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 27<sup>th</sup> August 2025 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 all 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.*