

INVITATION OF EXPRESSION OF INTEREST FOR VENDOR LISTING

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Siddhartha Bank invites Expression of Interest (EOI) from national firms/companies for the enlistment as shortlisted suppliers, service providers and contractors for the Bank from for a period of one year for regular supply of following goods, services and work:

S.N	Category	Items and Remarks
1	Office printing Items	Account Opening Forms and Different Application Forms, Deposit Slips, Note Binding Slips, Envelopes, Credit Files etc.
2	Security Printing Items	MICR Cheque, Requisition Slip, Record Slip and Cheque Cover, FD Receipt, Statement Paper, Letter Head, Withdrawal Slip etc.
3	Stationery Items	Photocopy Paper, Nepali Paper, Hanger File, Index Files, Record File, ATM Receipt Paper, Rubber Band, Ball Pen etc.
4	Cartridge Items	Cartridge, Toner and Refill Kit for Canon, HP, EPSON, Pantum, Ricoh Printers.
5	Courier Services	Delivery of documents and parcels to Province/Sub Province Offices, branches outside Kathmandu Valley.
6	Air Ticketing	Domestic and International Ticketing Services
7	Interior Works	Interior Civil/Furniture Works, Electrical and Allied Works

Minimum Eligibility/Criteria:

Category	Criteria 1: Average Annual Turnover (FY 75/76, FY 76/77, FY 77/78)	Criteria 2: Similar Work Experience in last 3 years*	
		Client(s)	Supply Value (NPR)
Office Printing Items	NPR 10 Million	Min 1 Organization	NPR 25 Million
Security printing Items	NPR 5 Million	Min 5 Organizations	NPR 15 Million
Stationery Items	NPR 10 million	Min 1 Organization	NPR 30 Million
Cartridge Items	N/A	Min 2 Organizations	N/A
Courier Services	NPR 8 Million	Min 3 Organizations	NPR 5 Million
Air Ticketing	NPR 5 Million	Min 1 Organization	NPR 6 Million
Interior Works	NPR 5 Million	Min 5 projects (above 1000 Sq.Ft.)	NPR 20 Million

General Terms and Conditions:

Id Document Fee : NPR 1000 per category EOI document (Non Refundable)
Bid Security Amount : NPR 10,000 per category (Refundable Cash Margin)
Submission Deadline : 12 February 2023, Within 5 PM
Submission Place : General Administration Department, Head Office, Hattisar

The detailed scopes of works, specifications, terms and conditions, shortlisting procedures can be found in EOI document. Interested and eligible parties can purchase the EOI document from the Bank's General Administration Department at Head Office, Hattisar.

Document Requirement:

- Notarized copies of Firm/Company Registration Certificate.
- Notarized copies of PAN/VAT Registration Certificates.
- Notarized Tax Clearance Certificate for the Fiscal Year 075/76, FY 076/77, FY 077/78

Note: The Bank reserves the right to accept/reject any or all proposals with or without assigning any reasons whatsoever.