

INVITATION FOR VENDOR LISTING

Himalayan Everest Insurance Ltd. invites for the enlistment of registered companies/firms for supply and delivery of goods and services for the Fiscal Year 2082/83. Interested Firms/Companies are requested to submit their letter of enlistment along with the company's registration VAT, PAN & Tax Clearance Certificate of the last fiscal year in the sealed envelope to the logistic department within 15 days from the date of notice.

S.No.	Categories	Description
1.	Computer & Other Office Equipment	Laptop, Desktop, Scanner, Laser Printer, Servers, Attendance Device, Photocopy Machine, Firewall, Router, Network Switch, PABX System, UPS & Inverter / Batteries, Telephone Set, Air Condition etc.
2.	Furniture	Waiting Chair, Skeleton Rack, Chair, Working Table, Computer Table, Side Rack, Side Table, Skeleton Rack etc.
3.	Non Printing Items	General Office Stationaries, Toner/Catridge, Refilling of Toner/Catridge, Self Inking Stamps & Refilling of Stamps, Flex Print, Banner, Signboards etc.
4.	Printing Items	Insurance Proposal Forms, Wordings, Visiting Cards, Certificates, Calendars, Annual Report, Brochures etc.
5.	Interior Works	Interior Construction (Civil, Furniture, Electrical & Allied Works) Interior Consultant (Layout planning, BOQ Preparation, Site Supervision, Final Bill Verification)
6.	Repair & Maintenance Works	Computer, Laptop, Photocopy Machine, Printer, Scanner, UPS, Air Condition, Attendance Device, Router, Firewall Device, Vehicle, Furniture, Generator etc.
7.	Outsourcing Service	Courier (International & Domestic), Security Services, Designing, Cleaning etc.
8.	IT Services	Hardware & Software, System
9.	Other Service	Plumbing Works, Internet & Intranet Service Provider, Electrical Works, Drinking Water Supply, Ticketing, Advertising Agency, Cattle Tag & Tag Machine, Promotional Gifts, Insurance Service, Fire Extinguisher etc.,

Terms and Conditions:

1. Separate letter for enlistment is to be submitted for each category and the category for which it is submitted should be clearly mentioned in the outer side of the envelope.
2. Client list should be enclosed.
3. Interested parties should deposit the non refundable fee of Rs.1,000.00 in account of Himalayan Everest Insurance Ltd. account number 00511155204, maintained at Laxmi Sunrise Bank Ltd., Hattisar, Kathmandu. The voucher of the same is to be enclosed in the sealed proposal.



Himalayan Everest
Insurance Limited

Head Office:

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(साविक हिमालयन जनरल इन्स्योरेन्स कम्पनी लि. र एभरेष्ट इन्स्योरेन्स कम्पनी लि. एक आपसमा गाभिएर बनेको संस्था)