



EMBASSY OF THE REPUBLIC OF SINGAPORE
NEPAL

EXPRESSION OF INTEREST

FOR

**THE APPOINTMENT OF AUTHORISED VISA AGENTS (AVAs)
IN NEPAL
BY THE EMBASSY OF THE REPUBLIC OF SINGAPORE IN NEW
DELHI**

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01 April 2026

All Service Providers

**INVITATION TO APPLY FOR APPOINTMENT AS AUTHORISED
VISA AGENTS (AVAs) IN NEPAL**

You are invited by the Government of the Republic of Singapore, as represented by the Embassy of the Republic of Singapore in New Delhi, under the Ministry of Foreign Affairs of the Republic of Singapore, to participate in this Expression of Interest (“EOI”) for the appointment of AVAs in Nepal.

2 This EOI contains the following:

- a) Covering Letter;
- b) Expression of Interest Form;
- c) Appendix A - Checklist
- d) Appendix B - Non-Disclosure Agreement.

3 The prescribed Expression of Interest Form attached to this Covering Letter must be fully completed.

4 Your Expression of Interest (**EOI**) form must be completed in full and submitted in accordance with the requirements outlined in this **EOI**. We strongly advise that you carefully review all the enclosed documents before submitting your form.

5 Interested service providers should direct all inquiries regarding this EOI in writing to the Visa Office of the Embassy of the Republic of Singapore. Please address your queries to:

The Government of the Republic of Singapore
as represented by the Embassy of the Republic of Singapore in New Delhi,
India and Ministry of Foreign Affairs of the Republic of Singapore
E-6 Chandragupta Marg, Chanakyapuri, New Delhi – 110021
Email: visasg_del@mfa.sg

6 All submissions must be received at the above-mentioned address no later than 1600 hours on 15 April 2026. Any inquiries regarding the specifications may be directed to the Visa Section at 011-46000800.

7 All costs or expenses relating to preparing the submission will be borne by the service provider.

8 All information supplied to the service provider by the Embassy of the Republic of Singapore, either in writing orally, must be treated in confidence and not disclosed to any third party.

9 The EOI will be evaluated based on the following criteria and weightage assigned:

S/N	Criteria	Weightage Assigned
1	Certified by the International Air Transport Association (IATA).	Critical but non-scoreable Companies which do not meet the criteria will be disqualified.
2	The service provider must hold a valid company registration certificate. Acceptable Certifications (not exhaustive): <ul style="list-style-type: none"> • Tourism License from Department of Tourism Nepal. • PAN/VAT registration • Company registration 	
3	The service provider must be a registered business with at least 3 years of relevant experience operating a visa service centre.	
4	Years of experience as Visa Agent	30%
5	Positive Feedback from 3 referees whom the vendor has previous or existing contracts/agreement to be visa agent.	10%
6	Visa Agent for Foreign Embassies	10%
7	Track Record – Awards <ul style="list-style-type: none"> • Best Travel Agent • World Travel Award • Best Tour Operator 	10%
8	Good Central Location	20%

9	CCTV/Security system in place	10%
10	Sufficient and Secure Storage Space	5%
11	Office Environment	5%
	TOTAL	100%

10 The Embassy of the Republic of Singapore reserves the right to reject any service provider if the application is not submitted in a manner consistent with the provisions set out in this letter.

Yours sincerely,



SIMON WONG
High Commissioner
Embassy of the Republic of Singapore in New Delhi, India
for and on behalf of the Government of the Republic of Singapore