



Invitation for Bid

National Examinations Board (NEB)
Sanothimi, Bhaktapur, Nepal
**Printing and Delivery of Transcript, Migration, Provisional,
Supplementary and Original Certificates.**

NEB/ICB/STANDING List/Security Printing/ 9/2074/075

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1. The National Examinations Board Nepal invites sealed bids from the qualified bidders, who are under National Examinations Board's (NEB) standing list of security printers for Printing, Supply and Delivery to Transcript, Migration, Provisional, Supplementary and Original Certificates.
2. Bidding will be conducted through the letter of invitation to all the security printers which are included in NEB's standing list.
3. Interested Security Printers may obtain further information from NEB, Personnel Administration and Human Resource Development Division, Sanothimi, Bhaktapur, Nepal. The contact address is given below.
4. Bidding Documents can be purchased by interested bidders having an agent in Nepal with the submission of a written Application to Personnel Administration and Human Resource Development Division of NEB and upon payment of a non refundable fees of NRS. 3000 or in equivalent US\$ or Indian Rupees either by a Bank Check or by depositing to the NEB Account Number 173000001301 in Rastriya Banijya Bank, Sanothimi, Bhaktapur Branch, within 30 days of issue notice.
5. The Bidders having no agent in Nepal may receive an attached soft copy of Bid Document in an address given during the preparation of standing list by the interested security printers. Such Bidders must submit a cash deposited voucher to the Account No. 173000001501 of NEB in Rastriya Banijya Bank Sanothimi, Bhaktapur Branch or in any acceptable form of payment at the time of Bid submission without which, the bids shall not be accepted.
6. All bids should be accompanied by a Bid Security Amounting to NRS 1,70,000 or in equivalent US\$ or Indian Rupees either.
7. The Bid must be addressed and submitted to National Examinations Board, Personnel Administration and Human Resource Development Division, Sanothimi, Bhaktapur, Nepal premises till 12:00 noon on the last date of bid submission on 24 December 2017. All the bids received by the due date of bid submission shall be opened on the same day at 13:00 PM at the NEB premise in the presence of all bidders or their authorized representatives who choose to attend.
8. In case, where a bidder has appointed his/her agent in Nepal in submitting a bid, he/she shall have to specify Name and address of the agent, figure of commission the agent entitled, the types of currency and the mode of payment, agreement with the agent and his/her permanent Account Number Registration Certificate and letter of acceptance by him/her to become an agent.
9. The Bidders are required to submit a sample sheet of paper required grammage with 22mm round hot stamping hologram as per the specification specified in the Bid document.
10. The NEB reserves every right to reject any or all bids or accept wholly or partially without assigning any reason thereof.
11. The Bidders are also allowed to procure and submit bid documents through Electronic Bidding Form, which can be downloaded from <http://www.bolpatra.gov.np/egp> Public Procurement and Monitoring Office (PPMO) of Nepal.

National Examinations Board (NEB)

Sanothimi, Bhaktapur, Nepal

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