

Invitation for Empanelment of NEPALPAY Domestic EMV Card Personalization System

1. The purpose of this document is to solicit requests from eligible and interested domestic/international EMV card personalization system in empaneling for NEPALPAY EMV card personalization. It is designed as the single step process for empanelment through an eligibility and capability and, listing such systems through required Card Personalization Validation certification.
2. NCHL invites proposals from interested and eligible companies with required documents and supporting as per this document.
3. Eligible applicants may obtain further information and purchase empaneling 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>
4. Empaneling documents may be purchased from the NCHL 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 Thousands Only) or USD 100.00 (In words: United States Dollars One Hundred Only). The payment shall be made as bank transfer or deposit at NCHL's bank account.

5. Bank Account Details:

Bank Name	Account Name	Account Number	Swift Code
Global IME Bank Ltd.	Nepal Clearing House Limited	1101010000270	GLBBNPKA
Kumari Bank Ltd.	Nepal Clearing House Limited	0010017282900001	KMBLNPKA
NIC Asia Bank Ltd.	Nepal Clearing House Limited	3241051536352401	NICENPKA
Prabhu Bank Ltd.	Nepal Clearing House Limited	1110071757700012	PRVUNPKA
Sanima Bank Ltd.	Nepal Clearing House Limited	001010010001051	SNMANPKA
Siddhartha Bank Ltd.	Nepal Clearing House Limited	00115332536	SIDDPKA
Sunrise Bank Ltd.	Nepal Clearing House Limited	0020820151701001	SRBLNPKA

6. The Empanelment document, NEPALPAY EMV Card specification document, NEPALPAY EMV Card Profile Form and NEPALPAY card brand guideline documents will be provided to the applicant upon receiving receipt / voucher of amount deposited in the name of Purchaser.
7. The qualified bureaus in accordance with the Personalization Certification will be listed under the empanelment of NEPALPAY Card Personalization, upon payment of a non-refundable fee of NPR 5,00,000.00 (In words: Nepalese Rupees Five Lakh Only) or USD 4000.00 (In words: United States Dollars Four Thousand Only). The applicant has to submit a response to this document as per details referred in the sections and annexure thereof.
8. Response to this document physically or electronically must be submitted before 05:00 PM Nepal Standard Time on 25th October, 2024.

(Application Letter – Sample)

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

**Subject: Purchase of Empanelment document of NEPALPAY Domestic EMV Card
Personalization System**

Dear Sir,
We, _____<Company Name>_____, having registered office at
_____<Full Address>_____, would like to request to
process for personalization empanelment of NEPALPAY card. We are confident that our expertise and
capabilities align with your requirements and look forward to the opportunity to contribute to NEPALPAY
card issuance programs. A confirmation of non-refundable payment as empanelment certification Fee
of _____ is attached herewith for initiating the process.

We shall abide by the process or guidelines issued by NCHL in this regard.

Applicant and Contact Person Details:

Company Name:

Location:

Contact Person Name:

Designation:

Email:

Tel:

Mobile:

[Authorized Signature]

[Name]

[Designation]

Date:

[Seal of the Company]

Enclosed Documents:

1. Copy of Company Registration
2. Copy of PAN /VAT Certificate
3. Tax Filing of last fiscal year
4. Company Profile
5. PCI-DSS Certification
6. Details of Discover Accredited EMV Chip Manufacturer or Discover D-PAS Type Approval Letter
7. Technical Detailed Document
8. Payment/ Deposit Voucher of Empanelment Fee