

## **Call for Expression of Interest for Office Supply**

National Banking Institute Ltd, the Apex Banking Academy of Nepal, solicits application from interested suppliers. Expression of Interest (EOI) is invited from the registered competent firms for the following services as listed:

### **1. Printing:**

- Printing of Books.
- Bulk Photocopies.
- Books Binding Service.

### **2. Stationeries**

- General Office Stationeries.
- Supply of Toner & Cartridge

### **3. Travel Arrangement**

- Air Ticketing
- Car Rental Service (Inside & Outside Vall

### **4. Office Equipment maintenance & House Keeping under AMC**

- Maintenance of Projector, Laptops, Printers, Photocopier etc.
- Plumbing
- Electrification Works

### **5. Hotel / Hall Rental & Services**

- Hotel Hall for Conducting Programs
- Food & Beverage Pricing
- Hotel Accommodation Service

### **6. Merchandising Items & Gifts**

- Souvenir of different kinds (T-Shirt, Caps, Ball pens, Carry Bag, Cups etc )
- Other items of Nepalese Handicrafts
- Trophies.

### **7. Media Management/Branding**

- Advertisement
- Designing of electronic version of advertisement materials, leaflets & Brochures.
- Video Shooting & Editing
- Designing of Layout of Annual Reports & Other Reports

### **8. Grocery Supply**

- Jar Water.
- Milk, Tea & Coffee for vending Machine.
- Green Tea & Dust tea/Coffee.
- Cookies.

### **9. Toiletries**

- Detergents
- Napkins
- Toilet Papers & Collin

EOI Should Comprise: Company Profile, Copy of Company Registration Certificate, Copy of PAN/VAT Certificates and Profile of work Experience, Specification of items & after sales service.

Competent Vendors/Suppliers can submit sealed EOI to the following address on or before 6 pm 8<sup>th</sup> August, 2018.

National Banking Institute Ltd.  
Naxal, Kathmandu  
Tel: 01-4415903/01-4415905