Invitation for Sealed Quotation

Name of the Office: Public Service Commission
Address of the Office: Kamalpokhari, Kathmandu

Date of Publication: 2083-06-15 (2026.10.01)

1. The Public Service Commission invites Sealed Quotations from registered Suppliers for the supply and delivery of following goods and services.

S.N.	Contract ID No.	Particulars	Bid Security Amount (NRS)	Cost for Bid Document(NRS)
1	PSC-01/2083/84	Supply of Photocopy Paper	47877.00	1000.00
2	PSC-02/2083/84	Supply of Envelope and Cloth Bag	48134.00	1000.00
3	PSC-03/2083/84	Supply of Photocopy and Printer Toner Cartridge	48257.00	1000.00
4	PSC-04/2083/84	Supply of Office Goods and Stationery	48152.00	1000.00

2. Eligible Bidders may obtain further information and inspect the Bidding Documents at Public Service Commission, Kamalpokhari, Kathmandu, Nepal at office hrs. Telephone no. 01-4771492 or may visit PSC website www.psc.gov.np.

3. A complete set of Bidding Documents may be purchased from the Public Service Commission, Kamalpokhari, 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. 1000.00 till **2083.06.21(2026.10.07)** during office hours.

4. Sealed bids must be submitted to the office **Public Service Commission, Kamalpokhari, Kathmandu** by hand on or before **12:00** on **2083.06.22 (2026.10.08).** Bids received after this deadline will be rejected.

5. The bids will be opened in the presence of Bidders' representatives who choose to attend **at 14 hrs. 2083.06.22 (2026.10.08)** at Public Service Commission, Kamalpokhari, Kathmandu. Bids must be valid for a period of 45 days after bid opening and must be accompanied by minimum bid security amount, which shall be valid for 30 days beyond the validity period of the bid. If bidder wishes to submit the Cash Security, the cash should be deposited in **Deposit Account Holder's Name: District Treasury Controller Office, Babarmahal, Deposit Account No. [120-1200-001-002524] at [Nepal Rastra Bank, Thapathali Kathmandu]** and submit the receipt of the deposited amount of cash along with the Sealed Quotation.

6. 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.

7. The Purchaser reserves the right to accept or reject, wholly or partly any or all the Sealed Quotations without assigning any reason, whatsoever.

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