



Government of Nepal
Ministry of Federal Affairs & General Administration
Provincial and Local Governance Support Programme

Programme Co-Ordination Unit (PCU)



Ref. No.: 128-28/29

Singhadurbar, Kathmandu

Date: November 16, 2021

Invitation for Sealed Quotation for the procurement of Stationery and Other Goods

Sealed Quotation No: 02/2078/79

Date of first Publication: November 16, 2021

1. The Provincial and Local Governance Support Programme, Sighdurbar, Kathmandu invites sealed quotations from registered Suppliers for the supply and delivery of **Stationery and Other Goods**.
2. *Eligible Bidders may obtain further information and inspect the Bidding Documents at the Provincial and Local Governance Support Programme, Sighdurbar, Kathmandu.*
3. *A complete set of Bidding Documents may be purchased from the Provincial and Local Governance Support Programme, Sighdurbar, Kathmandu by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of NRs. 1000.00 till November 30, 2021 during office hours.*

Payment should be made in the following revenue account -

Revenue Head: 14229 Account No: 1000100200010000 Bank: Rastriya Banijya Bank, Sighdurbar
Office Code: 365003502 Pradesh Tatha Sthaniya Sasan Sahayog Karyakram

4. *Sealed bids must be submitted to the Provincial and Local Governance Support Programme, Sighdurbar, Kathmandu by hand on or before 12:00 Noon December 1, 2021. Bids received after this deadline will be rejected.*

The bids will be opened in the presence of Bidders' representatives who choose to attend at 14:00 December 1, 2021 at Provincial and Local Governance Support Programme, Programme Coordination Unit, Sighdurbar, Kathmandu. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of NRs. 25,000/-, which shall be valid for 30 days beyond the validity period of the bid. If bidder wishes to submit the Cash Security, the cash should be deposited in the following account and submit the receipt of the deposited amount of cash along with the Sealed Quotation.

Bank Name: Rastriya Banijya Bank Address: Sighdurbar, Kathmandu

Account holder's Name: Kosh tatha Lekha Niyantarak Karyalay

Account Number: Ka-2.3 (Dharauti) Khata 1960100102030000

Office Code: 365003502 Pradesh Tatha Sthaniya Sasan Sahayog Karyakram

5. *If the last date of purchasing and/or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.*
6. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

| S Q No. | Particulars | Last date of bid purchase | Last date of bid Submission | Bid Opening Date and Time | Form Fee | Total Cost Estimation (without VAT) | Bid Security Amont |
|-----------|--|-----------------------------------|-------------------------------|-------------------------------|--------------|-------------------------------------|--------------------|
| 02/078/79 | Supply and delivery of Stationery and Other Goods | November 30, 2021 Office Hours | December 1, 2021 12:00 Hrs | December 1, 2021 14:00 Hrs | NRs 1,000.00 | NRs. 8,84,647.00 | NRs. 25,000.00 |

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