



नेपाल एसबिआई बैंक लिमिटेड
NEPAL SBI BANK LTD.
परिचालनीय नेपालको सर्वाधिक लोकप्रिय बैंक

NOTICE OF EMPANELMENT OF VENDOR FOR SUPPLY OF SECURITY SERVICE, FACILITATION SERVICE (CLEANER & MESSENGER) AND BUSINESS SUPPORT SERVICE (DRIVER) FOR THE PERIOD F.Y.2080/81(2023/24) AND 2081/82(2024/25)

(DATE OF FIRST PUBLICATION: 08/06/2023)

Nepal SBI Bank Ltd. (NSBL), "A" class Commercial Bank, invites sealed bids from eligible firms/companies for supply of below mentioned workforce for the Bank's Corporate Office and Branch Offices:

- Security Service
 - Facilitation Service (Cleaner & Messenger)
 - Business Support Service (Drivers)
- (Firm/company can apply only for two service categories out of above three categories)

- This invitation is open to those bidders who meet the following minimum eligibility criteria:
 - Firm/ Company should be registered in appropriate government authority of Nepal.
 - Firm/ Company should have license from Ministry of Labour, Employment and Social Security for the respective service.
 - Firm/ Company should have membership of Social Security Fund.
 - At least 5(Five) years of experience in related field. Appreciation letter/ Reference letter issued by Commercial Bank(s)(preferable)/ renowned corporate houses to back the claim of experience.
 - Firm/ Company should have been providing respective services at least in 5 "A" class Commercial Banks.
 - Firm/ Company should have obtained ISO Certificate (for security service only).
 - Firm/ Company should have income tax PAN/ VAT and the latest tax clearance certificate (FY2078/79).
 - Firm/ Company should have at least 500 adequate skilled manpower (for security service) and 200 (for facilitation service -messenger & cleaner and business support service -driver) and sound infrastructure.
 - Firm/Company should have obtained necessary approval required for conducting the business, if any.
 - All registration and certificate should be renewed and updated.
 - Company should submit the bid documents complying legal provisions related to minimum wages/salary.
 - Firm/Company must have adequate tools and equipment required for proper execution of work in the prescribed time.
 - The company should not be blacklisted by any public/ private sector bank and/or by Public Procurement Monitoring Office.
 - Other criteria as mentioned in Bid documents/RFP.
- Eligible bidders shall obtain further information and shall collect bid documents from the General Services Department, Nepal SBI Bank Ltd., Corporate Office, Kamaladi, Kathmandu.
- The bid documents may be collected from General Services Department, Corporate Office, Kamaladi, Kathmandu upon payment of non-refundable fee of NPR.3,000.00 (for each RFP) within 10 days from the date of first publication of this notice. Last date of bid submission is 5:00 pm, 18/06/2023. Bid documents fees should be deposited in the following accounts:
Name of Bank: Nepal SBI Bank Ltd
Name of Account: Consolidated A/c-GSD
Account No.: 17695242802015
- Eligible Bidders should submit Financial Bid and Technical Bid (evidential documents for the above-mentioned eligibility criteria and mentioned in the RFP) in a separate envelop covered by single envelop super scribing" Bid for supply of
 - Security Service,
 - Facilitation service (messenger & cleaner) and
 - Business support service (driver) to General Services Department, Nepal SBI Bank Ltd., Kamaladi, Kathmandu, Nepal. Separate bid documents should be submitted for supply of each service. Documents received after the deadline will be rejected.
- Technical Bids shall be opened on 19/06/2023 at General Services Department, Corporate Office, Kamaladi, Kathmandu at 12:30 P.M. in presence of representative(s) from the bidder. However, the absence of the representative of the bidders shall not impair the Bank from the opening of the Bid. The technically unqualified bidders will not be eligible for further processing and their un-opened sealed financial bids will be returned if desired by the bidders.
- If the last date for collection, submission of bid and for opening of bid falls on a public holiday, it shall be extended to the next working day at the same time and venue.
- NSBL reserves the right to accept or reject, wholly or partly, any or all the bids without assigning any reason whatsoever. Further, NSBL also reserves the right to negotiate on the Bid awarded.

General Services Department, Corporate Office, Kamaladi, Kathmandu
Phone no. 01-5970333. Email: procurement@nsbl.com.np