

Call for Expression of Interest for Office Supplies

Nepal Electronic Payment Systems Ltd, A Payment System Operator, invites EOI from registered eligible companies/firms for the following goods and services as listed;

1. Stationery Items



Stationery.xlsx

2. IT Supplies



IT Supplies.xlsx

3. Printing items

- Certificate
- Letter head/Invoices/Receipt/Envelope -Small & Big
- Flex Print
- Flex Stand

4. Consumable Electric goods

- Telephone Set
- Multiplug
- Lights

5. Cleaning Service

- Regular Cleaning 3-4 hours
- Cleaning Materials

6. UPS

- 10 KVA and 6 KVA UPS – Immediate support if problem arise, replacement backup if the problem is not solved in two hours.

7. Air Conditioner

- Mitsubishi and Media Brand Air Conditioner Servicing -VRF Outdoor -3, VRF Indoor -21, Split AC Outdoor-2

8. Electric works

- Regular check of electric power supply

9. Vehicle Servicing

- 4 Wheeler Creta Hyundai Car - Servicing
- 2 Wheeler Yamaha Fascino – Servicing

10. Plant

- Monthly replacement basis

11. Repair and Maintenance

- Computers, Laptop, Printer, Router, Biometric device, Automatic door, Toner & Cartridge, water dispenser, CCTV Repair, Telephone & Shredding Machine, TV, Projector

12. Monthly Subscription

- Kantipur Daily
- The Himalayan Times

13. Advertising

- Publish Notice in newspaper

14. Postage Service

- Domestic and international Courier and Cargo Service

15. Hotel for meetings/trainings

16. Travel/Ticketing/Reservation Service

17. Insurance Company

- Medical/Group Accidental Insurance/Fire/Electrical/Motor

18. Pantry items

- Tea, Sugar, Cup, Plate, Glass, Spoon, Fork, Soap, Electric stove & kettle, jar water

19. Antivirus and OTP Service

20. Microsoft Office Service

21. Internet, Intranet, and web hosting service

22. Medicine for First Aid Box

23. Tamper Proof Envelope

24. Annual Report/Book/Brochures Printing

25. Contractual Support Staff/Human Resource Outsourcing Company

- Assistant Level
- Messenger

Vendors must submit Copy of Company Registration Certificate, Copy of PAN/VAT Certificate, Tax clearance of 2077/78, Profile of company and work experience, Specification items, Warranties, Service after sale along with EOI.