



Government of Nepal
Ministry of Home Affairs
Department of National ID and Civil Registration
Singh Durbar, Kathmandu

Invitation for Bids for Supply and Delivery of Stationery and office Materials

Date of publication: 2081/06/07[23 September, 2024]

Notice No.1

IFB No./Contract No: **DoNIDCR/G/NCB/1-2081-82**

1. Department of National ID and Civil Registration invites *electronic* bid (e-bid) from eligible bidders for Supply and delivery of Stationery and office Materials of National competitive bidding Single Stage Two Envelope procedures.
2. Under the Single Stage, Two Envelope Procedure, Bidders are required to submit simultaneously two separate sealed envelopes, one containing (i) Technical Bid and other (ii) the Price Bid, both in turn enclosed in one sealed envelope as per the provision of ITB 23 of the Bidding Document.
3. Eligible Bidders may obtain further information and inspect the bidding documents at Department of National Id and Civil Registration, Procurement Section, Telephone No.01-4200495, Ext. 131 Singh Durbar, Kathmandu or may visit PPMO eGP system www.bolpatra.gov.np/egp.
4. Bidder who chooses to submit their bid electronically may purchase the hard copy of the bidding documents as mentioned above or may download the bidding document for e-submission from PPMO's e-GP system www.bolpatra.gov.np/egp. Bidders, submitting their bid electronically, should deposit the cost of bidding document in the following Rajaswa (revenue) account as specified below.

For Bid Security	For Bid Document Fee
Name of the Bank, Rastriya Banijya Bank Limited, Singh Durbar	Bid Document Fee: NRs. 3,000/-
Name of the Office: DoNIDCR, Singha Durbar	Name of the Office: DoNIDCR, Singh Durbar
Account Name: Dharauti Account No: 1960100102030000 of ko.Le.Ni.Ka, Singh Durbar	Name of the Bank. Everest bank Limited, Singh Durbar Account No: 00100106200000
Office Code No:314013501	Office Code No: 314013501
	Revenue Code (Rajaswa Shirshak) No: 14229

5. Pre-bid meeting shall be held at Department of National ID and Civil Registration Singh Durbar, Kathmandu at 2:00 P.M. on 2081/06/22 (Sharp Time).

[Handwritten Signature]



6. Electronic bid must be submitted to the office through PPMO's e-GP system www.bolpatra.gov.np/egp on or before **12:00 Noon** on 2081/07/07. Bid received after this deadline will be rejected.
7. Bids will be opened in the presence of Bidders' representatives who choose to attend at 2:00 P.M. on 2081/07/07 at the office of Department of National ID and Civil Registration, Singh Durbar, Kathmandu. Bids must be valid for a period of 90 days from the date of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid, amounting to a minimum of NRs. **185,000.00** which shall be valid for 30 days beyond the validity period of the bid (2081/11/07)
8. If the last date of purchasing and 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 and bid security shall remain the same as specified for the original last date of bid submission.
9. Department of National ID and Civil Registration reserves to accept or reject the bids without assigning any reason whatsoever.
10. Any matters not covered by this notice shall be in according to prevailing Public procurement Act 2063, Public Procurement Regulations, 2064 and other Prevailing Government rules.