**﻿Invitation for Sealed Quotation**

**Date of Publication: 19 March 2025**

**Dalit Society Welfare Committee Nepal (DSWCN),**Mahottari with the financial aids from Islamic Relief USA and technical support from Islamic Relief Nepal is implementing the **“Scaling – Up Extreme Poverty Graduation and Climate Change Resilience in Disaster Vulnerable Communities in Asia”**project at  ward no. 4 & 11 of Balwa Municipality, Mahottari. The project focuses on increasing the attendance of the childrens who are irregular in school or are at the high risk of drop out and enrolling back childrens who left out school due to difficulties faced in accessing the basic educational materials pre-requisites for going to school. DSWCN therefore invites for the sealed quotation from reputable suppliers/service providers for the supply of **“Educational Materials”**.

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| **Bid No.** | **Particulars** | **Place** |
| **DSWCN-ASIA-02-2081/82** | **Educational materials support to vulnerable children.** | **Ward no. 4 & 11 of Balwa Municipality, Mahottari** |

* Within 10 days from the date of the publication of this notice, the licensed suppliers of the subject concerned shall compulsorily submit a copy of the certificate of business registration (including renewal), PAN /VAT registration certificate, tax clearance certificate of the fiscal year 2080 / 81 (Newly registered firm do not need to submit the Tax clearance certificate), Letter of Submission, Self-Declaration letter made by the Suppliers stating that the Supplier is eligible to participate in the Bid and contact the head office of this organization at Janakpur-4, Vishwakarma Chowk or request via. [**dswcn.procurement@gmail.com**](http://gmail.com/) and obtain the bid form or Details Description, specification and required quality with request letter & registration document.
* The envelop of the quotation should be sealed, stamped, signed and **“Educational materials support to vulnerable children”** must be written on the envelop.
* The official signature and stamp of the concerned supplier or company must be compulsorily affixed on envelop and each sheet of the duly filled bid form and submitted to the head office of the organization Janakpur-4, Vishwakarma Chowk along with the hard copy of the bid and the documents of the company or firm by 5 pm on **28 March 2025**. No action will be taken on the rate received through online.
* Power of Attorney is must incase of bid related documents signed by representatives.
* Bidders must submit a bank guarantee letter of 2.5% of the proposed value. This bank gurantee ensures the bidder's commitment. Failure to submit the bank guarantee letter will result in disqualification. Bank guarantee letter should be minimum 60 days from the bid registration.
* Suppliers must submit the sample of all items wrapped and mention their name & address. .
* Bidders must submit the relevant work experiences (If any).
* If the last day of receiving and submitting the bid form is a public holiday, the work of submitting the bid form will be done on the next day.
* A **pre-bid meeting** will be conducted in the presence of the suppliers (physical or virtual) to provide more information regarding the bid on **23 March 2025.**For virtual participation, the suppliers need to request DSWCN via. [**dswcn.procurement@gmail.com**](http://gmail.com/).
* Further details and information can be obtained from the office if required.
* Suppliers/firms, in case of any issues or concerns while working together previously are strongly discouraged to apply for the bidding  process.
* The Dalit Society Welfare Committee Nepal,  Procurement Committee shall have all the right to accept  or reject the bid in whole or in part without giving any reason or notice.
* No action will be taken on bid applications that are not duly submitted and the bids will be automatically deemed cancelled.
* The conditions mentioned in this Notice shall be in accordance with the Procurement act and regulations of the Government of Nepal and the existing laws of the Government of Nepal in accordance with this Notice and other necessary matters.

**Address**

**Dalit Society Welfare Committee Nepal (DSWCN)**

**Janakpurdham – 04, Dhanusha**

**Contact No. 9804844235, 9860059827**

**Email:-**[**dswcn.procurement@gmail.com**](http://gmail.com/)