



Maharjan Complex, Bhrikuti Path, Bharatpur-1, Chitwan, Nepal

VAT. No. 610419151

PURCHASE ORDER

P.O. No. 2081/082
Date: 20th October, 2024

To:
Neoteric Nepal Pvt. Ltd.
Dhobighat, Lalitpur, Nepal

S.No	Description	Duration	Rate (NRs.) per year	Amount (NRs.)
1	Dell power Edge R750 server support AMC-1 year	1 year	125,000.00	125,000.00
				125,000.00
				VAT @ 13%
				Grand Total
				125,000.00

Note: VAT @ 13% is included in the above price

Payment Terms:

1. Payment is to be made as per actual equipments service/delivered within one week of the delivery followed by tax invoice.
2. Purchase Order is valid for one month.



Mrigendra Nath Rimal
Mrigendra Nath Rimal
Chief Executive Officer
Nepal Micro Insurance Company Ltd.

Internal Memorandum

To: Deputy Chief Executive Officer (DCEO)
From: IT Department
Date: 30 - Sep - 2024
Ref: Approval for Renewal of Server AMC with Neoteric Team

Dear Sir,

I would like to request your approval for the renewal of the Annual Maintenance Contract (AMC) for server support and maintenance with the Neoteric Team for the Fiscal year 2081/82. The current AMC, which covers essential services like remote and on-site support, preventive maintenance, patch management, performance monitoring, hardware and software support, and regular backups, is nearing expiration.

The total cost for renewing the AMC is NRs 1,25,000 (One Lakh Twenty-five thousand only), which is within our allocated IT budget and reflects competitive pricing for the scope of services provided. Renewing this contract will ensure the continued smooth functioning of our server infrastructure, reducing the risk of unplanned disruptions and safeguarding critical business operations. I kindly request your approval to proceed with the renewal to secure ongoing support and maintenance for the fiscal year 2081/82.



Requested by:
Sushan Thapa
IT Department



Recommended by:
Amrit Lamichhane
Administration Dept



Referred by
Prabina Nepal
General Manager



Approved by
Anil Raj Giri
Deputy CEO

CC: - Chief Executive Officer
- Administration Department
- Finance Department

Quotation

Neoteric Nepal Pvt Ltd

Driving the IT Revolution

Website: www.neoteric.com.npDATE: 7/2/2024
Quote: 1637/2024TO:
Nepal Micro Insurance Company Ltd.

Dear Sir/Madam,

We are pleased to submit to you our commercial offer for the following products by the terms and conditions of purchase.

S.N	Description	Offer Unit Price (Inc. VAT)
1	Dell Power Edge R750 server support AMC – 1 Year	1,25,000

TERMS & CONDITIONS OF PURCHASE:PURCHASE ORDER : PO to be released in favor of Neoteric Nepal Pvt. Ltd.
TAX : The price is inclusive of 13% VAT.
VALIDITY : Quotation will be valid for 7 days.
PAYMENT : 100% advance payment.

Please feel free to revert to the undersigned in the event of any queries related to this commercial offer.

Warm Regards

Karishma Karki



(Member of Golchha Organisation)

+977-1-5454130+977-1-5450999

info@neoteric.com.np

