



प.सं.
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इटहरी उप-महानगरपालिका नगर कार्यपालिकाको कार्यालय



१ नं. प्रदेश, नेपाल

मिति.....

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Vital Event Registration and Social Protection Section (VERSP)

Request for Sealed Quotation For

Digitization services of Vital Events Registration Application Form

Date of First publication: September 18, 2020 AD (2077-06-02 BS)

Employer: Itahari Sub Metropolitan City

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: NP-DoCR-183661-RFQ

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 Itahari Sub Metropolitan City, now invites sealed Quotation from eligible Bidders to scan, index and provide VER Application form (Approximately 10,000 pages of 72,000 data stored in vital event registration application book.
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 or Itahari Sub-Metropolitan city and inspect the bidding document during office hours at the address - www.itaharimun.gov.np.
5. The bidding document in English may be downloaded or purchased during office hours on or before 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 1,000/- (One thousand Rupees) or upon submission of original deposit voucher as stated below.

Office Name : Itahari Sub-Metropolitan City, Itahari

Office Code No. : 801143015

Office Account No: 05903000001001000001 Revenue Head No: 14229

Name of the Bank: Nepal Bank Ltd.

कृष्ण प्रसाद सापकोटा
प्रमुख प्रशासकीय अधिकृत

www.itaharimun.gov.np / email : itahari.municipality@gmail.com



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6. Bidders submitting their bids with cost of bidding documents and bid security amounting to a minimum of 5% in Dharauti Account No :05903000003000000001
Office code No : 801143015 in Nepal Bank Ltd. and scanned copy (Pdf format) of Bank deposit voucher or 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.
7. Sealed bids must be delivered to the address below on or before at 12.00 hours of October 03, 2020. Late Bids will not be entertained.
8. A pre-bid meeting shall be held at the office given below at 14.00 hrs. On October 03, 2020.
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. The address referred to above is:

Itahari Sub Metropolitan City
Address: Itahari, Sunsari
Telephone No: 025-582819
Website: www.itaharimun.gov.np


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