



तातोपानी गाउँपालिका
गाउँकार्यपालिकाको कार्यालय
लिताकोट, जुम्ला
कर्णाली प्रदेश



प सं : २०७७/०७८
च नं :

मिति: २०७८/०९/०६

व्यक्तिगत घटना दर्ता तथा सामाजीक सुरक्षा दर्ता सिविर सञ्चालनका लागि सेवा खरिद सम्बन्धी
सुचना।
(प्रथम पटक प्रकाशित २०७८ वैशाख ६ गते)

NP-DOCR-184870-NC-RFQ

नेपाल सरकार गृह मन्त्रालय राष्ट्रिय परिचयपत्र तथा पञ्जिकरण विभाग सिंहदरवार काठमाडौं को समन्वयमा यस गाउँपालिकामा स्थायी बसोबास गर्ने प्रत्येक नागरीकहरुको व्यक्तिगत घटना दर्ता (जन्म, मृत्यु, विवाह, सम्बन्ध विच्छेद र बसाईसराइ), सामाजीक सुरक्षा दर्ता र गुनासो दर्ता सम्बन्धी दर्ता सिविर सञ्चालन गर्नको लागि परामर्श सेवा खरिद गर्नुपर्ने भएकोले इच्छुक फर्म, संस्था वा कम्पनीले सुचना प्रकाशित भएको मितिले ७ (सात) दिन भित्र यस कार्यालयमा तपशिलमा उल्लेखित कागजात सहित दरखास्त पेश गर्नुहुन सम्बन्धीत सबैको जानकारीको लागि यो सुचना प्रकाशित गरिएको छ।

१. सेवा प्रदायकले कोटेशन/बोलपत्र प्रस्तावका साथ पेश गर्नु पर्ने कागजातको विवरण
 - क) संस्था दर्ता/नवीकरण प्रमाणपत्र, आ.व. २०७६/०७७ को कर चुक्ता प्रमाणपत्र पेश गर्नु पर्नेछ।
 - ख) अनुसूची-४ मा तोकिएको ढाँचामा आर्थिक प्रस्ताव।
 - ग) माथि उल्लेख भए बमोजिमको जनशक्तिको नामावली, वैयक्तिक विवरण (सम्बन्धित व्यक्तिबाट प्रमाणित)।
 - घ) प्रचलित नियमअनुसार/बोलपत्र कागजातमा उल्लेख भए बमोजिम पेश गर्नुपर्ने अन्य आवश्यक प्रमाण/कागजात।
 - ड) पेश भएका कागजातहरुमा संस्थाको छाप तथा दस्तखत भएको हुनुपर्नेछ।
- दर्ता सिविरमा गर्नुपर्ने कार्य विवरण (TOR) तथा आर्थिक प्रस्ताव का लागि तातोपानी गाउँपालिकाको कार्यालयको सामाजीक सुरक्षा शाखा मा सम्पर्क गर्नुहोला साथै तातोपानी गाउँपालिकाको वेवसाइट <https://www.tatopanimumun.gov.np> मा हेर्नु होला।
- थप जानकारीका लागि :
- तातोपानी गाउँपालिका, लिताकोट, जुम्ला
- सम्पर्क मोबाईल नं.: ९८४८९६३८८४

१०४/५
विष्णु प्रसाद धिताल
प्रमुख प्रशासकिय अधिकृत
प्रमुख प्रशासकिय अधिकृत

अनुसूची ४
बुँदा १२(ख) सँग सम्बन्धित
आर्थिक प्रस्ताव

१२/८/१५
प्रमुख प्रशासकीय अधिकारी

क्र.सं.	विवरण	संख्या /दिन	दर	जम्मा रकम रु.	कैफियत
१	जनशक्ति पारिश्रमिक				
२	जनशक्तिको दै.भ्र.भ., खाना, खाजा खर्च, यातायात खर्च				
३	शिविर सञ्चालनको लागि आवश्यक फर्निचर, टेन्ट (भाडा) तथा स्टेशनरी, खानेपानी, न्युनतम प्राथमिक उपचार सामग्री (खरिद)				
४	ल्यापटप, प्रिन्टर, विद्युत आपूर्ति र इन्टरनेट कनेक्टिभिटी (अनलाईन शिविरको हकमा मात्र लागूहुने)				
५	ढुवानी भाडा लगायत अन्य विविध(.....)				
	जम्मा रकम (रु.)				
	सेवा प्रदायकको नाफा रकम (रु.)				
	सेवा प्रदायकको नाफा सहित जम्मा रकम (रु.)				
	मु.अ. कर रकम (रु.)				
	कुल जम्मा रकम (रु.)				

TATOPANI RURAL MUNICIPALITY
OFFICE OF THE RURAL MUNICIPAL EXECUTIVE
(Social Security and vital event registration/सेवाकोट, जुम्ला)
REQUEST FOR QUOTATION (RFQ)

For

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

(Date of Issue of Request: 19/04 / 2020) (06/ 01/ 2078 B.S.)

Employer: Tatopani Rural Municipality, Jumla 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

1. The Tatopani Rural Municipality, Jumla 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 12 / 01 / 2078 to the following address -

Employer's Address: Tatopani Rural Municipality, litakot, Jumla

Telephone: 9858027150

Email address: ito.tatopanimum@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: 25/04/2020 (12/01/2078)

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.

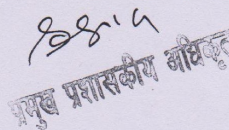
6. Your quotation should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the conditions of Contract.

- (i) PRICES: The prices should be quoted for Operation of Registration camp for vital events Registration, Social security and related complain for Tatopani Rural Municipality, Jumla 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


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(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 **Tatopani Rural Municipality, Jumla 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.

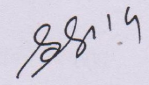
10. Further information can be obtained from:

Office of the **Tatopani Rural Municipality, Jumla District**

Address: **Tatopani 3, Litakot**

Telephone: **9858027150**

Email address: **ito.tatopanimun@gmail.com**


Bishnu Pd. Dhital
Chief administrative officer
Tatopani Rural Municipality
Address: Tatopani-03, Jumla

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