



## Invitation for Bids

### Karmachari Sanchaya Kosh

Assets Management Department

Kharid Sakha, Pulchowk, Lalitpur, Phone No. 01-5010167, 5010083

**Invitation for Bids No: EPF/KS/GOODS/NCB/2080-81/DMS/01**

Date of publication: 2081/03/05

1. The **Karmachari Sanchaya Kosh (KSK)** invites *electronic* bids from eligible bidders for the procurement of *Supply, Delivery, Configuration and Installation of subscription-based license of Document Management System (DMS) solution for minimum of 100 users (full support and subscription for 4 years)* under National competitive bidding–Single Stage Single Envelope procedures.
2. Eligible Bidders may obtain further information and inspect the bidding documents at the office of **Kharid Sakha, Assets Management Department, Karmachari Sanchaya Kosh, Pulchowk, Lalitpur** or may visit PPMO egp system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).
3. Bidder who chooses to submit their bid electronically may 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 of a non-refundable **fee of Rs 3,000.00** in the following account of Karmachari Sanchaya Kosh as specified below:  
**Name of the Bank:** Nepal Investment Mega Bank, Pulchowk, Lalitpur  
**Account No:** 00401010254373
4. Pre-bid meeting shall be held at Karmachari Sanchaya Kosh, Pulchowk, Lalitpur, Nepal at **2081/03/25**.
5. Electronic Bids must be submitted through PPMO's e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 12:00 Noon on **2081/04/06**. Bid after this deadline shall not be accepted.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at 1:00 PM on **2081/04/06** at the office of **Training Hall, Karmachari Sanchaya Kosh, Pulchowk, Lalitpur**. Bids must be valid for a period of **90 of days** from the date of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid, amounting to a minimum of NRs **50,000.00 (Fifty Thousand Only)**, which shall be valid for 30 days beyond the validity period of the bid.
7. If the last date of purchasing and/or submission falls on a government holiday, then the next working day shall 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.