

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. Hotel Hall Rental & Services

- Halls for Conducting Programs
- Food & Beverages
- Hotel Accommodation Service

2. Travel Arrangements

- Air ticketing
- Car Rental Services (Inside & Outside Valley)

3. Office Equipment

- Laptops
- Printers

4. Merchandizing Items & Gifts

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

4. Printing & Stationeries

- Designing of Layout of books, annual reports, etc and their printings
- Bulk photocopies & binding services
- Advertisement materials like leaflets & Brochures
- Banner/ Flex printing
- General Office Stationeries

(Handwritten signatures)



-Supply of Toner & Cartridges

5. Office Equipment Maintenance under AMC

-Maintenance of Projector, Laptops, Printers, Photocopier, etc.

-Electrical work

6. 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 48", Generator, etc

7. Grocery Supplies

-Jar Water

-Cookies

-Milk tea, black tea, lemon tea & coffee for Vending Machine

8. Cleaning Services

-Deep cleaning service

-Cleaning materials

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 21st January 2020.

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

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