



**Invitation for Bids**  
**Government of Nepal**  
**Department of Passports**  
**Tripureshwor, Kathmandu**

First date of publication: 3 Poush 2081 (18 December 2024)  
Invitation for Bids No: IFB-DOP-G-NCB-03-2081/82

1. The **Department of Passports** invites *electronic* bids from eligible bidders for the procurement of *Supply and Delivery of Computer, Printer, Barcode Reader and Toner Cartridge* under National Competitive Bidding – Single Stage Single Envelope procedures.
2. Eligible Bidders may obtain further information and inspect the bidding documents at *the Department of Passports, Procurement Unit, Tripureshwor, during the Office Hours* or may visit PPMO egp system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).
3. Bidders shall download the bidding documents for e-submission from PPMO's e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp). Bidders, submitting their bid electronically, should deposit the cost of bidding document amounting **NRS. 3,000** in the following Rajaswa (revenue) account:  
Name of the Bank: **Rastriya Banijya Bank, Teku Branch**  
Account No.: **1000100200010000**  
Name of Office: **Department of Passports**  
Office Code no.: **326013501**  
Revenue Head no.: **14229**
4. If the Bidder wishes to submit the **Bid Security** in the form of cash, the cash should be deposited in:  
Name of the Bank: **Rastriya Banijya Bank, Teku, Kathmandu**  
Account No: **1700100102030000**  
Name of Office: **District Treasury Comptroller Office, Tripureshwor**  
Office Code No.: **326013501**
5. Pre-bid meeting shall be held at *the Department of Passports, Tripureshwor* at **14:00 hrs. on 23 Poush 2081 (7 January 2025), Tuesday**.
6. Bids must be submitted electronically through PPMO's e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before **12:00 hrs** on **6 Magh 2081 (19 January, 2025), Sunday**. Bids received after this deadline will be rejected.
7. The bids will be opened in presence of the Bidders' representatives who choose to attend at **13:00 hrs on 6 Magh 2081 (19 January, 2025), Sunday** at *the Department of Passports, Tripureshwor*.
8. Bids must be valid for a period of **90 days** from the date of bid opening and must be accompanied by a bid security (scanned copy of the bid security in pdf format), amounting to a minimum of **NRS 280,000**, which shall be valid for 30 days beyond the validity period of the bid.
9. If the last date of purchasing and /or submission of the bid falls on a government holiday, the next working day will be considered as the last date. In such case the validity period of the bid and bid security shall remain the same as specified for the original last date of bid submission.