



**Kamal Rural Municipality**  
**Office of Rural Municipal Executive**

Request for Sealed Quotation

For

**Digitization services of vital events Registration Application form**

(Date of First publication: 31<sup>st</sup> August 2020.)

Employer : Kamal Rural Municipality, Office of Rural Municipal Executive  
Project : Strengthening Systems for Social protection and Civil Registration (SSSPCR)  
Contract: Digitization services of vital event Registration Information form  
Credit No.: 5912-NP  
Reference No: 02/KRM/JHAPA/VITAL/2077-78

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. The Kamal Rural Municipality, Office of Rural Municipal Executive now invites sealed Quotation /Bids from eligible Bidders to scan, index and provide VER Application form (Approximately 6839 pages) stored in register.
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 the Office Address.
5. The bidding document in English may be purchased during office hours on or before 14<sup>th</sup> September 2020 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 stated below.

Information to deposit the cost of bidding document in Bank:

Name of the Bank: *NMB Kerkha Branch*

Name of Office : *Kamal Rural Municipality, Topgachhi, Jhapa*

Office Account No.: *0640058196400016 (Aantarik Rajaswa khata)*

6. Bidders must submit their bids with cost of bidding documents and bid security amounting to a minimum of NRs 14,000.00 in the following Account.

Information to deposit the Bid Security

Name of the Bank: *NMB Kerkha Branch*

Name of Office : *Kamal Rural Municipality, Topgachhi, Jhapa*

Office Account No : *0640058196400081 (Dharauti khata)*

or can submit Bank Guarantee issued by "A" class commercial Bank or Financial institutions eligible to issue Bank Guarantee as per prevailing Law specified by Nepal Rastra Bank with Validity Period of 75 days from the opening date of bids along with bid files.

7. A pre-bid meeting shall be held at the office given below at 13.00 hrs on 7<sup>th</sup> September 2020.
8. Sealed bids must be delivered to the address below on or before at 12.00 hours of 15<sup>th</sup> September 2020. Late Bids will not be entertained.
9. Bids shall be opened in the presence of the Bidders' designated representatives and anyone who choose to attend at the address below at 14.00 hours on last Date of Bid Submission.
10. 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.
11. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bids without assigning any reasons whatsoever.
12. The address referred to above is:

Kamal Rural Municipality, Office of Rural Municipal Executive  
Address: Topgachhi, Jhapa  
Telephone No: 023-475081  
Email: [info@kamalmun.gov.np](mailto:info@kamalmun.gov.np)  
Website: [kamalmun.gov.np](http://kamalmun.gov.np)

CHIEF ADMINISTRATIVE OFFICER



*[Signature]*  
मुख्य प्रशासकीय अधिकारी  
कमल गाउँपालिका