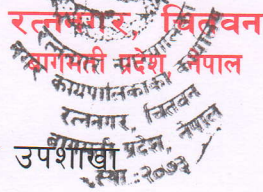




रत्ननगर नगरपालिका

नगर कार्यपालिकाको कार्यालय



प.सं.: ०७७/०७८ सा.सु तथा पञ्जिकरण उपशाखा
च.नं. :- ४४६८

मिति: २०७७/१२/०५

घटना दर्ता तथा सामाजिक सुरक्षा दर्ता शिविरको लागि सेवा खरिद सम्बन्धी सुचना
(प्रथम पटक प्रकाशित २०७७ चैत ८ गते)

NP-DOCR-184870-NC-RFD

नेपाल सरकार गृह मन्त्रालय राष्ट्रिय परिचयपत्र वितरण तथा पञ्जिकरण विभाग सिंहदरवार काठमाडौंको प्राप्त पत्रानुसार यस नगरपालिकामा हाल सम्म दर्ता नभएका व्यक्तिगत घटना दर्ता (जन्म, मृत्यु, विवाह, बसाईसराई र सम्बन्ध विच्छेद) तथा सामाजिक सुरक्षा कार्यक्रमको सेवाबाट छुट भएकाहरूका लागि दर्ता शिविर संचालन गर्न परामर्श सेवा खरिद गर्नुपर्ने भएकाले इच्छुक फर्म, संस्था वा कम्पनीले सुचना प्रकाशित भएको मितिले १५ दिन भित्र यस कार्यालयमा आवश्यक कागजात सहित दरखास्त पेश गर्नुहुन सम्बन्धित सबैको जानकारीको लागि यो सुचना प्रकाशित गरिएको छ।

शिशिर पौडेल

प्रमुख प्रशासकीय अधिकृत

शिशिर पौडेल

प्रमुख प्रशासकीय अधिकृत

आवश्यक कागजातहरू:

१. दर्ता प्रमाणपत्र
२. कर चुक्ता प्रमाण पत्र
३. PAN/VAT दर्ता प्रमाणपत्र
४. आवश्यक जनशक्ति तथा उपकरण विवरण
५. दर्ता शिविर गर्नुपर्ने कार्य विवरण (TOR) रत्ननगर नगरपालिकाको वेबसाइट <https://ratnanagarmun.gov.np> मा उपलब्ध छ।

Ratnanagar Municipality, Chitwan District

**Request for Sealed Quotation
for**

OPERATION OF REGISTRATION CAMP FOR VITAL EVENTS REGISTRATION, SOCIAL SECURITY AND RELATED COMPLAINT

(Date of First Publication: 21st March, 2021)



1. Ratnanagar Municipality, Chitwan District received fund on conditional grant through fiscal transfer of Strengthening Systems for Social protection and Civil Registration (SSSPCR) Project, 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 project, and intends to apply part of the proceeds toward payments under the contract for hiring a Firm providing Operation of Registration camp for vital events Registration, Social security and related complaint.
2. Bidding will be conducted through National competitive bidding using a Request for Quotation (RFQ) as specified in the Public Procurement Act and Regulations.
3. Ratnanagar Municipality, Chitwan District invites sealed quotation from the qualified consulting firm of the following detail.

S.N.	Description	Bidding Document fee (non-refundable)	Estimation amount with VAT	Deadline of bid-document purchase	Bid submission deadline (Date and Time)	Bid-Opening Date and Time
1	Operation of Registration camp for vital events Registration, Social security and related complaint (NP-DOCR-184870-NC-RFQ)	Rs 1000	Rs.1561999	4 th April 2021	5 th April 2021, 12:00 Noon	5 th April 2021, 02:00 PM

4. Bidders shall submit the bid security amounting to a minimum of NRs 46,860 in Dharauti Account Name RATNANAGAR NA.PA (GA-3) Account No 1830100303000003 in Rastriya Banijya Bank Ltd, Ratnanagar Branch with Validity Period of 75 days from the opening date.
5. 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 shall be recognized from the original bid submission deadline.
6. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bids without assigning any reasons whatsoever.
7. The address referred to above is:

Office of the Ratnanagar Municipality, Chitwan
Address: Ratnanagar-1, Bakulahar, Chitwan
Telephone No: 056-561229
Website: <https://ratnanagarmun.gov.np>

Shishir Paudel
Chief Administration Officer

RATNANAGAR MUNICIPALITY
OFFICE OF THE MUNICIPAL EXECUTIVE
(Social security and vital registration section)



REQUEST FOR QUOTATION (RFQ)

For

Operation of Registration camp for vital events Registration, Social security and related complaint

(Date of Issue of Request: 21 /03 / 2020) (8 /12 / 2077 B.S.)

Employer: Ratnanagr Municipality, Chitwan District

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: Operation of Registration camp for vital events Registration, Social security and related complaint

IDA Credit No.: 5912

Contract ID No:-NP-DoCR-184870-RFQ

To:

Sir/Madam:

1. The Ratnanagar Municipality, Chitwan District (Employer) hereby requests you to submit price quotation(s) for the Operation of Registration camp for vital events Registration, Social security and related complaint 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 12 Noon of 05/ 04 / 2021 to the following address - :

Employer's Address: Ratnanagar Municipality

Telephone: 056-561229

Email address: ratna.municipal@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 2076/77, 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: 05/04/2021 (23/12/2077 B.S)

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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Shishir Paudel
Chief Administration Officer



- (i) PRICES: The prices should be quoted for Operation of Registration camp for vital events, Registration, Social security and related complain for Ratnanagar Municipality, Chitwan District (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).
- (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 thirty (30) 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 45 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 Ratnanagar Municipality, Chitwan District 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 Ratnanagar Municipality, Chitwan
Address: Ratnanagar-1, Bakulahar, Chitwan
Telephone: 056-561229
Email address: ratna.municipal@gmail.com Website: <https://ratnanagarmun.gov.np>

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Chief administrative officer (or on behalf)
Office of the Ratnanagar Municipality, Chitwan District

Shishir Paudel
Chief Administration Officer



TERMS AND CONDITIONS

Of

PROVIDING SERVICES OF OPERATION OF REGISTRATION CAMP FOR VITAL EVENTS REGISTRATION, SOCIAL SECURITY AND RELATED COMPLAINT

1. Schedules for Activities

As stated in activity schedule

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

3. Activity Schedule:

Time Frame:

- Maximum time to complete [depending on quantity ascertained after annex-1 to be completed] calendar months. The firm should propose appropriate mechanism to ensure quality of pre-determined services and time assigned.

The services should be completed as per above schedule.

4. Insurance: N/A

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:

The service provider shall attach the following report as per Annex-3 (a), 3 (b), 3 (c) and 3 (d) and other additional details with the report:

- Registration Camp Operation Action Plan:** Within 7 days of the agreement
- Reporting:** The next day of each day during the registration camp operation period.
- Ward -wise Camp Operation Report:** Within 5 days of completion of ward camp.
- Final work completion report:** Within 10 days of completion of the entire camp in the respective ward.

8. Payment:

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

S. No	Payment Details	Percentage of Payment	Required documents	Remarks
1	Mobilization Advance	10%	submission /approval of Action plan for Registration camp operation and submission of security deposit	

Q 12/11/17

Shishir Paul
Chief Administration Officer

S. No	Payment Details	Percentage of Payment	Required documents	Remarks
2	On completion of the ward camp (the number of wards should be divided into four parts and one-part number should be mentioned.)	20%	Camp Completion Report and task Force's work completion report in that ward.	Payment after deducting 25% of mobilization advance.
3	On completion of the ward camp (the number of wards should be divided into four parts and one-part number should be mentioned.)	20%	Camp Completion Report and task Force's work completion report in that ward.	Payment after deducting 25% of mobilization advance.
4	On completion of the ward camp (the number of wards should be divided into four parts and one-part number should be mentioned.)	20%	Camp Completion Report and task Force's work completion report in that ward.	Payment after deducting 25% of mobilization advance.
5	On completion of the ward camp (the number of wards should be divided into four parts and one-part number should be mentioned.)	20%	Camp Completion Report and task Force's work completion report in that ward.	Payment after deducting 25% of mobilization advance.
6	Final Payment	20%	All Camp Completion Report and Completion Report of Task Force	

Note: The local level may ascertain the appropriate payment schedule based on the number of wards and relevancy.

9. Warranty: N/A
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 it's 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. Description of Services: (with attachments as necessary)

- (i) Specific details and technical standards, description of services and service requirements as Annex-1 (attached herewith)

Service Provider confirms compliance with above specifications.

13. Failure to Perform: The Employer may cancel the Agreement if the Service Provider fails to provide service, 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:

12/9/17
Shishir Paudel
Chief Administration Officer