



NIC ASIA Capital Limited

Thapathali, Kathmandu

REQUEST FOR EXPRESSION OF INTEREST (REOI)

FOR

FISCAL YEAR 2082/83 B.S.

Administration Department
Thapathali, Kathmandu
Email: admin@nicasiacapital.com
Website: www.nicasiacapital.com

CATEGORIES	DESCRIPTIONS
A. Printing & Stationery	General Office Stationeries, Pre-printed Forms & Security Documents, Toner Cartridge etc.
B. Outsource Services	Security/Driver Services, Vehicle Management, Mail Management, Cleaning Management, Teller Management, Reception Management etc.
C. Computer Hardware & Software	Desktops, Laptops, Printers, Scanners, Switches, Firewall, MICR Printer & Scanners, Servers, Software etc.
D. Office Equipment	Generators, Air Conditioners, ATM, Bank Note Acceptor, Online UPS, Batteries, Stabilizers, Photocopiers, Fax Machine, CCTV system, EPABX, Fire & Intruder Alarm System, Electronic Queue Management System, Note Counting Machine, Fire Extinguishers etc
E. Maintenance Services	Computer Hardware, Office Equipment, Civil, Furniture and Electrical Works etc.
F. Metal Furniture	Vault Room Equipment, Normal/Fire Resistant Filing Cabinet, Chairs, Metal Waiting Settee, Skeleton racks, Queue Stand etc.
G. Construction Works	Interior Construction/Civil works, Electrical & Allied works etc.
H. Others	Ticketing, Courier, Nursery Services, Water Supply, Staff Uniform and Office Supplies, Insurance, Broker, etc.

APPLICANT'S INFORMATION:

Legal Company Name	
Company Address	
Registered With	
Registration Number	
Registration Date	
VAT/PAN Number	
Phone Number	
Fax Number	
Email Address	
Website	
Name of shareholder/partnership/ ownership Details	

Other Details (Please mark tick () as appropriate and also please specify)

1 Annual Turnover	☐	Upto 5 Million	☐	Above 10 Million	☐	Above 30 Million	☐	Please Specify
2 Years of Experience	☐	1 year	☐	Upto 3 years	☐	Above 3 years	☐	Please Specify
3 Experience with other commercial Bank/capital (letter to be enclosed)	☐	Up to 1	☐	Up to 5	☐	Above 5	☐	Please Specify
4 Experience with other Industry/Corporate Houses	☐	Below 1	☐	Up to 5	☐	Above 5	☐	Please Specify
5 Number of Employee	☐	Up to 10	☐	Up to 50	☐	Above 50	☐	Please Specify
6 Past Experience with NIC ASIA Capital	☐	Yes	☐	No			☐	Please Specify

INSTRUCTIONS

Following notarized/duly signed documents should be presented in a sealed envelope in following sequence:

- Valid copies of Company/Firm Registration Certificate.
- Valid copies of PAN/VAT Registration Certificates
- Valid copies of Tax Paid receipt of fiscal year FY 080/081
- Company/Firm Profile
- Stamped & Signed copy of this Request for Expression of Interest
- Application letter as per the format provided
- Cash deposit voucher of document fee paid
- Audit Report of last Fiscal Year
- Declaration Form (as prescribed)
- मूल्य अभिवृद्धि कर (VAT) विवरण बुझाएको (Regular VAT Return & Payment)
- फर्म/कम्पनीको अद्यावधिक विवरण
- कर्जा सूचना केन्द्रको कालो सूचिमा समावेस नभएको पत्र

APPLICATION LETTER

Date:

Administration Department,
NIC ASIA Capital Ltd.
Thapathali, Katmandu.

Sub: Submission of Expression of Interest.

Dear Sir,

This has reference to Expression of Interest (EOI) Notice dated 18th Jun 2025 published in Naya Patrika National Daily Newspaper for enlistment purpose; we hereby submit our interest to be enlisted for supply/delivery/providing of following good/services to your organization:

CATEGORIES	Descriptions of Proposed Goods/Services	Unit (Please Specify)	Unit Rate	Remarks*

*mention brand name and other specifications if any (applicable for product only)

Note:

- Please use Xeroxed copy of this sheet if you wish to offer more than one product/service.
- Please use the appropriate format (table mentioned above) applicable to your area of service to quote the cost and incorporate it in this application letter.

All the instructions mentioned above are fully acceptable to us.

Authorized Signature: _____

Name and Title of Signatory: _____

Contact Number: _____

Email Address: _____

Date: _____

CATEGORIES	Descriptions of Proposed Goods/Services	Unit (Please Specify)	Unit Rate	Remarks*