



**GAUR MUNICIPALITY**  
**OFFICE OF THE MUNICIPAL EXECUTIVE**  
(Social Security and Vital Event Registration Section)  
Publish Date - 11/09/2020 (26/05/2077 B.S.)

**REQUEST FOR QUOTATION (RFQ)**

For

**Digitization services of vital events Registration Application form**  
(Date of Issue of Request: 11/09/ 2020) (26/05/2077 B.S.)

**Employer: Gaur Municipality**

**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: Digitization services of vital event Registration Information form**

**IDA Credit No.: 5912-NP**

**Reference No: NP-DoCR-183661A- DS**

**To: Firm or company's name, address**

Sir/Madam:

1. The Gaur Municipality hereby requests you to submit price quotation(s) for the Digitization services of vital event Registration Information form 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 02/06/2077 to the following address - :

**Employer's Address: Gaur Municipality, Office of the Municipal Executive**

**Telephone: 055520292**

**Email address: info@gaurmun.gov.np**

**[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 2075/76, 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: 18/09/2020 (02/06/2077 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 preceded 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.

- (i) **PRICES:** The prices should be quoted for Digitization services of vital event Registration Information form for Gaur Municipality (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).

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- (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 proceed further. The Employer will evaluate and compare only the quotation 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 30 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 Gaur Municipality 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 Mun /R-Mun, **Gaur Municipality**, Office of the Municipal Executive

Address: **Gaur, Rautahat**

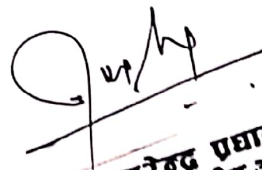
Telephone: **055520292**

Email address: **info@gaurmun.gov.np**

Chief administrative officer (or on behalf)

Office of the, **Gaur Municipality**, Office of the Municipal Executive

Address: **Gaur, Rautahat**

  
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**प्रमुख प्रशासकीय अधिकृत**

# FORM OF QUOTATION



To: Office of the Mun /R-Mun, Gaur Municipality, Gaur, Rautahat

We offer to execute the DP dated .....for providing Digitization services of vital event Registration Information form (Reference No: NP-DoCR-183661A-DS) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of NRs. \_\_\_\_\_ (Amount in words: \_\_\_\_\_). We propose to complete the delivery of services described in the Contract within the Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory:

Name of Service Provider (Firm/company /or .....):

Address :

Contact Number :

Fax Number, if any:

Email address:

  
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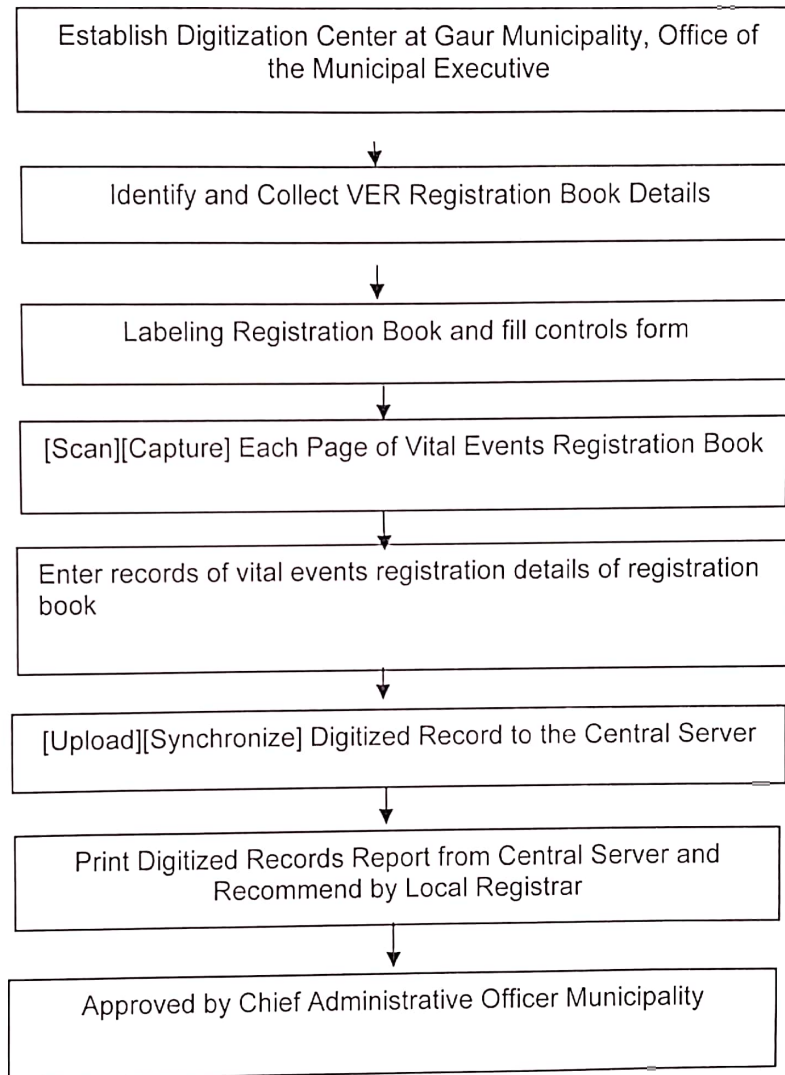
Annex-1  
Project: Strengthening Systems for Social Protection and Civil Registration (SSSPCR)  
Employer: Name of Palika  
Activity Reference: NP-DoCR- 183661A-DS



### Description of Services

The main task of the firm is to digitize the VER records as per the data digitization application provided by respective Palika / DoNIDCR. The firm will also have to scan the document and ensure quality control in the process of data entry.

The work to be carried out the following process:



### Methodology/Approach of the Service (Work)

While the vendor is to propose a detailed methodology and approach for the work, the following minimum standards are expected to be applied:

#### **Work Station Establishment**

- Vendor should manage logistics like: Internet, computer, printer, paper, and scanner/camera.
- Data entry/digitization station will be allocated by local level.

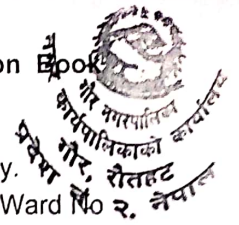
#### **Staff Allocation**

- Firm should assign 5 staffs for data entry/digitization period to complete the task within [2] months.
- For each work station there will be a staff structure having One supervisor and 4 data entry operators

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## Registration Book Information Collection and Labeling

- Firm should collect all the information of Registration books in the "Registration Book Verification Form"
- In given format below, which should verify by local registrar prior to data digitization?
- All the pages of the book should be numbered starting from 1 to last page respectively.
- Firm should label registration Book in the format (District Code- MUN/RMUN code - Ward No. - Registration Book Start Year - Event Type - Book Count)



### Registration Book Verification Form

Province 2, District Rautahat, Gaur Municipality, Ward No 1-9

S.N.	Vital Registration Book Type (Birth, Marriage, Death, Divorce, Migration)	Book Serial No.	Total Pages	Total registered vital events	Book Used Date	
					To	From
Total						

Prepared By  
Signature  
Name  
Supervisor

Recommended By  
Signature  
Name  
Local Registrar

Verified By  
Signature  
Name  
CAO

### Registration Book [Capture][Scan]

- Firm should [capture][scan] all the pages of labeled registration book of vital event registration.
- Scan A3, A4 pages with the help of scanner/camera.
- All book pages need to be scanned with Maximum 1MB size per page.
- Document should be in JPEG/JPG, PNG.
- The images should be stored in a properly design hierarchical folders order and should have proper naming convention for each folder (District, MUN/RMUN, Ward No, Book No, Page No.)
- Scanning shall be carried out in a manner that is able to handle old delicate and decayed paper carefully, to make sure that the old document will not be torn, damaged or destroyed any further through the scanning process.
- In case a document is damaged or found to be damaged, it should be recorded and reported to the ward secretary or chief administrative officer or focal person assigned by CAO.
- The scanned output documents should be clear enough so that all the information (in the same language), photograph, symbols in the original document shall appear in the scanned copy accurately and exactly as in the original document.
- Scanned image should be cropped if un-necessary edges captured during scanning process.

### Data Entry

- All the book records (book no, total pages, total events, book use date to -from) and all the vital events (Birth, death, marriage, divorce, migration) should be entered in the digitization application provided by respective Palika / DoNIDCR.

*(Signature)*  
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- All the process for user management, data entry, data management, data verification, data synchronization and reporting will be as per the digitization application and user manual.
- All the data entry has to be carried out with high degree of precision. Gaur Municipality will assign focal person to ensure quality of data.
- If data in the registration book is incomplete or is unreadable then entry operator has to fill the below form in the digitization application which must be verified by CAO.



Rautahat District  
Gaur Municipality

1-9 .Ward No

Vital Events	Total registered events in book	Total Digitized records	Records unable to digitized	
			Unreadable records	Incomplete records
Birth				
Death				
Marriage				
Migration				
Divorce				

Prepared By  
Signature  
Name  
Supervisor

Recommended By  
Signature  
Name  
Local Registrar

Verified By  
Signature  
Name  
CAO

(Add registration book label)

- Data must be digitized using digitization application in [online/Offline] mode based on availability of internet facilities.
- Data entry should be done in Nepali Unicode and English as specified in software field?
- Firm should ensure 400 records digitized per day in an average ensuring highest quality of data.

#### Data Synchronization, Verification and Reporting

- Firm should maintain the log report for the process of entry, capture, verification, synchronization. Data entry Supervisor must ensure quality and completeness of data before synchronization. [in case of offline mode]
- Digitized data must be synchronized after completing the entry of each Gaur Municipality. All the digitized data and associated folders have to be synchronized to the central server. [in case of offline mode]
- After synchronization of digitized records (data and images) firm have to generate the verification form as mentioned below from the application at central server.

#### Verification Report Form Rautahat District Gaur Municipality

Ward No.	No of Vital Events in Registration Book					Digitized vital events					No of Errors	Remarks
	Birth	Death	Marriage	Divorce	Migration	Birth	Death	Marriage	Divorce	Migration		
Total												

Prepared By  
Signature  
Name  
Supervisor

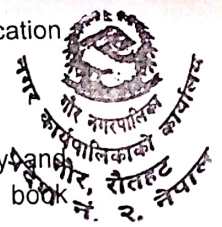
Recommended By  
Signature  
Name  
Local Registrar

Verified By  
Signature  
Name  
CAO

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- Digitization of Gaur Municipality will be considered complete after approval of "Verification Report Form" by Chief Administrative Officer.



#### Data Backup and security:

- The firm should take full responsibility and ensure complete confidentiality, security and accountability of the Registration books and VER data (during transfer of registration book from ward office to work station, during digitization, until returned back to ward office).
- If data entry is done in offline mode then firm should keep timely backup of all the data entered in storage devices (external hard disk, pen drive etc.) so that no data are lost.
- Data from the storage device of particular local level can only be deleted after ensuring that all the data, folders, images, files are synchronized to the server.
- If any data are lost before synchronization to the server, firm will be responsible and has to re-enter the missing data.
- Activities of unauthorized access, usage and manipulation of data will be punishable

#### Experience of Firm and Staff

##### Experience of Firm

The ideal company for this assignment is expected to meet the following minimum requirements

- [At least 5 years of experience in related work].
- Firm should have registered in government entity and [VAT][PAN].
- Firm should have latest Tax clearance certificate.
- [At Least 20000 data entry experience in related sector.]
- 

#### Data Entry Supervisor- One Duties and Responsibilities

The Data Entry Supervisor supervises the Data Entry/digitization function by planning and coordinating the day-to-day production responsibilities and quality performance of the Gaur Municipality.

- Train, motivate, monitor and evaluate performance of Data Entry staff on a continuous and ongoing basis.
- Develop and maintain Data Entry processes and procedures.
- Facilitate meetings as needed.
- Updates issues regarding quality, training, procedures, staff issues.
- Work closely with the Gaur Municipality and data entry operator meets and exceeds performance standards and goals for Data Entry and Image Capturing activities.
- Complete daily and weekly reports including progress and monitor performance.
- Perform other duties as assigned by Gaur Municipality office related to this assignment.

#### Academic Qualification

At least [Bachelors] degree in any discipline

#### Experience

At least [5] years of hands on professional experience in data entry, scanning, data management

#### Skills

- Computer literacy.
- Effective problem-solving skills.
- Excellent people management skills.
- Excellent organizational, interpersonal, written, and verbal communication skills.
- Ability to communicate with team appropriately.
- Ability to perform comfortably in a fast-paced, deadline-oriented work environment.
- Ability to successfully execute many complex tasks simultaneously.
- Ability to work as a team member, as well as independently.

#### Data Entry Operator: - 4 four staff

##### Duties and Responsibilities

- Enter vital events registration record and capture image of registration book.
- Compile, verify accuracy and sort information according to instruction.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Generate reports, store completed work in designated locations and perform backup operations.

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- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.



#### Academic Qualification

- At least [+2 or equivalent] completed.
- [6] month computer training or academic certification in computer related subject

#### Skills

- Data entry work
- Experience with MS Office and data programs
- Knowledge of using office equipment, like printer and scanner
- Typing speed and accuracy
- ability to stay focused on assigned tasks

#### Annex-2:

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

**Employer: Gaur Municipality**

**Activity Reference: : NP-DoCR- 183661A-NC-DS**

### Price Schedule

Name of Service Provider:

SN	Vital Events	Estimated Data (Approx.) (A)	Per data entry (R1) Rate (Rs.)	Approx. Page for digitization(B)	Estimated digitization Rate (RS) (R2)	Estimated Management cost ( Rs.) (C)	Amount NRs. (AxR1)+(B*R2)+C
1	Vital Events Registration application Form - (Birth, Marriage, Migration, Divorce, Death)						
<b>Total</b>							
		<b>13% VAT</b>					
		<b>Grand Total</b>					

Total Price to final destination .....(in words)

Signature of Service Provider \_\_\_\_\_

Note: In case of discrepancy between unit price and total, the unit price shall prevail

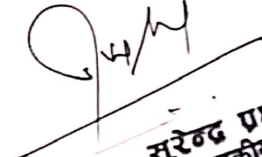
*[Signature]*  
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### Eligibility Criteria for evaluation of Quotation

SN	Description	Compliance (Y/N)	Remarks
1	Experience of Firm		
2	Prior experience of data entry in Government organization		
3	Educational Qualification/Training of Supervisor		
4	Experience of Supervisor		
5	Educational Qualification /Training of Data entry operator		
6	Experience of data entry operator		

  
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