REQUEST FOR PROPOSALS FOR DOCUMENTS DIGITIZATION AND DIGITAL ARCHIVING

First Date of Publication: 15th Ashoj 2083 (1st October 2026)
Second Date of Publication: 13th Kartik 2083 (30th October 2026)

Garima Bikas Bank Limited invites sealed proposals from eligible and interested applicants/ bidders for **Documents Digitization and Digital Archiving Services** for our Bank.

Terms and Conditions:

1. The proposed software/solution must have been successfully implemented and in active use for a minimum period of two (2) years in at least two (2) organizations, including government and private sector entities.
   Documentary evidence, such as client references, completion certificates, or deployment confirmations, shall be provided as proof of compliance.
2. Local bidders should have experience of a minimum of 2 projects of similar nature and equal or higher volume of image quantity and 2 projects of document digitization with relevant reference.
3. Request for Proposal (RFP) can be collected from General Service Department at Head Office, Baluwatar, Kathmandu upon deposit of non -refundable document fee of NPR 2,000.00 (Two Thousand Only) deposited on Account Number 95890201003.
4. Bidders should submit 5% of bid amount either through cash deposit (Acc Name: Sundry Creditor; Acc No: Head Office- 92670601001) or Bid Bond with validity up to 90 days from last day of bid submission.
5. Bids must be submitted to the below office on or **before 19th Kartik 2083 (5th November 2026), 4:00 pm.** If the last date of submission falls on a government holiday, then the next working day shall be considered as the last date.
6. Detailed specifications will be provided in the RFP Document. Documents received after this deadline will not be accepted.
7. The Bank reserves the right to accept or reject wholly or partly any or all the bids without assigning any reason, whatsoever.
8. Eligible bidders may obtain further information at the General Service Department.

गरिमा विकास बैंक लिमिटेड
Garima Bikas Bank Limited
नेपाल राष्ट्र बैंकबाट 'ख' वर्गको इजाजतपत्रप्राप्त संस्था
Head Office: Kathmandu-3, Baluwatar
Phone No.: 01-4545424/ 25/ 26/ 27, **Call Center:** 01-5970179
Email: : info@garimabank.com.np; gsd@garimabank.com.np