

Invitation for Bid (IFB)

Request for Proposal (RFP)

Invitation for Bid for Supply, Installation, Implementation and Support of PAYMENT HARDWARE SECURITY MODULE (HSM)

1. The purpose of this RFP is to solicit bids from eligible and interested firm/companies for supply, installation, implementation and support of Payment Hardware Security Module (HSM) to ensure top-notch security of cryptographic keys, customer PINs utilized throughout the processing of EMV Card payment transactions and EMV Tokenization. The request for proposal (RFP) is designed as the single step process for procurement through a competitive and fair assessment and, select a winning vendor for supply installation, implementation and production support for at least 5 years of contract.
2. NCHL invites sealed proposals from interested and eligible bidders with required documents and supporting as per RFP.
3. Eligible bidder may obtain further information and purchase bidding document from the following office address and may visit official site of NCHL.
Nepal Clearing House Ltd. (NCHL)
3rd Floor, DD Plaza,
Kamaladi, Kathmandu, Nepal.
Tel. No.: +977-1-5970065
Email: procurement@nchl.com.np
Website: <https://nchl.com.np>

Bidding documents may be purchased from the office mentioned above 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 **NPR 10,000.00** (In words: Nepalese Rupees Ten Thousand Only). The payment shall be made as bank transfer or deposit at NCHL's bank account.

Bank Account Details:

Account Name: Nepal Clearing House Ltd.
Account Number: 001010010001051
Bank Name: Sanima Bank Ltd.
Bank Branch: Naxal

The RFP will be provided to Bidder or a scanned copy of the RFP will be sent to the bidder in an authorized email (as requested by Bidder) upon receiving receipt / voucher of amount deposited in the name of Purchaser.

4. The Bidder will be selected under open competitive procedures, in accordance with the policies and procedures of NCHL. The Bidder has to submit response to the RFP in the given formats and as per details referred in the sections and annexures thereof.
5. Response to this RFP (Sealed bid) inclusive of Technical and Financial proposals must be submitted before **05:00 PM** Nepal Standard Time on **10th November 2023** in 2 separate envelopes. Bidders must prepare **One (1)** hard copy of 'original' and one (1) 'copy' for both Technical and Financial proposal in separate Sealed envelopes. The RFP /bid should address the proposal to the attention of **'The Procurement Committee'** and labelled as follows and submitted to NCHL Head Office.

The Procurement Committee

Nepal Clearing House Ltd. (NCHL)
3rd Floor, DD Plaza,
Kamaladi, Kathmandu, Nepal.

**Annexure – D (Application Letter-Sample)
Application for Purchase of Bidding Document**

To:
Nepal Clearing House Ltd. (NCHL)
3rd Floor, DD Plaza,
Kamaladi, Kathmandu, Nepal.

**Subject: Purchase of Tender Document of Invitation for Bid for Supply, Installation,
Implementation, and Support of Payment Hardware Security Module (HSM)**

We, _____(Specify name of the Bidder, having office at
_____(Specify Address) are interested on the **Supply,
Installation, Implementation, and Support of Payment Hardware Security Module (HSM)** tender
published on “_____,dated _____” and willing to participate in
said Tender Invitation.

Therefore, we are hereby submitting non-refundable fee of **NPR _____(Nepalese
Rupees _____only)** and hereby authorize
_____(Specify Name and Address of Bidder/Agent) to
collect the tender document on behalf of our company or share a digital copy of the tender
document at our official email _____.

Please find below the details of our authorized contact person for make all the correspondences
related to this tender until the opening of the Bids.

Details of the Contact Person for the Correspondences:

Name:
Designation:
Company Name:
Tel:
Mob:
E-mail:

[Signature for and on behalf of Bidder]

[Name] -----
[Designation] -----
Date:

Seal of the Company