



मादी गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय
धुमाकोटडाँडा, कास्की
गण्डकी प्रदेश, नेपाल

फोन : ०६१५०६४०४



मादी गाउँपालिका
गण्डकी प्रदेश, नेपाल

पत्र संख्या : २०७७/०७८

चलानी नं.:

मिति: २०७७/०७/०३

घटना दर्ता किताब डिजिटাইजेशनको लागि सेवा खरिद सम्बन्धी सूचना

(प्रथम पटक प्रकाशित, मिति: २०७७/०७/०३)

यस मादी गाउँपालिकामा नेपाल सरकार, गृह मन्त्रालय, राष्ट्रिय परिचय पत्र तथा पञ्जीकरण विभाग बाट सञ्चालित "सामाजिक सुरक्षा तथा व्यक्तिगत घटना दर्ता प्रणाली सुदृढीकरण आयोजना - SSSPCR" अन्तर्गत यस गाउँपालिकाको घटना दर्ता (जन्म, मृत्यु, विवाह, बसाईसराई र सम्बन्ध विच्छेद) सम्बन्धी कार्यलाई व्यवस्थित गर्न व्यक्तिगत घटना दर्ता किताब डिजिटাইजेशन कार्य सञ्चालनको लागि परामर्श सेवा खरिद गर्नुपर्ने भएकोले इच्छुक फर्म, संस्था वा कम्पनीले यो सूचना प्रकाशित भएको मितिले १५ दिन भित्र यस कार्यलयमा आवश्यक कागजात सहित कोटेशन पेश गर्नुहुन सम्बन्धित सबैको जानकारीको लागि यो सूचना प्रकाशित गरिएको छ ।

क्र.सं	सूचना नं.	विवरण	प्रस्ताव मुल्य	सूची दर्ता दस्तुर	कैफियत
१	NP-DoCR-183661A-DS (३३ MRM ०७७ ०७८)	१. डिजिटাইजेशन गर्नुपर्ने डाटा- २४८३३ २. स्क्यान गर्नुपर्ने पाना संख्या-३७७३ ३. व्यवस्थापन खर्च	२,१२,९२२।५ (भ्याट बाहेक)	२०००।- प्रति फर्म	

(Handwritten signature and date)
२०७७/०७/०३

आवश्यक कागजातहरू:

१. फर्म/कम्पनी दर्ता प्रमाण पत्रको प्रतिलिपि
२. कर चुक्ताको प्रमाण पत्र प्रतिलिपि
३. प्यान/भ्याट दर्ता प्रमाण पत्रको प्रतिलिपि
४. आवश्यक जनशक्ति तथा उपकरण विवरण

प्रमुख प्रशासकीय अधिकृत
नारायण प्रसाद सापकाटा
प्रमुख प्रशासकीय अधिकृत

"पर्यटन, कृषि, जलस्रोत, वन र पूर्वाधार, समन्यायिक समृद्धी मादीको मूल आधार"

मोबाईल : ९८५६०७२६०१, ९८५६०७२६०२, ९८५६०७२६००, Web Site : madimunkaski.gov.np ईमेल : madiruralmunicipality@gmail.com



Madi Rural Municipality Office of the Municipal Executive

(Social Security and Vital Registration Section)

Published: Thumakodanda, Kaski, Nepal
Gandaki Province, 2077-07-03



REQUEST FOR QUOTATION (RFQ)

For

Digitization services of vital events Registration Application form
(Date of Issue of Request: 18th Oct 2020) (2077-07-03 B.S.)

Employer: **MADI RURAL 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 (33|MRM|077|078)

Sir/Madam,

1. The Madi Rural 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 2nd Nov 2020 (2077-07-17 BS)** to the following address:-

Employer's Address: Madi Rural Municipality, Thumakodanda, Kaski

Contact: 9856072600, 9856036234, 9864388199

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

3. Your quotation must be accompanied by adequate eligibility documentation (Copy of firm registration, VAT/PAN registration, Tax clearance for FY 2076/77, 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: **12 Noon of 2nd Nov 2020 (2077-07-17 BS)**.


Narayan Prasad Sapkota
Chief Administrative Officer



Madi Rural Municipality
Office of the Municipal Executive
(Social Security and Registration Section)
Published Date: 2073-07-03



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 Madi Rural Municipality. 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 7 days from the date of submission of quotation.



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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 Madi Rural 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 Madi Rural Municipality
Address: Thumakodanda, Kaski
Telephone: 06-506404, 06-506406
Website: <http://madimunkaski.gov.np>
Email: madimunkaski@gmail.com
 - Chief Administrative Officer
Name: Narayan Prasad Sapkota
Contact: 9856072600
Email: sapkotanp75@gmail.com
 - Branch Head
Name: Gobinda Khanal
Contact: 9856036234
Email Address: gobindakhanal90@gmail.com
 - MIS Operator
Name: Kumar Gurung
Contact: 9864388199
Email: kumargrg007pokhara@gmail.com


Narayan Prasad Sapkota
Chief Administrative Officer