



Section 1- Letter of Invitation

Nepal Insurance Authority (NIA)

Kupondole-10, Lalitpur

Request for Proposal

RFP No. NIA/CS/QCBS-01/080/081

First Publication Date: 2080/08/25

1. The NIA invites Bid Proposal from eligible Chartered accountants' companies/firms for DDA of Several insurance Companies of Nepal.

S.N	Contract No.	Description	Required Firms	Cost of RFP Bid Documents	Minimum Bid Security Amount
1	RFP No. NIA/CS/QCBS- 01/080/081	Consultancy Service for DDA.	12	2000/-	20000/-

2. The qualification requirement of the consulting firm is:

- Firm/company etc. registration certificate.
 - Permanent Account Number (PAN)
 - Value Added Tax (VAT) Registration Certificate (s)
 - Tax Clearance Certificate (FY 2078/2079) from the Inland Revenue Office
 - Minimum 5 years of experience in Auditing.
 - Curriculum Vitae of the key personnel to be involved in the proposed assignment.
 - In the case of joint venture firms, a joint venture agreement.
 - Other documents as mentioned in RFP.
3. Proposal with Technical and Financial Proposal must be submitted in NIA office. The cost of the Proposal document must be deposited in the following current account and the copy of the deposited voucher shall be submitted with the proposal at the time of submission of the bid. Information to deposit the cost of RFP bidding document in Bank:

Name of the Bank: Nabil Bank Ltd.

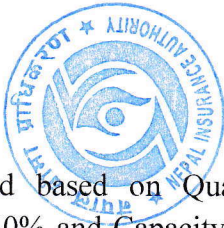
Name of Office: Nepal Insurance Authority

Office Code no.: 011

Office Account no.: 0110013011001

21-3-8

cent...



4. Technical proposal will be assessed based on Qualification of Key personnel 40%, Experience of the Consulting Firms 40% and Capacity of Consulting Firm 20%. Minimum Score to pass is 60%. Proposals which obtained pass mark in technical evaluation will be selected for further financial evaluation. Based on Evaluation of Technical and Financial Proposal, Consulting Firm will be selected for agreement.
5. Eligible consultant firms may obtain further information and inspect the bidding documents at the office of Nepal Insurance Authority, Kupondole, Lalitpur at normal office hours from 10:00 AM to 17:00 PM or may contact through telephone no.01-5538743, 5521079 or may visit website of Nepal Insurance Authority <www.nia.gov.np> The list of the details proposal has been published on the notice board of the Nepal Insurance Authority office.
6. Pre-bid meeting shall be held at Nepal Insurance Authority, Kupondole at 14:00 on 16th Poush 2080.
7. The Proposal will be opened in the presence of Bidders' representatives who choose to attend at 14.00 on 24th Poush 2080 at the office of Nepal Insurance Authority. Bids must be valid for a period of 75 days from the date of bid opening and must be accompanied by a bid security amounting to a minimum of NRs. 20000.00 which shall be valid for 75 days beyond the validity period of the bid. If the bidder wishes to submit the bid security in the form of cash, the cash should be deposited in the bank account No. 2801010000719 of Global IME Bank Ltd Kupondole Branch. 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 security shall remain the same as specified for the original last date of bid submission.
8. Nepal Insurance Authority reserves the right to amend or correct and reject wholly or partly or the entire proposal without assigning any reasons, whatsoever. The matter not specified in this notice and the bidding document follows the prevailing laws of Nepal i.e., Public Procurement Act, 2063, Public Procurement Regulation, 2064 and Nepal Insurance Authority Procurement Bylaws 2079.

2080-08-25