

Tender Notice

Date Of Publication : 2026/04/24

Nepal Life Insurance Company Limited invites sealed bids from competent and eligible vendors/suppliers for the procurement of the following items under **Baisakh 2083 Scheme**, to be distributed across branches

Estimated Quantity:

- **Windcheater:** up to 3650 units
- **Infrared Cooker:** up to 650 units (Branded)
- **Electric Pressure Cooker:** up to 220 units (Branded)

Note: Branded products will be given priority.

Submission Details:

- Interested vendors are requested to submit their sealed quotation within **15 (Fifteen) days** from the date of publication of this notice at the **Corporate Office, Classic Complex, Kamaladi, Kathmandu**.
- If the last date of submission falls on a public holiday, the deadline shall automatically be extended to the next working day during office hours (before 5:00 PM).
- Vendors are required to collect the **Product Specification Form** from the General Service Department.
- Based on specifications, **sealed quotations along with samples** must be submitted within the 15-day period.

Required Documents:

1. Company Registration Certificate
2. PAN/VAT Registration Certificate
3. Tax Clearance Certificate 81/82
4. Previous Work Experience
(Preference: corporate gifting, garments supply, electronic appliances, or merchandise production)
5. Anti-Money Laundering Self-Declaration
6. Authorized Distribution Letter (if applicable)

Mandatory Vendor Registration (KYV):

All vendors, firms, or companies submitting physical documents must **mandatorily** complete the **Know Your Vendor (KYV)** form.

Upon submission, a **registration (Darta) number** will be automatically sent to the email address provided. The **exact** registration number mentioned in the email must be entered in the KYV form.

Vendors are advised to review the email details carefully. Failure to submit the KYV form within the tender submission period will lead to **automatic disqualification** from the tender evaluation process.

Note: Vendors who have already submitted the KYV form previously **do not need to resubmit** the form. However, the previously issued registration number must be referenced.

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