

Call for Expression of Interest for Office and IT Supplies

Nepal Electronic Payment Systems Ltd, Payment System Operator(PSO) licensed by NRB, invites EOI from registered competent firms for the following services as listed for the fiscal year 2080.081.

1. Stationery Items
2. IT Supplies
 - Keyboard, Mouse, Pen drive, Extension Plug, Cable, Monitor, RAM, SSD, HDD, Network Switch, Clamper, RJ 45/RJ11, Desktop Dell, Laptop, Printer & Cartridge, Router, Wire Labeling Machine, Epson Printer Ink, and others.
3. Printing items
 - ID card
 - ID ribbon
 - Visitors card
 - Certificate/share Certificate
 - Letter head/Invoices/Receipt/Envelope -Small & Big
 - Flex Print
4. Consumable Electric goods
 - Telephone Set
 - Multiplug
5. Cleaning
 - Regular Cleaning 3-4 hours
 - Cleaning Materials
6. Generator
 - Servicing and parts of Tekson Generator
7. UPS
 - 10 KVA and 6 KVA UPS – Immediate support if problem arises, replacement backup if the problem is not solved in two hours.
8. Air Conditioner
 - Mitsubishi and Media Brand Air Conditioner Regular Servicing -VRF Outdoor -2, VRF Indoor -18, Split AC Outdoor-1
9. Electric works
 - Regular check of electric power supply
10. Vehicle Servicing
 - 2-Wheeler Yamaha Fascino – Servicing
 - 4-Wheeler Hyundai – Repair & Maintenance

11. Plant

- Replacement Six plant boxes in monthly basis.

12. Fire extinguisher

- Refill - 6 kg Fire Extinguisher 6 units 2 kg Fire Extinguisher 3 Units

13. Repair and Maintenance Computers, Laptop, Printer, Router, Biometric device, Automatic door, Toner & Cartridge, water dispenser, CCTV Repair

14. Monthly Subscription

- Kantipur Daily
- The Himalayan Times

15. Advertising

- Publish Notice in newspaper.

16. Postage Service

- Domestic and international Courier and Cargo Service

17. Plumbing Service

18. Travel/Ticketing/Reservation Service

19. Contract Supporting Staff

- a. Assistant Level

20. Others

Vendors must submit a soft copy of Company Registration Certificate, Copy of PAN/VAT Certificate, Tax Clearance certificate of 2078/79, profile of company and work experience, specification items, warranties, service after sale along with EOI.

Submit the documents in a password protected file at admin@neps.com.np before 30th June 2023.

Thank you.