

Birtamode Municipality  
Office of Municipal Executive  
Birtamode, Jhapa  
1 No. Providence, Nepal

**Request for Sealed Quotation  
For**

**Digitization Services of Vital Events Registration Application form**

(Date of First publication: 2077-05-31)

Employer : Birtamode Municipality

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

Contract: Digitization services of vital event registration information form

Reference No: BTM/DoCR/RFQ/01/2077-78

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. Birtamode Municipality invites sealed Quotation /Bids from eligible Bidders to scan, index and provide VER Application form (Approximately 13550 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 Birtamode Municipality.
5. The bidding document in English may be purchased during office hours on or before 2077-06-14 at 17:00 hours 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 : Birtamode Municipality

Office Account No: 246CA50018870002

Name of the Bank: NIC Asia Bank Limited, Birtabazar Branch.

6. Bidders shall submit the bid security amounting to a minimum of NRs 18,000.00 in Dharauti Account No 246CA50018870005 Office code No : 801011 in NIC Asia Bank Limited , Birtabazar Branch 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. A pre-bid meeting shall be held at the office given below at 13.00 hrs on 2077-06-07.
8. Sealed bids must be delivered to the address below on or before at 12.00 hours of 2077-06-15. 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 on 2077-06-15 at 14.00 hours at Birtamode Municipality.
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 Municipality: Birtamode Municipality

Address: Birtamode, Jhapa

Telephone No: 023-540244

Website: www.birtamodmun.gov.np

