



कनकासुन्दरी गाउँपालिका

गाउँकार्यपालिकाको कार्यालय

बिराट, सिञ्जा जुम्ला

कर्णाली प्रदेश नेपाल



प सं ०७७।०७८

चं नं

मिति २०७७।०६।१९

घटना दर्ता डिजिटাইजेसन गर्नका लागि सेवा खरिद सम्बन्धी सुचना

प्रथम पटक प्रकाशित मिति २०७७।०६।१९


Contract NP-DoCR/KANAKA MUN/077-078/NCS-DS/01

नेपाल सरकार गृह मन्त्रालय राष्ट्रिय परिचय पत्र तथा पञ्जीकरण विभागको पत्रानुसार घटना दर्ता प्रणाली सृद्धिकरण आयोजना (जन्म मृत्यु विवाह बसाईसराई सम्बन्धबिच्छेद) सम्बन्धी कार्यलाई व्यवस्थित गर्न ब्यक्तिगत घटना दर्ता डिजिटাইजेसन गर्ने कार्य सञ्चालन गर्नु पर्ने भएकोले सो कार्यको लागी परामर्श सेवा खरिद गर्नु पर्ने भएको हुदा सो क्षेत्रमा काम गरेका अनुभव प्राप्त ईच्छुक फर्म वा कम्पनीहरुले सुचना प्रकाशित भएको मितिले ७ सात दिन २०७७।०६।२५ गते दिउसो ४ बजे भित्र यस कार्यालयमा देहायका आवश्यक कागजातहरु सहित दरखास्त पेश गर्नुहुन सम्बन्धित सबैमा जानकारीको लागी यो सुचना प्रकाशित गरिएको छ ।

आवश्यक कागजातहरु

१. फर्म वा कम्पनी दर्ता प्रमाणपत्र प्रतिलिपी
२. आ व २०७५।०७६ को कर चुक्ता प्रमाणपत्रको प्रतिलिपी
३. मुल्य अभिवद्धि कर (VAT) दर्ता प्रमाणपत्रको प्रतिलिपी
- ४ आवश्यक जनशक्ति, ईन्टरनेट, तथा अन्य उपकरणको विवरण
- ५ कार्य विवरण (TOR) सहितको प्रस्ताव

नोट : डिजिटাইजेसन गर्नु पर्ने कार्य विवरण TOR (Terms of Reference) यस गाउँपालिकाको वेवसाईट www.kankasundarimun.gov.np मा उपलब्ध छ ।


नैनसिंह बुढा
प्रमुख प्रशासकीय अधिकृत



**Kanakasundari Rural Municipality,
Jumla District**

**Non-Consulting Services
National Competitive Bidding**

Quotation Document

for

**Digitization Services of Vital Event Registration Book
of Kanaka Sundari Rural Municipality, Jumla District**

(Kanaka Sundari Rural Mun/077-078/NCS-DS/01)

Issued by:

Submission deadline: 05 / 10 / 2020

Handwritten signature
प्रमुख प्रशासकीय अधिकृत



REQUEST FOR QUOTATION (RFQ)

For

Digitization Services of Vital Events Registration Book

(Date of Issue of Request: 05 / 10 / 2020) (19 / 06 / 2077 B.S.)

Employer: Name of Kanakasundari 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 Book

IDA Credit No.: 5912-NP

Reference No: kanaka Mun/077-078/NCS-DS/01

To: Firm or company's name, address

Sir/Madam:

1. The Kanakasundari Rural Municipality (Employer) hereby requests you to submit price quotation(s) for the Digitization services of vital event Registration Book 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 04 Noon of 11 / 10 / 2020 to the following address - :

Employer's Address: Kanaka Rural Municipality Birat Sinja Jumla

Telephone: 9848112167

Email address: info@kanakasundarimun.gov.np, ito.kankasundarimun@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: 11-10-2020 (Nepali date 2077-06-25)
 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.


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- (i) **PRICES:** The prices should be quoted for Digitization services of vital event Registration Book for Kanakasundari Rural Municipality (place of destination).
Prices shall be quoted in the Nepalese Rupees (NRs).1,97,000.
- (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 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 Kanakasundari 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 kanakasundari Rural Municipality
Address: Birat sinja jumla
Telephone: 9848112167 Email address: info@kanakasundarimun.gov.np ,ito.kankasundarimun@gmail.com
- Chief administrative officer (or on behalf)
Naina singh Budha
Office of the Kanakasundari Rural Municipality
Address: Birat sinja Jumla


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FORM OF QUOTATION

To: Office of the Kanakasundari Rural Municipality

We offer to execute the DP datedfor providing Digitization services of vital event Registration Book (Reference No: kanaka sundari Rural Mun/077-078/NCS-DS/01) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of NRs._____ (Amount in words:

.....). We propose to complete the delivery of services described in the Contract within the Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

Authorized Signature: _____

Name and Title of Signatory:

Name of Service Provider (Firm/company):


Address :

Contact Number :

Fax Number, if any:

Email address:

Stamp :


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FORM OF CONTRACT

THIS AGREEMENT number made on _____, ____ 2020, between Kanaka Sundari Rural Municipality, (hereinafter called "the Employer") on the one part and _____ (hereinafter called "the Service Provider") on the other part.

WHEREAS the Employer has requested for quotation for Digitization services of vital event Registration Book viz. Contract, (hereinafter called "Contract") and has accepted the Quotation by the service provider for the services under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications-Annex 1 and Price Schedule- Annex 2 (attached here with)
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Employer to the service provider as hereinafter mentioned, the Service Provider hereby concludes an Agreement with the Employer to execute and complete the digitization services under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Employer hereby covenants to pay, in consideration of the acceptance of Contract, delivery of the services and supports therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS, whereof the parties hereto have executed the Contract under the laws of Nepal on the date indicated above.

Signature and seal of the Employer:
For and on behalf of

Signature and seal of the Service provider:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

Witnesses:

Name:
Designation:
Signature:

Name:
Designation:
Signature:


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Delivery Time:

All the services in price Schedule and Performance Specifications (months)

- Time Frame:**

- The services should be completed as per above schedule.

5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Nepal.

6. Resolution of Disputes: The Employer and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Employer and the Service Provider, the dispute shall be settled in accordance with the provisions of the Nepal's law (arbitration law or rules of the Employer's country).

7. Delivery and Documents: Upon delivery, the Service Provider shall provide the following documents to the Employer:

- Inception report outlining the firm's overall implementation plan, activities and timeline [this would then be endorsed by Kanakasundari Rural Municipality]
- Complete digitized records (vital events data and captured image)
- Bi-weekly progress report reflecting risks and to-do tasks by Kanakasundari Rural Municipality for mitigating such potential challenges/risks etc.
- Digitization work completion Report, registration book handover letter from local registrar and image/data synchronization to the center server

8. Payment:

Payment of the contract price shall be made in the following manner.

- [.....%] Amount to be paid as per the actual data entered in different categories.
- [.....%] on submission of Work completion report (WCR), verified and approved by CAO



Payment shall be given to the service provider after successful delivery of the items of services and related installation and networking services as per the price schedule. The final payment shall be given at the end of successful completion of all the support and maintenance services.

9. Warranty: Maintenance services must be provided at least for a period of N/A months from the date of final acceptance.
10. Defects: All defects will be corrected by the Service provider without any cost to the Employer within 30 day from the date of notice by Employer.
11. Force Majeure: The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Employer in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes or any lockouts.

If a Force Majeure situation arises, the Service Provider shall promptly notify the Employer in writing of such condition and the cause thereof. Unless otherwise directed by the Employer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.


12. Required Technical Specifications and Description of Services: (with attachments as necessary)
 - (i) Specific details and technical standards, description of services and service requirements as Annex-1 (attached herewith)
13. Failure to Perform: The Employer may cancel the Agreement if the Service Provider fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 15-day notice given by the Employer, without incurring any liability to the Service Provider.

NAME OF SERVICE PROVIDER:

Authorized Signature: _____

Place:

Date:


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Annex-1: Terms of Reference

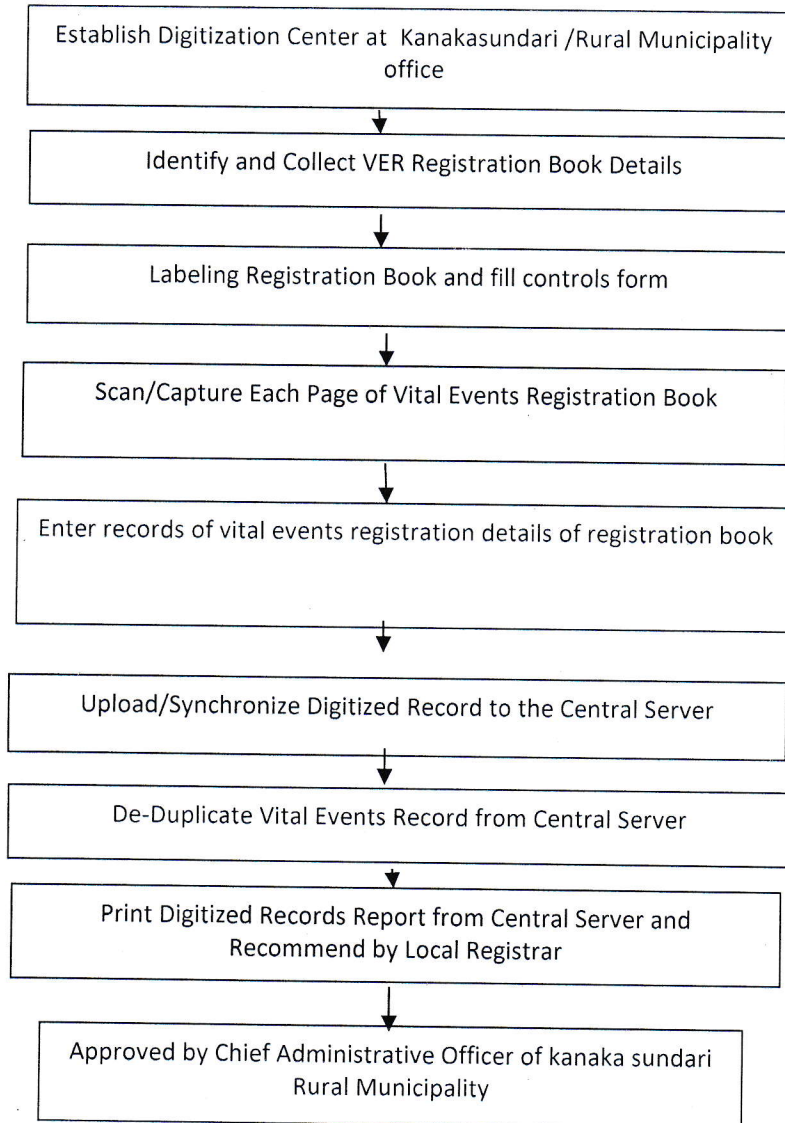
Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR)

Employer: Name of Kanakasundari Rural Municipality

Activity Reference: kanaka Mun/077-078/NCS-DS/01

1. Scope of Work:

The work to be carried out the following process:



2. Work Station Establishment

- Vendor should manage logistics like: Internet, computer, printer, paper, scanner/camera and venue of data scan/entry.
- Data entry/digitization station will be allocated by Kanakasundari Rural Municipality office.

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3. Staff Allocation

- Firm should assign staffs for data entry/digitization period to complete the task within three months
- For each work station there must be One supervisor and data entry operators will be a staff structure

4. Registration Book Information Collection and Labeling

- Firm should collect all the information of Registration books in the "Registration Book Verification Form"

In given format below, which should verify by local registrar prior to data digitization.

- All the pages of the book should be numbered starting from 1 to last page respectively.
- Firm should label registration Book in the format (District Code-MUN/RMUN code-Ward No-BookYearFrom-BookYearTo-Event Type-Book Count)

Registration Book Verification Form

Province Karnali District Jumla Kanaka sundari RMUN Ward No....

S.N.	Vital Registration Book Type (Birth,Marriage,Death,Divorce,Migration)	Book Serial No.	Total Pages	Total registered vital events	Book Used Date	
					To	From
1						
2						
3						
4						
5						
Total						

Prepared By
Signature
Name
Supervisor

Recommended By
Signature
Name
Local Registrar

Verified By
Signature
Name
CAO

5. Registration Book Capture

- Firm should capture the images of all the pages of labelled registration book of vital event registration.
- Scan A3, A4 pages with the help of scanner/camera.
- All book pages need to be scanned with Maximum 500Kb size per page.
- Document should be in JPEG/JPG, PNG.
- The images should be stored in a properly design hierarchical folders order and should have proper naming convention for each folder (District, MUN/RMUN, Ward No, Book No, Page No.)
- Scanning shall be carried out in a manner that is able to handle old delicate and decayed paper carefully, to make sure that the old document will not be torn, damaged or destroyed any further through the scanning process.

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- In case a document is damaged or found to be damaged, it should be recorded and reported to the ward secretary or chief administrative officer.
- The scanned output documents should be clear enough so that all the information (in the same language), photograph, symbols in the original document shall appear in the scanned copy accurately and exactly as in the original document.
- Scanned image should be cropped if un-necessary edges captured during scanning process.

6. Data Entry

- All the book records (book no, total pages, total events, book use date to -from) and all the vital events (Birth, death, marriage, divorce, migration) should be entered in the digitization application provided by DoNIDCR.
- All the process for user management, data entry, data management, data verification, data synchronization and reporting will be as per the digitization application and user manual.
- All the data entry has to be carried out with high degree of precision.
- If data in the registration book is incomplete or is unreadable then entry operator has to fill up the below form in the digitization application which must be verified by CAO.

Jumla District
Kanakasundari Rural Municipality
.....Ward No

Vital Events	Total registered events in book	Total Digitized records	Records unable to digitized	
			Unreadable records	Incomplete records
Birth	11906	11906		
Death	1338	1338		
Marriage	2753	2753		
Migration	611	611		
Divorce	4	4		
Total	16612	16612		

Prepared By
Signature
Name
Supervisor

Recommended By
Signature
Name
Local Registrar

Verified By
Signature
Name
CAO

- Data must be digitized using digitization application in online/offline mode.
- Firm should ensure record digitized per day ensuring highest quality of data.

7. Data Synchronization, Verification and Reporting

- Firm should maintain the log report for the process of entry, capture, verification, synchronization. Data entry Supervisor must ensure quality and completeness of data before synchronization.
- Digitized data must be synchronized after completing the entry of each municipality/Rural municipality. All the digitized data and associated folders has to be synchronized to the central server.
- After synchronization of digitized records (data and images) firm has to generate the verification form as mentioned below from the application at central server.

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Prepared By
Signature
Name
Supervisor

Recommended By
Signature
Name
Local Registrar

Verified By
Signature
Name
CAO

- d. Digitization of Kanakasundari Rural Municipality will be considered complete after approval of "Verification Report Form" by Chief Administrative Officer.

8. Data Backup and security:

- a. The firm should take full responsibility and ensure complete confidentiality, security and accountability of the Registration books and VER data (during transfer of registration book from ward office to work station, during digitization, until returned back to ward office).
- b. If data entry is done in offline mode then firm should keep timely backup of all the data entered in storage devices (external hard disk, pen drive etc.) so that no data are lost.
- c. Data from the storage device of particular local level can only be deleted after ensuring that all the data, folders, images, files are synchronized to the server.
- d. If any data are lost before synchronization to the server, firm will be responsible and has to re-enter the missing data.
- e. Activities of unauthorized access, usage and manipulation of data will be punishable according to the law of Government of Nepal.

9. Time Frame:

- a. Maximum time to complete data entry, scanning or capturing image, de-duplicating data and synchronizing to the central level will be a calendar three month. The firm should propose appropriate mechanism to ensure quality of data entry, time assigned and confidentiality of the data.

10. Deliverables:

- a. Inception report outlining the firm's overall implementation plan, activities and timeline [this would then be endorsed by Kanakasundari Rural Municipality]
- b. Complete digitized records (vital events data and captured image)
- c. Bi-weekly progress report reflecting risks and to-do tasks by Kanakasundari Rural Municipality for mitigating such potential challenges/risks etc.
- d. Digitization work completion Report, registration book handover letter from local registrar and image/data synchronization to the center server.

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11. Payment Terms and Schedule:

- a. [.....%] Amount to be paid as per the actual data entered in different categories.
- b. [.....%] on submission of Work completion report (WCR), verified and approved by CAO.
- c. Total amount to be paid will be calculated as per the actual data entered in different categories (i.e. total amount=total data entered* quoted per data entry cost*quoted per data management cost along with including 13% VAT).
- d. Payment will be done after completion of task.

1. **Selection of Firm:** Eligible lowest bidder will be selected for this assignment.

12. Experience of Firm and Staff

a. Experience of Firm

The ideal company for this assignment is expected to meet the following minimum requirements

- At least years of experience in related work.
- Firm have must be registered in Office of Company Register and VAT.
- Firm have Tax clearance certificate of FY 2075/076.

b. Staff

i. Data Entry Supervisor- One

Academic Qualification

At least degree in any discipline

Experience

At least years of hands on professional experience in data entry, scanning, data management

Skills

- Computer literacy, Effective problem-solving skills, Excellent people management skills, Excellent organizational, interpersonal, written, and verbal communication skills, Ability to communicate with team appropriately, Ability to perform comfortably in a fast-paced, deadline-oriented work environment, Ability to successfully execute many complex tasks simultaneously, Ability to work as a team member, as well as independently.

Duties and Responsibilities Data Entry Supervisor

The Data Entry Supervisor supervise the Data Entry/digitization function by planning and coordinating the day-to-day production responsibilities and quality performance of themunicipality/rural municipality.

- Train, motivate, monitor and evaluate performance of Data Entry staff on a continuous and ongoing basis.
- Develop and maintain Data Entry processes and procedures.
- Facilitate meetings as needed.
- Make effective and responsible decisions, keeping in mind the effect of the entry, image capture and de-duplication of entered data.
- Provide the task manager with updates on all issues regarding quality, training, procedures, and staff issues.
- Work closely with the task manager and data entry operator meets and exceeds performance standards and goals for Data Entry and Image Capturing activities.
- Complete daily and weekly reports including progress and monitor performance.
- Perform other duties as assigned byMunicipality/Rural Municipalities office.

ii. Data Entry Operator: -.....

Academic Qualification

- At least completed.
-month computer training/certification or month data entry work experience

Skills

- Typing speed and accuracy, excellent knowledge of correct spelling, grammar and punctuation, Attention to detail, Confidentiality, Organization skills, with an ability to stay focused on assigned tasks.

Duties and Responsibilities of Data Entry operator

- Enter vital events registration record and capture image of registration book.
- Compile, verify accuracy and sort information according to instruction.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.

13. Facilities to be Provided by Kanakasundari Rural Municipality:

Municipality/Rural Municipality shall provide following facilities to consultant during his tenure of service:

- a) Application for digitization, Server/Storage for data synchronization
- b) Training for key staffs, Guideline/Manual
- c) Venue for work station

Annex-2: Pricing Schedule

Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR)

Employer: Name of KANAKASUNDARI /Rural Municipality

Activity Reference: kanakasundari Rural Mun/077-078/NCS-DS/01

Name of Service Provider:

SN	Vital Events	Estimated Data (Approx.) (A.)	Per data entry (B.)	Total page to be scan (C.)	Per page scan Cost (D.)	Logistic cost/per data (E)	Amount (A*B)+(C*D)+(A*E)
1	Vital Events Registration book 1.1 Birth 1.2 Marriage 1.3 Migration 1.4 Divorce 1.5 Death	16612		2054			
Total							
VAT 13%							
Grand Total							

Total Price to final destination (in Words)

Signature of Service Provider

Note: In case of discrepancy between unit price and total, the unit price shall prevail

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