



ठाकुरबाबा नगरपालिका  
Thakurbaba Municipality

०८४-४०३१९६

# नगर कार्यपालिकाको कार्यालय Office of the Municipal Executive

सैनवारी, सप्तरी  
Sainawari, Saptari


लुम्बिनी प्रदेश, नेपाल  
Lumbini Province, Nepal

## घटना दर्तालाई डिजिटাইजेसन गर्नका लागि सेवा खरिद सम्बन्धी सूचना (प्रथम पटक प्रकाशित मिति: २०७७ कार्तिक १६ गते)

नेपाल सरकार, गृह मन्त्रालय, राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग सिंहदरवार, काठमाण्डौको स्वीकृत बजेट तथा कार्यक्रम अन्तर्गत व्यक्तिगत घटना दर्ता (जन्म, मृत्यु, विवाह, बसाईसराई, सम्बन्ध विच्छेद दर्ता) अभिलेख किताबलाई डिजिटাইजेसन, स्क्यानइङ र डाटा ईन्ट्री (Digitalization, Scanning, and Data Entry) कार्यका लागि परामर्श सेवा खरिद गर्नुपर्ने भएकोले इच्छुक फर्म/संस्था वा कम्पनीहरूले सूचना प्रकाशन भएको मितिले ७ (सात) दिन भित्र देहायका कागजातहरू सहित दरखास्त पेस गर्नुहुन सबैको जानकारीको लागि यो सूचना प्रकाशन गरिएको छ।

### आवश्यक कागजातहरू

- फर्म, संस्था वा कम्पनी दर्ता प्रमाणपत्रको प्रतिलिपि
- आर्थिक वर्ष २०७५/०७६ को कर चुक्ता प्रमाणपत्रको प्रतिलिपि
- भ्याट दर्ता प्रमाणपत्रको प्रतिलिपि
- आवश्यक जनशक्ति तथा उपकरणको विवरण
- डिजिटাইजेसनमा गर्नुपर्ने कार्य विवरण (TOR) ठाकुरबाबा नगरपालिकाको website: [www.thakurbabamun.gov.np](http://www.thakurbabamun.gov.np) मा उपलब्ध छ।

  
२०७७/०८/१६  
रामहरि रिजाल  
प्रमुख प्रशासकीय अधिकृत  
प्रमुख प्रशासकीय अधिकृत



**Thakurbaba Municipality**  
**Office of the Municipal Executive**  
(Social security and Vital Event Registration Section)  
Published date: 01/11/2020 (16/07/2077 BS)

**REQUEST FOR QUOTATION (RFQ)**

Digitization services of vital events Registration Application form

(Date of Issue of Request: 01/11/2020 (16/07/2077 BS))

Employer: **Thakurbaba 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 **Thakurbaba 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 requirement and price schedule with required quantity are enclosed herewith.

2. You shall submit one original to 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 08/11/2020 (23/07/2077 BS) to the following address:-  
Employer's Address: **Thakurbaba Municipality, Sainawar, Bardiya**  
Telephone: **9861099315, 9848266166**  
Email address: [thakurbabamun@gmail.com](mailto:thakurbabamun@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 experience 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: 08/11/2020 (23/07/2077 BS)
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 price should be quoted for Digitization services off vital event Registration information form for **Thakurbaba Municipality** (place of destination). Price 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



- (I) **PRICES:** The price should be quoted for Digitization services off vital event Registration information form for **Thakurbaba Municipality** (place of destination). Price 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 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 quotation, 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 the 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 condition of supply.
- (IV) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of seven 7 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 7 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 **Thakurbaba Municipality** will reject a proposal for award, and will recommend to impose sanction 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 Thakurbaba Municipality  
Address: Sainawar, Bardiya  
Telephone: 9861099315, 9848266166  
Email address: [thakurbabamun@gmail.com](mailto:thakurbabamun@gmail.com)

Ramhari Rijal

Chief administrative officer

Office of the Thakurbaba Municipality

Sainawar, Bardiya

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प्रमुख प्रशासकीय अधिकृत