



डाक्नेश्वरी नगरपालिका

Dakneshwori Municipality

नगर कार्यपालिकाको कार्यालय

Office of the Municipal Executive

पातो, सप्तरी  
Pato, Saptari

website: dakneshworimun.gov.np

email: info@dakneshworimun.gov.np

प्रदेश नं. २, नेपाल

Province No. 2, Nepal

प.स. : २०७७।०७।८

च.नं. : २४३

विषय : घटना दर्तालाई डिजिटाइजेसन (Digitization) गर्नका लागि परामर्श सेवा खरिद सम्बन्धमा ।

प्रथम पटक प्रकाशित मिति : २०७७।०६।२६ गते

नेपाल सरकार गृह मन्त्रालय, राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग सिंहदरवार, काठमाडौंको प्राप्त पत्रानुसार व्यक्तिगत घटना दर्ता (जन्म दर्ता, मृत्यु दर्ता, विवाह दर्ता, बसाईसराई दर्ता र सम्बन्ध विच्छेद दर्ता) लाई व्यवस्थित गर्न अनलाईन कम्प्यूटरमा प्रविष्ट गरी व्यक्तिगत घटना दर्ता किताब सहितको विवरण डिजिटाइजेसन गर्ने कार्य सञ्चालन गर्नुपर्ने भएकोले उक्त कार्यका लागि परामर्श सेवा खरिद गर्नुपर्ने भएकोले इच्छुक फर्म/संस्था वा कम्पनीहरूले सूचना प्रकाशित भएको मितिले ७ (सात) दिनभित्र यस कार्यालयमा तपसिल बमोजिमका कागजातहरु सहित दरखास्त पेश गर्नका लागि सम्बन्धित सबैमा जानकारीका लागि सूचना प्रकाशित गरिएको छ ।

आवश्यक कागजातहरु:

(क) दर्ता प्रमाणपत्र

(ख) भ्याट (VAT) दर्ता प्रमाणपत्र

(ग) आ.व. २०७५।०७.६ को कर चुक्ता प्रमाणपत्र

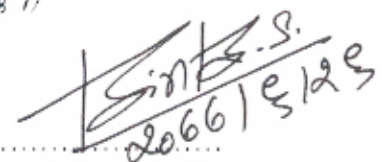
(घ) डिजिटाइजेसन सम्बन्धी कार्य अनुभव भएको फर्म/संस्था वा कम्पनीलाई पहिलो प्रथमिकता दिइने र सो सम्बन्धी कार्य अनुभव प्रमाणपत्र समेत पेश गर्नुपर्ने

(ङ) आवश्यक न्युनतम जनशक्ति तथा उपकरण विवरण

(च) डिजिटाइजेसन (Digitization) मा गर्नुपर्ने कार्य विवरण (TOR) कार्यालय समयमा रु. १०००।- (अक्षरेपी रु. एक हजार) ग्लोबल आई.एम.ई. बैंक लिमिटेड शाखा कार्यालय पातोमा रहेको डाक्नेश्वरी न.पा. आन्तरिक राजस्व खाता नं. E३०४०१०००००१२ मा दाखिला गरेको सक्कलै भौचर पेस गरी लिन सकिनेछ ।

(छ) सूचना प्रकाशित भएको मितिको सातौं दिन २०७७।०७।०२ गते १२:०० सम्म मात्र मान्य हुनेछ । दिउँसो १२:०० बजे पश्चात आएका कोटेशनहरु मान्य हुने छैन ।

(नोट : थप जानकारीका लागि पञ्जीकरण उपशाखामा सम्पर्क गर्न सकिन्छ ।)



(विरबहादुर साह लहेरा)

नि. प्रमुख प्रशासकीय अधिकृत

नि. प्रमुख प्रशासकीय अधिकृत





# Dakneshwori Municipality Office of the Municipal Executive

(Social Security and Vital Event Registration Section)

Pato, Saptari  
Province No. 2, Nepal

## REQUEST FOR QUOTATION (RFQ)

### Digitization services of vital events Registration Application form

(Date of Issue of Request: 12/10/2020) (26/06/2077 B.S.)

Employer: Dakneshwori Municipality

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 Dakneshwori Municipality (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 herewith.

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 of 02/ 07/2077 to the following address:

Employer's Address: Dakneshwori Municipality, Pato, Saptari, Nepal

Telephone: 9842168995

Email address: info@dakneshworimun.gov.np, madakneswori@gmail.com

[Option: Your price quotation in the form attached may be submitted electronically to the above email addresses:]

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: 18-10-2020 (02/07/2077)

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 Dakneshwori Municipality (place of destination).

Prices shall be quoted in the Nepalese Rupees (NRs).

(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 in this Request for Quotation, and it will not be proceeded further. The Employer will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, 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 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 30 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 Dakneshwori Municipality 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 request and whether or not you are willing to submit the price quotation.

10. Further information can be obtained from:

Office of the Dakneshwori Municipality

Address: Pato, Saptari, Nepal

Telephone: 9842168995

Email address: info@dakneshworimun.gov.np, madakneswori@gmail.com

*[Signature]*  
Bir Bahadur Sah Lahera  
Chief administrative officer  
Office of the Dakneshwori Municipality  
Address: Pato, Saptari, Nepal

*[Signature]*  
प्रमुख प्रशासकीय अधिकृत

*[Signature]*  
077/06/26