



Invitation for Bids

Citizen Investment Trust (CIT)

New Baneshwor, Kathmandu

Invitation for Electronic Bids for The Supply of

Security Guard, Driver, Business Assistant Services and Office helper and Sweeper

Invitation for Bids No: CIT/NCS/NCB-1/082/83

Date of publication: Fagun 15, 2082 (February 27, 2026)

1. The Citizen Investment Trust invites *electronic* bids from eligible bidders for the procurement of **Supply of Security Guard, Driver, Business Assistant Services and Office helper and Sweeper on the basis of service contract as mentioned below** under National competitive bidding – Single Stage Two Envelope procedures specified in Public Procurement Act and Regulations. Bidding is open to all eligible Bidders from all countries.

Package No.	IFB No.	Name of Procurement	Bid Security amount (in NRs.)	Price of Bid Document
1	CIT/NCS/NCB-1.01/082/83	Supply of 35 persons Security Guard on the basis of service contract	6,00,000	5,000
2	CIT/NCS/NCB-1.02/082/83	Supply of 10 persons Driver on the basis of service contract	2,00,000	3,000
3	CIT/NCS/NCB-1.03/082/83	Supply of 45 persons Business Assistant Services manpower on the basis of service contract	6,50,000	5,000
4	CIT/NCS/NCB-1.04/082/83	Supply of 22 persons Office helper and Sweeper on the basis of service contract	3,25,000	3,000

2. Under the Single Stage, Two Envelope Procedure, Bidders are required to submit simultaneously two separate sealed envelopes, one containing (i) the Technical Bid and the other (ii) the Price Bid, both in turn enclosed in one sealed envelope as per the provision of ITB 23 of the Bidding Document.
3. Eligible Bidders may obtain further information and inspect the bidding documents at the office of **Citizen Investment Trust (CIT), Central Office, New Baneshwor, Kathmandu** or may visit PPMO egp system www.bolpatra.gov.np/egp.
4. Bidder may download the bidding documents from PPMO's e-GP system www.bolpatra.gov.np/egp. Bidders, submitting their bid electronically, should deposit the cost of bidding document as mentioned above in the following **current account** of CIT as specified below.

Information to deposit the cost of bidding document in Bank:

Name of the Bank: **Laxmi Sunrise Bank**

Name of Branch Office: **New Baneshwor, Kathmandu**

Account no.: **01211034141**

5. Pre-bid meeting shall be held at Chaitra 05, 2082 (March 19, 2026) The Time Shall be as mentioned in the bid data sheet.
6. Electronic bids must be submitted through PPMO's e-GP system www.bolpatra.gov.np/egp on or before Chaitra 15, 2082 (**March 29, 2026**), **12.00 pm**. Bids received after this deadline will be rejected.
7. Bids will be opened in the presence of Bidders' representatives who choose to attend on Chaitra 15, 2082 (**March 29, 2026**), at the office of **CIT, Central Office, New Baneshwor, Kathmandu**. The bid opening time shall be 1.00 P.M. for Package 1, 1.30 P.M. for Package 2, 2.00 P.M. for Package 3 and 2.30 P.M. for Package 4. Bids must be valid for a period of **90 Days** from the date of bid opening and must be accompanied by a bid security, amounting as mentioned above, which shall be valid for 30 days beyond the validity period (i.e. **Shrawan 10, 2083 (July 26, 2026)**).
8. 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.