



Government of Nepal  
Ministry of Foreign Affairs  
Department of Passports  
**Tripureshwar, Kathmandu**

Invitation for Bids

(Date of publication: 28 November 2024)

1. The Department of Passport invites *electronic* bids from eligible bidders for the procurement of following items under **International Competitive Bidding - Single Stage Two Envelope Procedure**.

S.N.	Contract Identification Number	Description	Minimum Bid Security Amount (Equivalent to USD)
1	DOP-G-ICB-01-2081/82	<b>e-MRTDs System including Pre-Enrolment, Enrolment, Data Management and Delivery System (Package I)</b>	400000.00 (Four Hundred Thousand)
2	DOP-G-ICB-02-2081/82	<b>e-MRTDs Booklet with Personalization, Quality Control and Packing System (Package II)</b>	1300000.00 (One Million and Three Hundred Thousand)

2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of **Department of Passport, Tripureshwar, Kathmandu**, email *address*: - emrtd@nepalpassport.gov.np with cc to emrtd@mofa.gov.np or may visit PPMO egp system www.bolpatra.gov.np/egp.
3. Bidder must submit their bids electronically and can download the bidding documents for e-submission from PPMO's e-GP system www.bolpatra.gov.np/egp. Bidders, submitting their bid electronically, should deposit the cost of bidding document amounting NRs 20,000.00 (Nepali Rupees Twenty Thousand), non-refundable for each package in the following Revenue (*Rajaswa*) Account as specified below and bid should include its receipt.

**Information to deposit the cost of bidding document in Bank:**

Name of the Bank: **Rastriya Banijya Bank, Teku, Kathmandu.**

Name of Office: Department of Passports, Tripureshwar, Kathmandu, Nepal.

Office Code no.: 326013501

Office Account no.: 1000100200010000

Revenue code (Rajaswa Shirshak) no.: 14229

4. Pre-bid meeting shall be held at Department of Passports (DoP), Tripureshwar, Kathmandu, Nepal at 19 December 2024 at 11:00 hrs. The Bidder who cannot attend physically, may join the pre-bid meeting virtually. The DoP shall provide virtual link if an interested party request by email to the address – emrtd@nepalpassport.gov.np
5. Electronic bids must be submitted through PPMO's e-GP system www.bolpatra.gov.np/egp by [13:00 hours] on 12 January 2025. Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at [14:00 hours] on 12 January 2025 at the office of Department of Passport (DoP), Tripureshwar, Kathmandu, Nepal. Bids must be valid for a period of 120 days [till 12 May 2025] from the date of bid opening and must be accompanied by scanned copy of the bid security/bank voucher as mentioned above, that shall be valid for 30 days beyond the validity period of the bid (i.e. 11 June 2025). The Bid Security issued by foreign Bank shall be counter guaranteed by commercial Bank/financial institution eligible to issue Bank Guarantee as per prevailing Law in Nepal.

If the Bidder wishes to submit the Bid Security in the form of cash, it shall be deposited in Deposit Account Holder: DTCO Babaramahal, Kathmandu, Deposit Account No.: 1201200001002840, Retention USD Account, Office code: 326013501, at Nepal Rastra Bank, Baluwatar, Kathmandu.

7. If the last date of opening falls on a government holiday, then the next working day at the same time shall be considered for bid opening. In such case the validity period of the bid security shall remain the same as specified for the original last date of bid submission.
8. All the required documents for bidding process have been mentioned in bid documents. Hence, the Bidders are requested to carefully examine those documents needed for the submission of the bid.

If a bidder chooses to submit bids for both Package I and Package II, the bidder may offer discount and counter discount, i.e. the bidder may offer discount with the condition that both the packages are awarded to the same bidder Such discount offered by the bidder will be taken into account during the evaluation.