

## Invitation for Bids

Government of Nepal,

Ministry of Home Affairs

**Department of Immigration**

Kalikasthan, Dillibazar, Kathmandu, Nepal

Date of publication: 2080/11/03

Invitation for Bids No: DOI/G/NCB-07/2080-81

1. The *Department of Immigration* invites *electronic* bids from eligible bidders for the procurement of *The Supply, Delivery, Installation and Support of Ribbon Cartridge and Sticker of Label printer* under National competitive bidding – Single Stage Single Envelope procedures.

2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of *Procurement Unit of Department of Immigration, Kalikasthan, Kathmandu, Email: info@immigration.gov.np, Tel No: +977-01-4529659/4529660, Fax: +977-01-4433935/4433934.* or may visit PPMO egp system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).

3. A complete set of Bidding Documents may be purchased from the office *Department of Immigration, Kalikasthan, 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 **3000** till **2080/12/02** during office hours.

Or

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 documents for e-submission from PPMO's e-GP system [www.bolpatra.gov.np/egp](http://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 .

### Information to deposit the cost of bidding document in Bank:

Name of the Bank: *Global IME Bank Ltd.* Name of Office: *Department of Immigration*  
Office Code no. **314033501(new)/27-314-16(old)** Office Account no.: **0004010000001**  
Rajaswa (revenue) Shirshak no. **14229**

4. Pre-bid meeting shall be held at *Department of Immigration, Kalikasthan, Kathmandu* at **2080/11/12 13:00 PM**

5. Electronic bids must be submitted through PPMO's e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before **12PM** on **2080/12/03**. Bids received after this deadline will be rejected.

6. The bids will be opened in the presence of Bidders' representatives who choose to attend at **2PM** on **2080/12/03** at the office of *Department of Immigration, Kalikasthan*. 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. **1,15,000 (NRs. One lakh fifteen thousand only)**, which shall be valid for 30 days beyond the validity period of the bid (i.e. **2081/03/29 / 13 July 2024**).

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 cases the validity period of the bid and bid security shall remain the same as specified for the original last date of bid submission.