



# Harinagar Rural Municipality

## Office of the Rural Municipal executive

Harinagara, Sunsari

### Request for Sealed Quotation For Digitization services of vital events Registration Application form

(Date of First publication: 8th september 2020 )

**Employer :** Harinagar Rural Municipality  
**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 Harinagar Rural Municipality now invites sealed Quotation /Bids from eligible Bidders to scan, index and provide VER Application form (Approximately 77 pages)
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 address given below .
5. The bidding document in English may be purchased during office hours on or before 22nd september 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.  
**Office Name :** Harinagar rural Municipality,Harinagara, sunsari  
**Office Code No :** 801011412  
**Office Account No:** 0602401311171092  
**Name of the Bank :** Agricultural development office, Harinagara branch
6. Bidders submitting their bids with cost of bidding documents and bid security amounting to a minimum of NRs .13420.00 in Dharauti Account No 0602401311171041 Office code No : 801011412 in 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 of bids i. e, up to. along with bid files
7. A pre-bid meeting shall not be held .
8. Sealed bids must be delivered to the address below on or before at 12.00 Noon of 23rd 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 23rd September 2020.
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:

**Name of Palika :** Harinagar Rural Municipality  
**Address:** Harinagara, sunsari  
**Telephone No:** 9852041431  
**Website:** www.harinagaramun.gov.np