



## Invitation for Sealed Quotation

Name of the Office: Nepal Rastra Bank

Address of the Office: **General Service Department, Baluwatar**

Sealed Quotation No: SQ/Goods/01/2074/75 and SQ/Goods/02/2074/75

Date of first Publication: 2074/10/24

1. The Nepal Rastra Bank (NRB), **General Service Department, Baluwatar** invites sealed quotations from registered Suppliers for the **printing and supply of Office Calendar (Wall and Table) 2075, NRB News Special Publication 2075/NRB Diary 2075**.
2. Interested eligible Suppliers may obtain further information and inspect the Sealed Quotation Forms at the office of Nepal Rastra Bank **General Service Department, Baluwatar**.
3. Sealed Quotation Forms may be purchased by eligible suppliers on the submission of a written application and upon payment of a non-refundable fee of **Rs. 1,000.00**.
4. Sealed Quotations must be submitted to the above office on or before 12:00 Noon on 2074/11/10. Quotation received after this deadline shall not be accepted.
5. Quotations must be valid for a period of **45 days** from the last date of submission of Sealed quotations and must be accompanied by Cash Security or Bank Guarantee, amounting to NRs 33,000.00 Calendar (both Wall and Table), NRs 24,000.00 for NRB Diary 2075 and NRs.21,000.00 for NRB News Special Publication 2075 which shall be **valid for 75 days** from the last date of submission of Sealed Quotations.
6. If bidder wishes to submit the Cash Security, the cash should be deposited in Sundry Creditors Account No 1109901/011/000/524 at Nepal Rastra Bank, **Banking Office, Thapathali** and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
7. Sealed Quotation shall be opened in the presence of supplier's authorized representative who choose to attend at 12:30 PM on 2074/11/10 at the Nepal Rastra Bank, **General Service Department, Baluwatar**.
8. If the last date of purchasing, submission and opening falls on a public holiday then the next working day shall be considered the last day.
9. Nepal Rastra Bank reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.
10. **For inquiry contact** Nepal Rastra Bank, **General Service Department, Baluwatar Internal Administration Section. Ph. no. 4419804, 4419805 Ex. 365, 366**