# Invitation for Bids

***The Procurement of Supply and Delivery of Stationery Items***

**Government of Nepal**
**Ministry of Finance**
**Singhdurbar, Kathmandu**

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Invitation for Bids No: **MoF/G/NCB/083-84/02**

1. The **Ministry of Finance** invites ***electronic*** bids from eligible bidders for the procurement of ***The Procurement of Supply and Delivery of Stationery Items*** 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 **Ministry of Finance, *Singhdurbar, Procurement Unit, Administrative Division,*** ***procurement@mof.gov.np, 01-4211361, 01-4211301*** or may visit PPMO egp system www.bolpatra.gov.np/egp.

3. 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.

4. Pre-bid meeting shall be held at ***Administrative Division, Ministry of Finance, Singhdurbar*** at **2083/05/11.**

5. Electronic bids must be submitted through PPMO's e-GP system www.bolpatra.gov.np/egp on or before ***12:00pm*** on 2083/05/17. E- bids received after this deadline will be rejected.

6. The bids will be opened in the presence of Bidders' representatives who choose to attend 2083/05/17, ***14:00pm*** at the office of ***Administrative Division, Ministry of Finance, Singhdurbar***. 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. ***3,50,000/-***(Three Lakh Fifty Thousand Ruppes only) which shall be valid for 30 days beyond the validity period.

7. If the last date of purchasing and /or submission falls on a public holiday[2] applicable to purchaser, then the next working day shall be considered as the last date. In such case the validity period of the **bid and** bid security shall remain the same as specified for the original last date of bid submission.