# Section I. Invitation for Sealed Quotation

Name of the Office: Inland Revenue Department

Address of the Office: Lazimpat, Kathmandu

Invitation for Sealed Quotation for the procurement of the Printing and Supply of PAN Certificate and Cards
Sealed Quotation No: IRD/SQ/G/2083-84/03

Date of first Publication: 3 September 2026

1. The ***Inland Revenue Department*** invites sealed quotations from registered Suppliers for the supply, delivery and installation of the Printing and Supply of PAN Certificates and Cards.
2. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of Inland Revenue Department, Lazimpat, Kathmandu, 4415802, ddgpolicy@ird.gov.np.
3. A complete set of Bidding Documents may be purchased from the Inland Revenue Department, Lazimpat, 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 ***10 September 2026*** during office hours.
4. Sealed bids must be submitted to the office the Inland Revenue Department, Lazimpat, Kathmandu by hand on or before ***12:00 PM*** on ***11 September 2026.*** 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 **2:00 P.M.,** ***11 September, 2026*** at the office of the Inland Revenue Department, Lazimpat, Kathmandu. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of Rs 35,000.00 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 the following Account and submit the receipt of the deposited amount of cash along with the Sealed Quotation.

   Name of the Bank: Rastriya Banijya Bank, Thamel

   Name of the Office: Inland Revenue Department, Lazimpat, Kathmandu

   Office Code no: 305043501, Office Account No.: 1000100200010000

   Rajaswo(revenue) Shirshak No: 14229.
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.