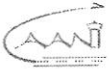


Invitation for Bids



Civil Aviation Authority of Nepal
Corporate Directorate, MIS and Research Section
Babarmahal, Kathmandu, Nepal

Invitation for Bids for the

**DOCUMENT DIGITIZATION AND MANAGEMENT SYSTEM (DDMS) DEVELOPMENT AND IMPLEMENTATION
(NCB-01-MIS-073/74)**

Invitation for Bids No.: 01-MIS-073/74

Date of publication: 2073-11-21 (March 4, 2017)

1. The Civil Aviation Authority of Nepal (CAAN) has allocated funds towards the cost of *Document Digitization and Management (DDMS) Development and Implementation* and intends to apply the funds to cover eligible payments under the Contract for *DDMS Development and Implementation, NCB-01-MIS-073/74*. Bidding is open to all eligible Nepalese and Foreign Bidders.
2. *Civil Aviation Authority of Nepal, Corporate Directorate, MIS and Research Section* invites sealed bids from eligible bidders for the development and implementation of *Document Digitization and Implementation* under National Competitive Bidding procedures. Only eligible bidders with the following key eligibility criteria should participate in this bidding:-
 - Legally registered Firm: registration certificate, income tax clearance certificate and VAT registration certificates.
 - If the Bidder is a foreigner, then his local agent's certificates (registered in Nepal under Nepalese Government Rules and Regulation).
 - Other specified experience and qualification: existence for minimum 5 years, profit making firm, proven skills on system development, executed similar project in Government or Private sector in Nepal.
3. Eligible Bidders may obtain further information and inspect the Bidding Documents at the office of *Civil Aviation Authority of Nepal, Corporate Directorate, MIS and Research Section, Central Office, Babarmahal, Kathmandu, Ph. No./Fax 01-4229799, email: misprpd@caanepal.org.np* or may visit www.caanepal.org.np.
4. A complete set of Bidding Documents may be purchased from the office *Civil Aviation Authority of Nepal, Corporate Directorate, MIS and Research Section, Central Office, Babarmahal, Kathmandu*, and the office *Civil Aviation Authority of Nepal, Head office, Store Section, Babarmahal, Kathmandu* on written request by eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, and upon payment of a non-refundable fee of **Rs. 3000+VAT in NMB Bank, Babarmahal, Current Account No. 00100000931F of Civil Aviation Authority of Nepal (CAAN) within office hours till 30th days of first publication of this notice.**
5. Sealed or electronic bids must be submitted to the office *Civil Aviation Authority of Nepal, Corporate Directorate, MIS and Research Section* by hand/courier on or before **12:00 hour on 31st day of the first publication**. Bids received after this deadline will be rejected.
6. The bids will be opened in the presence of Bidders' representatives who choose to attend at 14:00 hour on the 31st day at the office of *Civil Aviation Authority of Nepal, Corporate Directorate, MIS and Research Section, Babarmahal, Kathmandu*. Bids must be valid for a period of 90 days after bid opening and must be accompanied by a bid security amounting to a minimum of **Rs 50000**, which shall be valid for 30 days beyond the validity period of the bid a bank guarantee of the Nepalese Bank or Bank Voucher of cash deposited at *Nepal Rastra Bank, Thapathali, Account No. 1206110-001-003-524-NPR of Civil Aviation Authority of Nepal, Babarmahal, Kathmandu*. Successful Bidder shall be required to furnish a Performance Bond accordance with the prevailing public procurement Act, 2063 including amendment and public procurement Regulation 2064 before signing of Contract.
7. 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. **Partial Bid** offer will not be entertained.
9. **MIS and Research Section** reserves the right to accept or reject any Bid and reject all Bids at any time without assigning any reason whatsoever prior to award of contract.
10. Notarized Copies of Firm registration certificate, income tax clearance certificate, applicable registration certificates and Self Declaration letter of not being blacklisted till to submit date of Bidder shall be submitted with Bid document.
11. Bid must be enclosed in a sealed envelope clearly marked in capital letter "**DOCUMENT DIGITIZATION AND MANAGEMENT SYSTEM (DDMS) DEVELOPMENT AND IMPLEMENTATION**".
12. Bid must be addressed to: **Civil Aviation Authority of Nepal, Corporate Directorate, MIS and Research Section, Babarmahal, Kathmandu, Nepal. Ph. No./Fax 01-4229799.**
13. Any additional matters not covered by this shall be in accordance with the prevailing Procurement Act 2063 and Procurement Regulation 2064 of the GON.