

## Invitation for Bids

*Government of Nepal  
Ministry of Finance  
Inland Revenue Department*

**Date of publication: 22 April, 2025**

Invitation for Bids No: **IRD/G/NCB/HS/03/2081-82-RE**

1. The Inland Revenue Department, Lazimpat, Kathmandu, is organizing the BRITACOF International Seminar in Nepal **on 9-11 September, 2025**. To facilitate this event, at least a five-star hotel in Kathmandu will be procured for the venue and conference services. Bidding is open to all eligible at least five-star hotels in Kathmandu.
2. The Inland Revenue Department invites electronic bids from eligible at least five-star hotels for the procurement of venue and conference services under National competitive bidding – Single Stage Single Envelope procedures.
3. Under the Single Stage, Single Envelope Procedure, Bidders are required to submit Bid as per the provision of ITB 23 of the Bidding Document.
4. Eligible Bidders may obtain further information and inspect the bidding documents at the office of **Inland Revenue Department, Lazimpat, Kathmandu, Nepal, 0977-01-5970081, Ext: 238, 214, 237** or may visit PPMO eGP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp).
5. Bidding documents can be downloaded for e-submission from PPMO's e-GP portal <http://www.bolpatra.gov.np/egp>. Bidders should deposit the cost of bidding document in the account as specified below and the scanned copy (pdf format) of the bank deposit voucher shall be uploaded by the bidder at the time of e- bid submission.

### **Information to deposit the cost of bidding document in Bank:**

Name of the Bank: Rastriya Banijaya Bank, Thamel

Name of Office: Inland Revenue Department

Office Code no.: **305043501**

Office Account no.: **1000100200010000**

Rajaswa Shirshak no.: 14229

6. Pre-Bid Meeting Shall be held at Inland Revenue Department on 1:0 PM of 29 April, 2025.
7. Bidders must submit their bids electronically through PPMO e-GP portal <http://www.bolpatra.gov.np> before **7 May 2025 at 12:00 Noon**. Bids received after this deadline will be rejected.
8. The e-Submitted bid shall be opened in the presence of bidders' representatives who choose to attend on **7 May 2025 at 2:00 PM** at the office of **Inland Revenue Department, Lazimpat, Kathmandu, Nepal**. Bids must be valid for a period of **90 days** from the date of bid opening and must be accompanied by a bid security or scanned copy of the bid security in pdf format in case of e-bid, amounting to a minimum of **NRs. 2,75,000 (Two Lakh Seventy Five Thousand)**, which shall be valid for 30 days beyond the validity period of the bid (i.e. **120 days**)
9. If the last date of purchasing and /or submission falls on a government holiday, then the next working day shall be considered as the last date. In such case the validity period of the **bid and** bid security shall remain the same as specified for the original last date of bid submission.

10. The name and identification of the contract is as follows:

<b>Contract ID No</b>	<b>Name of Service</b>	<b>Qty</b>	<b>Bid Security Amount(NRs.)</b>	<b>Bid document fee (NRs.)</b>
<b>IRD/G/N CB/HS/0 3/2081- 82-RE</b>	The Procurement of Venue and Conference Services for the BRITACOF International Seminar in Nepal	<b>1 Job</b>	<b>NRs. 2,75,000.00</b> <i>(Two Lakh Seventy Five Thousand)</i>	<b>3,000.00</b>