

Tender Notice

Date Of Publication : 2026/03/17

Nepal Life Insurance Company Limited invites sealed bids from competent and eligible vendors/suppliers for the procurement of **Gift Items under the Chaitra 2082 Scheme**, to be distributed through branch networks as per the company's scheme provisions.

Estimated Items & Maximum Approved Unit Price

S.N.	Description of Item	Maximum Quantity
1	T-Shirt	4,500
2	Table Fan	3,500
3	Stand Fan	2,000
4	Luggage Bag (Small Size)	1,000
5	Luggage Bag (Medium Size)	750
6	Samsung Smart Watch 7	120

Interested vendors are informed to submit their sealed bid within 15 working days of the publication of this notice before 5:00pm at the Corporate Office, Kamaladi, Kathmandu. If the last date of submission falls on a public holiday, the bid submission deadline shall automatically be extended to the next working day during office hours (before 5:00 PM)

Required Documents:

1. Company Registration Certificate
2. PAN/VAT Certificate
3. Tax Clearance Certificate for the previous Fiscal Year
4. Previous Work Experience (Experience in supplying promotional items, electronic items, bags, or similar corporate gift items preferred)
5. Anti-Money Laundering Self-Declaration Form

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 products, please collect the Product Specification Form from the Corporate Office (General Service Department). Based on the specifications, the sealed quotation along with product samples shall be submitted to the Corporate Office within the specified 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.