

# Tender Notice

Published Date: 2082/10/19

Nepal Life Insurance Company Limited invites sealed bids from competent and eligible vendors/suppliers for the procurement of Calendars, to be distributed across branches and for official use.

## Estimated Quantity & Specifications:

Job Category	Calendar Type	Size	Paper	Quantity	Binding	Color
3 sheet 6 pages (Both Side Print)	Wall Calendar	20 x 14 Inch	150 Gsm Art paper	3,00,000 Pcs	Metal Clips	4 Color Print
16 Pages 8 Leafs	Table Calendar	9 x 7 Inch	250 Gsm Art paper	10,000-20,000 Pcs	Matt in Stand, Wiro Binding	4 Color Print
16 Pages 8 Leafs	Table Calendar	9.75 x 7.1 Inch	250 Gsm Art paper	10,000-20,000 Pcs	Matt in Stand, Wiro Binding	4 Color Print

Interested vendors are informed to submit their sealed bid within 15 working days of the publication of this notice (i.e., on or before 2082/11/04, 5:00 PM) at the Corporate Office, Kamaladi, Kathmandu.

## Required Documents :

- Company Registration Certificate
- PAN/VAT Certificate
- Tax Clearance for the previous FY
- Previous Work Experience (Experience in calendar printing, offset printing, or similar corporate printing items preferred)
- Anti Money Laundering Self-Declaration Form
- The sealed tender must compulsorily include the deposit voucher of NPR 1,000/- (Non-Refundable) deposited into Nepal Life Insurance Company Limited's account at Citizens Bank Ltd.,  
Account No.: 0010100000185201.

## Mandatory Vendor Registration (KYV):

All vendors, firms, or companies submitting their documents physically are required to mandatorily fill out the Know Your Vendor (KYV) form.

- Upon physical submission of documents, the vendor will receive an email containing the KYV link and a unique Registration (Darta) Number.
- This registration number must be entered accurately in the KYV form.
- Vendors are advised to carefully review the received email for correct details.

Failure to submit the KYV form within the tender notice period will result in automatic disqualification from the tender listing process. However, if the KYV form has already been submitted during the Suchi Darta process, vendors are not required to resubmit it. The previously submitted KYV will be considered valid for this tender.

## Submission Details:

- Submission Venue: Corporate Office, Nepal Life Insurance Co. Ltd., Kamaladi, Kathmandu
- For complete details and specifications of the product, please collect the Product Specification Form from the Corporate Office (General Service Department) and based on the details, sealed quotation along with sample shall be submitted to the corporate office within the 15 days time period.

*Nepal Life Insurance Company Limited reserves the right to accept or reject any or all bids, in whole or in part, without assigning any reason whatsoever, and is not bound to accept the lowest bid.*

**NEPAL****LIFE**  
INSURANCE

**Nepal Life Insurance Co. Ltd.**

**Registered Office:** Birgunj, Parsa

**Corporate Office:** Kamaladi, KTM

**Contact Number:** 01-5970592 Ext 7153

**Email:** gsd@nepallife.com.np