

National Natural Resources and fiscal commission
Singhdurbar, Kathmandu
**Invitation for Sealed Quotation for the Supply and Delivery of
Stationery & Office goods**

Sealed Quotation No: 1/NNRFC/SQ/2076/77

Date of Publication: 2076/4/21 (6 August, 2019)

1. The National Natural Resources and fiscal commission, Singhdurbar, Kathmandu invites sealed quotations from registered Suppliers for **the supply and delivery of Stationery & Office goods** mentioned below.

SQ No.	Description of Goods to be Supplied and Delivered	Supply and Delivery Site	Bid Security Amount NRs.	Fee for Bid Document NRs.
1/NNRFC/S Q/2076/77	Stationery & Office goods	National Natural Resources and Fiscal Commission, Singhdurbar, Kathmandu	44,000/-	1,000/-

2. Eligible Bidders may obtain further information at the office of National Natural Resources and fiscal commission, Singhdurbar, Kathmandu or may visit NNRFC website: www.nnrfc.gov.np.
3. A complete set of bidding documents may be purchased from the office of National Natural Resources and fiscal commission, Singhdurbar, Kathmandu by eligible Bidders by submitting a written application, along with notari attested copies of company/firm registration certificate valid for F.Y. 2076/77, VAT Registration Certificate, Tax Clearance Certificate of F.Y. 2074/75 and upon payment of a non-refundable fee of **NRs 1000 (one thousand only) till 2076/05/03** during office hours. Bidders should deposit the cost of bidding document in the following Rajaswa (revenue) account as specified below.

Information to deposit the cost of bidding document in Bank:

Name of the Bank: **Everest Bank Limited, Singhdurbar**

Name of Office: **National Natural Resources and fiscal commission, Singhdurbar, Kathmandu**

Office Code no.: **220-00-35-01**

Office Account no.: **00100106200000**

Rajaswa (revenue) Shirshak no.: **14229**

4. Sealed Quotations must be submitted to the office National Natural Resources and fiscal commission, Singhdurbar, Kathmandu by hand/courier **before 12:00 noon on 4 Bhadra, 2076**. Sealed Quotations received after this deadline will be rejected.
5. The Sealed Quotations will be opened in the presence of Bidders' representatives who choose to attend at **14:00 pm on 4 Bhadra, 2076** at the office of National Natural Resources and fiscal commission, Singhdurbar, Kathmandu. Sealed Quotations must be valid for a

period of **45 days** after Sealed Quotations opening and must be accompanied by a **bid security amounting to a minimum of 44000.00 (in words NRs. Forty Four Thousands only)**, which shall be valid for 30 days beyond the validity period of the Sealed Quotation.

6. If the Bidder wishes to submit the Bid Security in the form of cash, the cash should be deposited in Deposit Account No. **00100105201268** in the name of District Treasury Controller Office, Singhdurbar, Kathmandu, Office code no. **220-00-35-01**, at Everest Bank Limited, Singhdurbar and submit the receipt of the deposited amount of cash along with the Sealed Quotation.
7. 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.
8. The National Natural Resources and fiscal commission, Singhdurbar, Kathmandu reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

**National Natural Resources and Fiscal Commission,
Singhdurbar, Kathmandu.
Telephone No. 4200592, 4200653**