

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/ITSM/01**

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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 Information Technology Service Management (ITSM) System for minimum of 15 Technicians, 500 end-users and 1000 IT Assets (Full Support and Subscription for 2 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 e-GP system www.bolpatra.gov.np/egp.
3. Bider 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. Bidders, submitting their bid electronically, should deposit the cost of bidding document of a non-refundable **fee of Rs 3,000.00 (Three Thousand Only)** 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 **2081/03/26**
5. Electronic Bids must be submitted through PPMO's e-GP system www.bolpatra.gov.np/egp on or before 12:00 Noon on **2081/04/07**. 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 **2081/04/07** 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.