

**Embassy of India
Kathmandu**

Notice Inviting Bids

Embassy of India invites sealed tenders from established / reputed Printing agencies under two bid system (Technical and Financial Bid) for providing rates of printing works for Embassy of India, Kathmandu.

2. Further information available on website www.indembkathmandu.gov.in and eprocure.gov.in. Further details and any other relevant information in this regard can be had from Attache(Admin), Embassy of India, Kathmandu.
3. Last date for receipt of sealed bids will be 17:00 hrs. on 11th March, 2020.
4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

Kat/Adm/875/01/2020

**Sd/-
(Head of Chancery)
Embassy of India, Kathmandu**

TENDER DOCUMENT FOR PROVIDING RATES OF PRINTING WORKS FOR EMBASSY OF INDIA, KATHMANDU (NEPAL)

NO.KAT/ADM/875/01/2020

Important Dates	
Published date	19.02.2020
Bid document download start date	19.02.2020
Bid submission start date	19.02.2020
Clarification Start Date	19.02.2020
Clarification End Date	10.03.2020
Bid submission end date	11.03.2020
Date of Bid opening	16.03.2020

Important Information

1. Validity & Extension of Contract: The work would be assigned initially for a period of one year which may be extended for a further period of two years (one year at a time) at the sole discretion of the Embassy of India, Kathmandu on the existing terms and with the written consent of the Agency.

2. Submission of bids: The bidders should submit their bids to the office of Head of Chancery, Embassy of India, Kathmandu. (i) Technical Bid: The bidding agencies are required to submit documents as detailed in Annexure I. (ii) Financial Bid: to be submitted in the format as given in Annexure II. (iii) Validity of Bid: Quoted rates must be valid for a period of 120 days from the date of opening of Technical Bids. However, the tendered should have no objection to extend it, if required by the Embassy.

Annexure I
Pre-Qualification/Evaluation/Exclusion Criteria

Sl.No.	Particulars	Details
1	Experience	(a) Agency should have experience of minimum 5 years in such type of work. (b) Preference will be given to those agencies which have experience in working with Diplomatic Missions / Govt. Departments/Hotels.
2	PAN No./ Registration No.	Agency should have a valid PAN number and Registration number. Documentary proof is to be attached.
3	VAT	Certificate that agency pays VAT regularly and their VAT dues are cleared.
4	Certificate	Certificate that the company has not been blacklisted by the Government of Nepal or any other agency of the government.
5	Turnover	The agency should attach copies / documentary proof of last 3 years turnover.

Annexure II

Sl. No.	Name of Items	Size	Amount In NRs. (inc. VAT)	Remarks
1.	Letter Head 80gm Bond paper (Quantity 1000)	a) A4 b) A4 1/2 c) A4 1/3		
2.	Letter Head 80gm (Quantity 1000)	a) A4 b) A4 1/2 c) A4 1/3		
3.	File cover (printed Embassy of India) (Quantity 1000)	Per piece (26 kg board)		
4.	File Band (Quantity 1000)	Per piece		
5.	Register with hard cover & cloth banding (Quantity 10)	a) 57.5x42cm (400 pages) b) 36.5x25cm (Normal) c) 28x20cm (Log Book)		
6.	Envelopes (Quantity 1000)	a) 24x11cm b) 29.5x12.cm c) 25.5x20.5cm d) 33.5x25.5cm e) 39.5x28.5cm f) 40.5x30.5cm		
7.	Envelopes with cloth inner (Quantity 1000)	a) 33.5x25.5cm b) 40.5x30.5cm		
8.	Printed Invitation Card with golden embossing logo & Envelopes (Quantity 1000)	a) 17.5x12cm Rectangle b) 17.5x12cm Head c) 10x13cm last corner		
9.	Bags Handmade Nepali Paper (Quantity 1000)	a) Big b) Medium c) Small		
10.	Self ink Stamp	Rubber		
11.	Brass Name Plate	with framing (12x5")		
12.	Identity Card Print (Quantity 100)	Print		
13.	I-Card Ribbon (Quantity 100)	Print		
14.	Spiral Note Book	a) Medium b) Small		
15.	National Flags	a) Buntings b) Big (Strings) c) Small (Strings)		
16.	Cash Receipt book	3 colour (50 per pad sheet, print & numbering)		
17.	Treasury Challan	A3 (Per book 100 pages)		
18.	Application form for issue of limited period identification certificate	A4 (Per book 100 pages)		
19.	Form for requested for granting permission to re-enter India	A3 Letter Head with emblem (Per book 100 pages)		

20.	Form for Register	A4 both side(Per book 100 pages)		
21.	Application for Marriage registration	A4 (Per book 100 pages)		
22.	Affidavit form	A4 (Per book 100 pages)		
23.	Form XVII (Citizenship)	A4 both side (Per book 100 pages)		
24.	Form- H Certificate of entry of a birth of an Indian Citizen's	A5 (Per book 100 pages)		
25.	Form-"C" Certificate of Death of an Indian Citizen	A5 (Per book 100 pages)		
26.	Main Passport application form	A4 both side 8 pages per set		
27.	Personal particular form	A4 (Per book 100 pages)		
28.	Application form for Miscellaneous services on Indian Passport	A4 both side 4 pages per set		

Declaration by the Firm/Agency

This is to certify that I/WE before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

TIN No:

Full Address:

Date:

Phone No. (O):