



**Thakre Rural Municipality  
Office of Rural Municipal Executive  
Mahadevbesi, Dhading  
Bagmati Province, Nepal**

**Request for Sealed Quotation  
For  
Digitization services of vital events Registration Application form  
(Date of First publication: 2020-08-29)**

Employer : Thakre Gaupalika

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. Thakre Gaupalika now invites sealed Quotation /Bids from eligible Bidders to scan, index and provide VER Application form.
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 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: Thakre Gaupalika  
Account Name: GA-1-1 Antarik Rajaswo Khata  
Office Account No: 0510101118900121  
Name of the Bank: Prabhu Bank Mahadevbesi, Dhading
6. Bidders submitting their bids with cost of bidding documents and bid security amounting to a minimum of NRs 16,000.00 (Sixteen thousand Rupees) in Dharauti Account No 0510101118900041 in Prabhu Bank 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 .
7. A pre-bid meeting shall be held at the office given below at 13.00 hrs on 1st September.
8. Sealed bids must be delivered to the address below on or before at 12.00 hours of 12<sup>th</sup> September. 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 Thakre Rural Municipality Mahadevbesi, Dhading.
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 : Thakre Gaupalika  
Address: Mahadevbesi, Dhading  
Telephone No: 010415098  
Website: [www.thakremun.gov.np](http://www.thakremun.gov.np)