



REQUEST FOR QUOTATION (RFQ)

For

Digitization services of vital events Registration Application form

(Date of Issue of Request: 10/12/2020) (25/08/2077 B.S.)

Employer: [Banepa 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 Banepa Municipality (Employer) 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 02/09/2077 BS to the following address - :

Employer's Address: Banepa Municipality

Telephone: 011-661419

Email address: ict.banepamun@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 2077/78, 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: 17/12/2020 AD (02/09/ 2077 BS)

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.

- (i) **PRICES:** The prices should be quoted for Digitization services of vital event Registration Information form for Banepa 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 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 Fifteen (15) 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 15 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 Banepa 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 : Banepa Municipality
Address: Banepa
Telephone: 011-661419 Email address: ict.banepamun@gmail.com

Kabiraj Upreti
Chief Administrative Officer
Office of the Banepa Municipality
Banepa, Kavrepalanchok


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

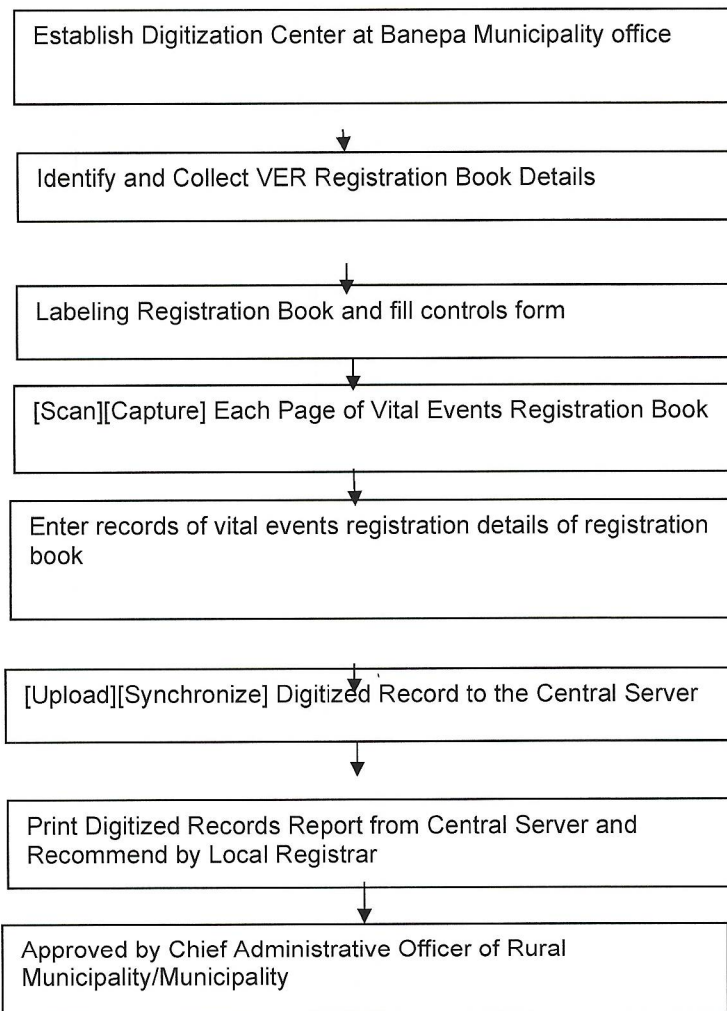
Employer: Banepa Municipality

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 10 staffs for data entry/digitization period to complete the task within 2 months.

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- For each work station there will be a staff structure having One supervisor and 9 data entry operators

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 Bagmati Province, Kavrepalanchok District, Banepa Mun, Ward No 1

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
1.	Birth	1-54	2,791	24,237	2039-06-29	2074-08-07
2.	Death	1-43	765	5,708	2038-05-22	2074-04-27
3.	Migration	1-36	598	1,828	2044-11-13	2074-05-15
4.	Marriage	1-48	1921	10,039	2038-10-18	2074-07-09
5.	Divorce	1-6	12	14	2052-08-12	2074-01-13
Total		187	6087	41,826		

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.

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- 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.
- 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. Banepa 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 up the below form in the digitization application which must be verified by CAO.

Kavrepalanchok District

Banepa Municipality

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 mode.
- Data entry should be done in Nepali Unicode and English as specified in software field.
- Firm should ensure [800] record 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 municipality/Rural municipality. All the digitized data and associated folders has 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.

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Verified By
Signature
Name
CAO

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- Work closely with the [Local Level] 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 Banepa Municipalities 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: - Nine

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.
- 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 (Nepali Traditional or Romanized Unicode and English)
- ability to stay focused on assigned tasks


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Annex-2:

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

Employer: Banepa Municipality

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

Price Schedule

Name of Service Provider:

S N	Vital Events	Estimate d 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. (A×R1)+ (B×R2)+ C
1	Vital Events Registration application Form - (Birth, Marriage, Migration, Divorce, Death)						
Total							
		13% VAT					
		Grand Total					

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

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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