



"कृषि, व्यापार र पर्यटन : हाम्रो सशक्त अभियान"

# नमोबुद्ध नगरपालिका

## नगर कार्यपालिकाको कार्यालय

भकुण्डबेशी, काभ्रेपलाञ्चोक  
बागमती प्रदेश, नेपाल



०११-४०४०३१  
०११-४०४०६८

पत्र संख्या : ०७७/७८

चलानी नं. : ३६२

मिति : २०७७/०६/१२

### घटना दर्ता डिजिटाइजेसनका लागि सेवा खरिद सम्बन्धि सूचना !

(प्रथम पटक प्रकाशित २०७७/०६/१२)

नेपाल सरकार गृह मन्त्रालय, राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग, सिंहदरबार, काठमाडौंको पत्रानुसार घटना दर्ता (जन्म, मृत्यु, विवाह, बसाईसराई र सम्बन्ध विच्छेद) सम्बन्धि कार्यलाई व्यवस्थित गर्न व्यक्तिगत घटना दर्ता किताब डिजिटाइजेसन गर्ने कार्य संचालन गर्नु पर्ने भएकाले उक्त कार्यको लागि परामर्श सेवा खरिद गर्न पर्ने भएकाले ईच्छुक कम्पनि, संस्था वा फर्महरुले यो सूचना प्रकाशित भएको मितिले ७ (सात) दिन भित्र यस कार्यालयमा आवश्यक कागजातहरु सहित निवेदन पेश गर्नुहुन सम्बन्धित सबैको जानकारीको लागि यो सूचना प्रकाशित गरिएको छ ।

#### आवश्यक कागजातहरु:

१. दर्ता प्रमाण पत्र
२. कर चुक्ता प्रमाण पत्र
३. प्यान/भ्याट दर्ता प्रमाण पत्र
४. आवश्यक जनशक्ति तथा उपाकरण विवरण
५. डिजिटाइजेसनमा गर्नु पर्ने कार्यविवरण (TOR/ RFQ) नमोबुद्ध नगरपालिकाको वेबसाइट <https://www.namobuddhamun.gov.np/> मा उपलब्ध छ ।

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भोला प्रसाद चापगाई  
(प्रमुख प्रशासकिय अधिकृत)

"Agriculture, Trade and Tourism: Our Strong Campaign"

**Namobuddha Municipality**  
Office of the Municipal Executive  
Bhakundebesi, Kavre



**REQUEST FOR QUOTATION (RFQ)**

For

**Digitization services of vital events Registration Book**

**(Date of Issue of Request: 28 /09 / 2020) ( 12 / 06 / 2077 B.S.)**

Employer: **Namobuddha 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

**To: Firm or company's name, address**

Sir/Madam:

1. The Namobuddha 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 04/ 10 / 2077 (18/06/2077 B.S.) to the following address -  
Employer's Address: Namobuddha Municipality, Bhakundesi, Kavre

Telephone: 011-404031, 011-404068

Email address: namobuddhamun@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: 04/ 10 / 2077 (18/06/2077 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 Namobuddha 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.

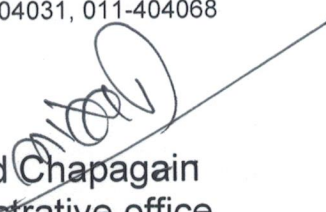
7. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Employer within 30 days from the date of submission of quotation.

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 Namobuddha 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 Namobuddha Municipality  
Address: Bhakundebesi, Kavre  
Telephone: : 011-404031, 011-404068

Email address: namobuddhamun@gmail.com

  
Bhola Prasad Chapagain  
Chief administrative office  
Office of the Namobuddha Municipality  
Bhakundebesi, Kavre

