

INVITATION FOR SEALED QUOTATION

NIC ASIA Bank invites sealed quotation from interested Company/Firm for **Procurement of Courier Service.**

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 1,000.00/- (NPR One 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 Applicable Act of Nepal
- Applicant must have related work experience in at least 3 organizations/BFIs of Nepal
- Applicant must have an annual turnover of at least NPR 3 million in FY 2080-81.

Document Requirement:

- Company/Firm Registration Certificate – Duly Notarized.
- Valid copy of PAN/VAT certificate – Duly Notarized.
- Valid copies of Tax clearance of 2080/81 – 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 from Department of Commerce/Industry – Duly Notarized
- Appreciation letter/ Reference letter issued by reputed organization to back the claim of experience.
- Other required documents as mentioned in RFQ Document.

NOTE: Listed Vendors for fiscal year 2081/82 of the Bank are not mandatorily required to submit the notarized copies of above mentioned documents.

Sealed RFQ document must be addressed to General Administration & Projects Management Department and submitted in person within the close of business hours on 27th February 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. RFQ opening date shall be notified to the 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.