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नौबहिनी गाउँपालिका

गाउँ कार्यपालिकाको कार्यालय

लुङ्ग बाहने प्यूठान
लुम्बिनी प्रदेश नेपाल



प.सं. : २०७७।०७८

च.नं. :

मिति : २०७७।१०।२६

व्यक्तिगत घटना दर्तालाई डिजिटाइजेशन (Digitization) गर्नका लागि सेवा खरिद सम्बन्धी सूचना
प्रथम पटक प्रकाशित २०७७ माघ २६ गते

नेपाल सरकार गृह मन्त्रालय, राष्ट्रिय परिचय पत्र तथा पञ्जीकरण विभाग सिंहदरबार काठमाण्डौको प्राप्त पत्रानुसार व्यक्तिगत घटना दर्ता (जन्म, मृत्यु, विवाह, बसाईसराई र सम्बन्ध बिच्छेद) सम्बन्धी कार्यलाई व्यवस्थित गर्न व्यक्तिगत दर्ता किताब डिजिटाइजेशन गर्ने कार्य सञ्चालन गर्नुपर्ने भएकाले उक्त कार्यका लागि परामर्श सेवा खरिद गर्नुपर्ने भएकाले इच्छुक फर्म, संस्था वा कम्पनीहरूले सूचना प्रकाशित भएको मितिले १५ दिन भित्र यस कार्यालयमा आवश्यक कागजातहरू सहित दरखास्त पेश गर्न सम्बन्धित सबैको जानकारीका लागि यो सूचना प्रकाशित गरिएको छ ।

आवश्यक कागजातहरू :

- दर्ता प्रमाण पत्र
- मु.अ. कर चुक्ता प्रमाण पत्र
- VAT दर्ता प्रमाण पत्र
- आवश्यक न्यूनतम जनशक्ति तथा उपकरण विवरण
- Digitization मा गर्नुपर्ने कार्यविवरण (TOR) तथा दरभाउ पत्र कार्यालय समयमा रु. १,०००।- (अक्षरूपी एक हजार) मात्र राजश्व शाखामा तिरि लिन सकिने छ ।

नोट : थप जानकारीको लागि नौबहिनी गाउँपालिकाको व्यक्तिगत घटना दर्ता सामाजिक सुरक्षा सेवा इकाईमा सम्पर्क गर्न सकिनेछ ।

(थानेश्वर भण्डारी)

प्रमुख प्रशासकीय अधिकृत
थानेश्वर भण्डारी
प्रमुख प्रशासकीय अधिकृत

२०७७/१०/२६

NAUBAHINI RURAL MUNICIPALITY
OFFICE OF THE RURAL MUNICIPAL EXECUTIVE
BAHANE, PYUTHAN, PROVINCE NO.5 NEPAL
SOCIAL SECURITY & VITAL EVENT REGISTRATION SECTION
REQUEST FOR QUOTATION (RFQ)



For

Digitization services of vital events Registration Application form
(Date of Issue of Request: 08-02-2021) (26/10/ 2077 B.S.)

Employer: Naubahini Rural Municipality, Bahane Pyuthan

Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR) in Department of National ID and civil Registration

Type of procurement: Non-consulting services

Title: Digitization services of vital event Registration Information form

IDA Credit No.: 5912-NP

Reference No: NP-DoCR-183661A- DS

1. The **NAUBAHINI RURAL MUNICIPALITY, BAHANE PYUTHAN** (Employer) hereby requests you to submit price quotation(s) for the Digitization services of vital event Registration Information form described in the shopping document issued herewith.

To assist you in the preparation of your price quotation the necessary eligibility, experience and technical specifications, Service requirements and price schedule with required quantity are enclosed here with.

2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered till 12 Noon 22-02-2021) (10/11/ 2077 B.S.) to the following address -
Employer's Address: **NAUBAHINI RURAL MUNICIPALITY, BAHANE, PYUTHAN**
Mobile No:9857836020
Email address: naubahinirm@gmail.com
[Option: Your price quotation in the form attached may be submitted electronically to the above email address:]
3. Your quotation must be accompanied by adequate eligibility documentation (Copy of firm registration, VAT/PAN registration, Tax clearance for FY 2075/76, A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings, has no conflict of interest in the proposed procurement proceedings, and has not been punished for a profession or business-related offense., showing experiences and CV of personnel (s) and other printed material or pertinent information (in English language) including names and addresses of firms providing similar type of service facilities.
4. The deadline to submit your quotation to the Employer is: 22-02-2021) (10/11/ 2077 B.S.)
5. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be proceeded further.
6. Your quotation should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the conditions of Contract.

(i) **PRICES:** The prices should be quoted for Digitization services of vital event Registration Information form for **NAUBAHINI RURAL MUNICIPALITY, BAHANE PYUTHAN**. Prices shall be quoted in the Nepalese Rupees (NRs) in the procurement proceedings, has no conflict of interest in the proposed procurement

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the eligibility requirements and then will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications

the Employer will adjust for any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) If a Service Provider refuses to accept the correction, his quotation will be rejected.

In addition, the quoted price shall include Value Added Tax (VAT).

(iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years.

7. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Employer within 15 days from the date of submission of quotation.

8. Under the World Bank's Anticorruption Policy, bidders shall observe the highest standard of ethics during the assignment and execution of such contracts. The **NAUBAHINI RURAL MUNICIPALITY, BAHANE PYUTHAN** will reject a proposal for award, and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

9. Please confirm by e-mail the receipt of this and whether or not you are willing to submit the price quotation.

10. Further information can be obtained from:

OFFICE OF THE NAUBAHINI RURAL MUNICIPAL EXECUTIVE

Address: NAUBAHINI RURAL MUNICIPALITY -6, BAHANE PYUTHAN

Mobile No.: 9857836020

Email address: naubahinirm@gmail.com

Thanesor Bhandari
Chief Administrative Officer

2066/70128
थानेश्वर भण्डारी
प्रमुख प्रशासकीय अधिकृत