

Invitation for Bids
Higher Secondary Education Board (HSEB)
Sanothimi, Bhaktapur
Printing and Supply of Transcript, Migration, Provisional and
Supplementary Certificate.
HSEB/ICB/STANDING List/Security Printing/ 23/2072/073
Date of Publication: 22 June, 2016(The Rising Nepal Daily)

1. The Higher Secondary Education Board invites sealed bids from the qualified bidders, who are under our standing list of security printers for Printing, Supply and Delivery to Transcript, Migration, Provisional & Supplementary Certificates.
2. Bidding will be conducted through the letter invitation to all the security printers which are included in our standing list.
3. Interested Security Printers may obtain further information from HSEB, Administrative department, Santohimi, Bhaktapur, Nepal in the contact address given below.
4. Bidding Documents can be purchased by interested bidders having an agent in Nepal with the submission of a written Application to Administration Department of HSEB and upon payment of a non refundable fee of NPR. **3000** or in equivalent US\$ either by a Bank Check or by depositing to the HSEB Account Number **13** in Rastriya Banijya Bank, Sanothimi, Bhaktapur Branch, within **30 days** of issue of notice.
5. The Bidders having no agent in Nepal may receive an attached soft copy of Bid Document in an address given during the preparation of standing list by the interested security printers. Such Bidders must submit a cash deposited voucher in the Account No. **13** of HSEB in Rastriya Banijya Bank Sanothimi, Bhaktapur Branch or in any acceptable form of payment at the time of Bid submission without which, the bids shall not be accepted.
6. All bids should be accompanied by a Bid Security Amounting to NPR **178000** either in Purchaser's local currency or US\$ or Indian Rupees.
7. The Bid must be addressed and submitted to Higher Secondary Education Board, Administration Division, HSEB, Sanothimi, Bhaktapur, Nepal premise till **12:00 PM** on the last date of bid submission on **22 July 2016**. All the bids received by the due date of bid submission shall be opened on the same day at **14:00 PM** at the HSEB premise in the presence of all bidders or their authorized representatives who choose to attend.
8. In case where a bidders has appointed his/her agent in Nepal in submitting a bid, he/she shall have to specify Name and address of the agent, figure of commission the agent entitled, to types of currency and the mode of payment, agreement with the agent and his/her permanent Account Number Registration Certificate and letter of acceptance by him/her to become an agent.
9. The Bidders are required to submit a sample sheet of Paper required grammage with 22mm round hot stamping hologram as per the specification specified in the Bid document.
10. The HSEB reserves every right to reject any or all bids or accept wholly or partially without assigning any reason thereof.
11. Bidders are allowed to procure and submit bid documents through Electronic Bidding Form, which can be downloaded from **<http://www.bolpatra.gov.np>**, Public Procurement and Monitoring Office (PPMO). of Nepal.

Higher Secondary Education Board (HSEB)

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