



**NIC ASIA Capital Limited**

**Thapathali, Kathmandu**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**FOR**

**FISCAL YEAR 2081/82 B.S.**

Administration Department  
Thapathali, Kathmandu  
Email: [admin@nicasiacapital.com](mailto:admin@nicasiacapital.com)  
Website: [www.nicasiacapital.com](http://www.nicasiacapital.com)

<b>CATEGORIES</b>	<b>DESCRIPTIONS</b>
A. Printing & Stationery	General Office Stationeries, Pre-printed Forms & Security Documents, Toner Cartridge etc.
B. Outsource Services	Security Services, Vehicle Management, Mail Management, Cleaning Management, Teller Management, Reception Management etc.
C. Computer Hardware & Software	Desktops, Laptops, Printers, Scanners, Switches, Firewall, MICR Printer & Scanners, Servers, Software/Application development Services etc.
D. Office Equipment	Generators, Air Conditioners, ATM, Bank Note Acceptor, Online UPS, Batteries, Stabilizers, Photocopiers, Fax Machine, CCTV system, EPABX, Fire & Intruder Alarm System, Electronic Queue Management System, Note Counting Machine, Fire Extinguishers etc.
E. Maintenance Services	AMC - Computer Hardware, Office Equipment, Civil, Furniture and Electrical Works etc.
F. Metal Furniture	Vault Room Equipment, Normal/Fire Resistant Filing Cabinet, Chairs, Metal Waiting Settee, Skeleton racks, Queue Stand etc.
G. Construction Works	Interior Construction/Civil works, Electrical & Allied works etc.
H. Digital Marketing Services	Branding Agencies, Social Media Agencies, Advertisement Agencies
I. Others	Ticketing, Courier, Nursery Services, Water Supply, Staff Uniform and Office Supplies etc.
j. Office Appliances	Generator, Air Condition, Online UPS, Battery, Stabilizer, CCTV, EPABX, Fire and Intruder Alarm System, Electronic Queue Management System, Fire Extinguishers etc.
k. Stockbroker	Company that buys and sells stocks and other investments for a financial market.

**APPLICANT'S INFORMATION:**

Legal Company Name	
Company Address	
Registered With	
Registration Number	
Registration Date	
VAT/PAN Number	
Phone Number	
Fax Number	
Email Address	
Website	
Name of shareholder/partnership/ ownership Details	

**Other Details (Please mark tick ( ) as appropriate and also please specify)**

1 Annual Turnover	<input type="checkbox"/>	Up to 5 Million	<input type="checkbox"/>	Above 10 Million	<input type="checkbox"/>	Above 30 Million	<input type="checkbox"/>	Please Specify
2 Years of Experience	<input type="checkbox"/>	1 year	<input type="checkbox"/>	Up to 3 years	<input type="checkbox"/>	Above 3 years	<input type="checkbox"/>	Please Specify
3 Experience with other commercial Bank/capital (letter to be enclosed)	<input type="checkbox"/>	Up to 1	<input type="checkbox"/>	Up to 5	<input type="checkbox"/>	Above 5	<input type="checkbox"/>	Please Specify
4 Experience with other Industry/Corporate Houses	<input type="checkbox"/>	Below 1	<input type="checkbox"/>	Up to 5	<input type="checkbox"/>	Above 5	<input type="checkbox"/>	Please Specify
5 Number of Employee	<input type="checkbox"/>	Up to 10	<input type="checkbox"/>	Up to 50	<input type="checkbox"/>	Above 50	<input type="checkbox"/>	Please Specify
6 Past Experience with NIC ASIA Capital	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			<input type="checkbox"/>	Please Specify

**INSTRUCTIONS**

Following notarized/duly signed documents should be presented in a sealed envelope in following sequence:

- Valid copies of Company/Firm Registration Certificate.
- Valid copies of PAN/VAT Registration Certificates
- Valid copies of Tax Paid receipt of fiscal year
- Company/Firm Profile
- Stamped & Signed copy of this Request for Expression of Interest
- Application letter as per the format provided
- Cash deposit voucher of document fee paid
- Audit Report of last two Fiscal Year
- Declaration Form (as prescribed)
- कर्जा सूचना केन्द्रको कालो सूचिमा समावेस नभएको पत्र

## APPLICATION LETTER

Date:

Administration Department,  
NIC ASIA Capital Ltd.  
Thapathali, Katmandu.

**Sub: Submission of Expression of Interest.**

Dear Sir,

This has reference to Expression of Interest (EOI) Notice dated 21<sup>st</sup> June 2024 published in Naya Patrika National Daily Newspaper for enlistment purpose; we hereby submit our interest to be enlisted for supply/delivery/providing of following good/services to your organization:

CATEGORIES	Descriptions of Proposed Goods/Services	Unit (Please Specify)	Unit Rate	Remarks*

\*mention brand name and other specifications if any (applicable for product only)

**Note:**

- Please use Xeroxed copy of this sheet if you wish to offer more than one product/service.
- Please use the appropriate format (table mentioned above) applicable to your area of service to quote the cost and incorporate it in this application letter.

All the instructions mentioned above are fully acceptable to us.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CATEGORIES</b>	<b>Descriptions of Proposed Goods/Services</b>	<b>Unit (Please Specify)</b>	<b>Unit Rate</b>	<b>Remarks*</b>