

Tender Notice

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Nepal Life Insurance Company Limited requires Office Uniforms for its employees, interested and registered firms/companies are invited to submit sealed tenders within 15 days from the date of this notice, within office hours (before 4:30 PM), at the General Service Department, Corporate Office, Kamaladi, Kathmandu, as per the details mentioned below.

If the last submission day happens to be a public holiday, the tender must be registered by 4:30 PM on the next working day.

Required Documents :

- Application Letter
- PAN Certificate, Latest Tax Clearance , Company Registration
- Experience Letter (If Any)
- Anti Money Laundering Self Declaration

Other Terms & Information :

- 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.
- The company reserves the full right to accept or reject the procurement of the goods or services, whether fully or partially.
- For complete details and specifications of the uniform, please collect the Uniform 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.

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.