



Nepalgunj Sub-Metropolitan City

Office of the Executive Sub-Metropolitan

Nepalgunj, Banke

5 No. Province, Nepal

Request for Sealed Quotation For

Digitization Services of Vital Events Registration Application Form

(Date of First Publication: (2077-06-14))

Employer: Nepalgunj Sub-Metropolitan City

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

Contract: Digitization services of vital event Registration Information Form

IDA Credit No.:5912-NP

Reference No: NP-DoCR-183661A-DS

1. The Ministry of Home Affairs, Department of National ID and Civil Registration Government of Nepal has received financing from The World Bank toward the cost of the strengthening Systems for Social protection and Civil Registration (SSSPCR), and intends to apply part of the proceeds toward payments under the contract for hiring a Firm providing Digitization services of vital event Registration application form
2. Nepalgunj Sub-Metropolitan City invites sealed Quotation/Bids from eligible Bidders to scan, index and provide TOR (Terms of Reference) Application form (Approximately 125736 Vital Events Entry and 17446 pages), Social Security and Vital Event Registration Section.
3. Bidding will be conducted through Sealed Quotation using a Request for Quotation (RFQ) as specified in the Guidelines: Procurement of Non-consultant services under IBRD Loans and credits & Grants by World bank Borrowers, December 2002 revised July, 2016 and is open to all eligible Bidders as defined in the Procurement Regulations.
4. Interested eligible Bidders may obtain further information from Department of National ID and Civil Registration and inspect the bidding document during office hours at Nepalgunj Sub-Metropolitan City.
5. The bidding document in English may be purchased during office hours from the office by interested eligible bidders upon submission of a written application with the copy of company/Firm registration certificate to the address below and upon payment of a non-refundable fee of NRs 1000/- (One thousand Rupees) or upon submission of original deposit voucher as started below:

Office Name: Nepalgunj Sub-Metropolitan City

Office Account No.: 4130100301010002

Name of the Bank: Rastriya Banijiya Bank (Inland Revenue Account)

6. Bidders shall submit the bid security amounting of NRs. 25,000/- in Dharauti Account No. 4130100303000002 in Rastriya Banijiya Bank , Nepalgunj Branch or Bank Gurantee issued by "A" Class Commercial Bank or Financial institutions

eligible to issue Banke Gurantee as per prevailing Law specified by Nepal Rastra Bank with Validity Period of 75 days from the opening date.

7. Sealed bids must be delivered to the address below on or before at 5:00 pm of 2077-06-28 BS. Late Bids will not be entertained.
8. Bids Shall be opened in the presence of the Bidders designated representatives and anyone who choose to attend on 2077-06-29 B.S at 2:00 pm at Nepalgunj Sub-Metropolitan City.
9. In case of last date for purchasing, submission and opening of bids falls on a Government holiday, the next working day shall be considered the last day. In such a case, the bid validity and bid security validity shall be recognized from the original bid submission deadline.
10. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bids without assigning any reasons whatsoever.
11. Further Information can be obtained from:
Office of the Nepalgunj Sub-Metropolitan City
Address: Nepalgunj , Banke
Telephone: 081-520151, 520316, 525109
Website :www.nepalgunjmun.gov.np