



Government of Nepal  
National Examinations Board



## Office of the Controller of Examinations Grade 10

Sanothimi, Bhaktapur

### Invitation for Sealed Quotation

Date of Publication: 2081/01/10

1. The *Office of the Controller of Examinations Grade 10, Sanothimi, Bhaktapur* invites sealed bids (Quotation) from eligible bidders for the procurement of **Printing & Delivery of SEE Mark/Grade Ledger and Certificate. Only eligible bidders with the following key qualifications should participate in this bidding.**

S. No.	Name of Contract	Contract Identification No.	Bid Security (NRs)	Bid Document Fee (NRs)	Bid Opening Date	Remarks
1.	Printing & Delivery of SEE Mark/Grade Ledger and Certificate	<b>SQ No. 02/2080-81</b>	52,000.00	1000.00	2081-01-25 13:00Hrs	

2. Eligible Bidders, those who may obtain further information and inspect the bidding (Sealed Quotation) documents at the *Office of the Controller of Examinations Grade 10, Sanothimi, Bhaktapur*, Telephone No. 01-6630739.
3. Bidding documents can be purchased from the *Office of the Controller of Examinations Grade 10, Sanothimi, Bhaktapur* by eligible Bidders on the submission of a written application, along with the copy of Company/Firm Registration Certificate, Pan/VAT Certificate, Tax Clearance Certificate for the F/Y 2079/080 and upon payment of a non-refundable fee of **Rs. 1000.00 during office hour on or before 2081-01-24**
4. Sealed Bids must be submitted to the *Office of the Controller of Examinations Grade 10, Sanothimi, Bhaktapur* by **12:00 noon on 2081-01-25**. Document received after this deadline shall not be accepted.
5. Bids shall be opened in the presence of Bidders' representatives who choose to attend at **1:00 PM on 2081-01-25** at the *Office of the Controller of Examinations Grade 10, Sanothimi, Bhaktapur*. Bids must be valid for a period of **90** days counting from the day of bid opening and must be accompanied by bid security amount of **Rs. 52,000.00 (Inclusive of VAT)** which shall be **valid for minimum 30 days** beyond the bid validity period. If Bidders wish to submit the bid security in the form of cash, the cash should be deposited in Office of the Controller of Examinations Grade 10 **Office Code 350313301, District Treasury Comptroller Office Bhaktapur Account No. 0190100002003000001** at Nepal Bank Limited, Kamalbinayak, Bhaktapur and submitted the bank voucher of the deposited amount of cash along the bid.
6. If the last date of purchasing, submission and opening falls on a government holiday then the next working day shall be considered as the last day. In such a case the bid validity and bid security validity shall be recognized with effect from the original bid submission deadline.
7. Bids must be clearly marked with "**Bids for the procurement of Printing & Delivery of SEE Mark/Grade Ledger and Certificate**". Bids submitted after deadline, not sold by this office, not sealed and not meeting stated requirements as mentioned in this document shall not be accepted.
8. Any additional matters not covered by the invitation notice and mandatory information shall be in accordance with prevailing Public Procurement Act 2063 (with first amendment 2073) and Public Procurement Regulation 2064 (with latest amendment 2078) of the Government of Nepal.
9. The *Office of the Controller of Examinations Grade 10, Sanothimi, Bhaktapur* reserves the right to accept or reject, wholly or partly any or all the bids without assigning reason, whatsoever.