

Call for Expression of Interest for Office Supplies

Expression of Interest (EOI) is invited from the registered competent firms for the following services as listed;

1. Office Equipment
2. Printing & Stationary
3. Office Furniture & Equipment Maintenance
4. Multimedia Service
5. Cleaning Service
6. Courier Service
7. Staff Lunch

For more details, please visit our website www.nbi.com.np. Competent Vendors/Suppliers can submit sealed EOI to the following address on or before 6pm, 7th December 2020.

Call for Expression of Interest (EOI) for Office Supplies

National Banking Institute Ltd., the apex Banking Academy of Nepal, solicits application from interested suppliers. EOI is invited from the registered competent firms for the following services as listed;

1. Office Equipment

-Laptops, Printers, Projectors, etc.

2. Printing & Stationeries

- Designing of Layout of books, etc and their printings

- Bulk photocopies & binding services

- Advertisement materials like leaflets & Brochures

-Banner/ Flex printing

- General Office Stationeries

- Supply of Toner & Cartridges

3. Office Furniture & Equipment Maintenance

-Maintenance of Projector, Laptops, Printers, Photocopier, A/C, etc.

-Telephone Maintenance

-Electrical work

-Table, Chairs, etc.

4. Multimedia Services

-Advertisement

-Designing of electronic version of advertisement materials like leaflets & brochures

-Video Shooting & Editing

-Sound system, LED screen, Head set, Cordless Mic, LED Tv , Generator, etc

5. Cleaning Services

-Deep cleaning service

-Supply of Outsourced staffs (Messenger, Cleaner, Driver) on annual agreement basis.

-Cleaning materials

6. Courier service

-National & International

-By air & by road

-Documents & Packet/Parcel

7. Staff Lunch

-Packed/Box lunch

-Catering Service

EOI should comprise: Company profile, Copy of Company Registration Certificate, Copy of PAN/VAT Certificate, Profile of work experiences, Specification of Items and after sales services.

Competent Vendors/Suppliers can submit sealed EOI to the following address on or before 6pm 7th December 2020.

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