



## Office of Rural Municipal Executive

Kurintar, Chitwan

E-mail: [ichchhakamanaruralmun@gmail.com](mailto:ichchhakamanaruralmun@gmail.com)

Website: [ichchhakamanamun.gov.np](http://ichchhakamanamun.gov.np)

Bagmati Province, Nepal

Ref. No.: 077-78

### Invitation For BID

#### Digitization services of vital events Registration Application form (Date of publication: 21 March 2021.)

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 Ichchhakamana Rural Municipality now invites sealed Quotation /Bids from eligible Bidders to scan, index and provide VER Application form (**Approximately 27500 pages**) stored in Ichchhakamana Rural Municipality.
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:  
Name of office: Ichchhakamana Rural Municipality  
Address: Kurintar, Chitwan  
Phone No. +977 056-410122/410111 Email: [ichchhakamanaruralmun@gmail.com](mailto:ichchhakamanaruralmun@gmail.com)  
Website: [ichchhakamanamun.gov.np](http://ichchhakamanamun.gov.np)
5. The bidding document in English may purchased during office 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.  
Name of the Bank : Global IME Bank, Kurintar, Chitwan  
Name of Office : Ichchhakamana Rural Municipality  
Office Account No: **Ga.1.1 C40401000004**
6. Bids must be valid for a period of 45 days after bid opening and must be accompanied by a bid security amounting to a minimum of **NRs 12,650.00** which shall be valid for 30 days beyond the validity period of the bid. The bid security should be deposited in the following account and submit the original receipt of the deposited amount of cash along with the bid.  
Name of the Bank : Global IME Bank, Kurintar, Chitwan  
Name of Office : Ichchhakamana Rural Municipality  
Office Account No: **Dharauti Khata Ga.3. C401010000021**
7. Sealed bids must be delivered to the address below on or before at 12.00 hours on 2077/12/20 Late Bids will not be entertained.
8. 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 2077/12/20
9. 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
10. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bids without assigning any reasons whatsoever.

Chief Administrative Officer

Ram Datta Bhatta

Chief Administrative Officer