



Inaruwa Municipality Office
Inaruwa , Sunsari

Non-Consulting Services

Sealed Quotation

For

**Digitization services of vital event Registration
Application form**

(NP-DoCR-183661-RFQ)

Issued by : Inaruwa Municipality Office

Issued to : Non Consulting Firms

Last date of bid purchase: 2020 September 24

Bid submission deadline: 2020 October 9



**Inaruwa Municipality
Office Of The Municipal Executive
Inaruwa, Sunsari**

**Request for Sealed Quotation
For**

Digitization services of Vital Events Registration Application Form

Date of First publication: September 24, 2020 AD (2077-06-08 BS)

Employer: **Inaruwa Municipality Office**

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

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

Credit No.: **5912-NP**

Reference No: **NP-DoCR-183661-RFQ**

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 Inaruwa Municipality Office, now invites sealed Quotation from eligible Bidders to scan, index and provide VER Application form (Approximately 6,300 pages of 72,900 data stored in vital event registration application book.
- 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 or Inaruwa Municipality and inspect the bidding document during office hours at the address.
5. The bidding document in English may be downloaded or purchased during office hours on or before 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 1,000/- (One thousand Rupees) or upon submission of original deposit voucher as stated below.
Office Name: **Inaruwa Municipality, Inaruwa** Office Account No: **2220100304010003**
Name of the Bank: **Rastriya Banijya Bank, Inaruwa Branch**
6. Bidders submitting their bids with cost of bidding documents and bid security amounting to a minimum of 5% in Dharauti Account No : **2220100303000003** in Rastriya Banijya Bank and scanned copy (Pdf format) of Bank deposit voucher 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. 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.
8. A pre-bid meeting shall be held at the office given below at 14.00 hrs. On October 05, 2020.
9. Sealed bids must be delivered to the address below on or before at 12.00 hours of October 09, 2020. Late Bids will not be entertained.
10. 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 October 09, 2020.



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11. 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
 12. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bids without assigning any reasons whatsoever.
 13. The address referred to above is:
Inaruwa Municipality Office
Address: Inaruwa, Sunsari
Telephone No: 9841805096, **Website:** www.inaruwamun.gov.np



FORM OF QUOTATION

To: Office of the Inaruwa Municipality

We offer to execute the DP datedfor providing Digitization services of vital event Registration Book (Reference No: Inaruwa Mun/077-078/NCS-SQ/01) 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:



FORM OF CONTRACT

THIS AGREEMENT number made on _____, ____ 2020, between..... Municipality/Rural Municipality, (hereinafter called "the Employer") on the one part and _____ (hereinafter called "the Service Provider") on the other part.

WHEREAS the Employer has requested for quotation for Digitization services of vital event Registration Book viz. Contract, (hereinafter called "Contract") and has accepted the Quotation by the service provider for the services under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications-Annex 1 and Price Schedule-Annex 2 (attached here with)
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Employer to the service provider as hereinafter mentioned, the Service Provider hereby concludes an Agreement with the Employer to execute and complete the digitization services under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Employer hereby covenants to pay, in consideration of the acceptance of Contract, delivery of the services and supports therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS, whereof the parties hereto have executed the Contract under the laws of Nepal on the date indicated above.

Signature and seal of the Employer:
For and on behalf of

Signature and seal of the Service provider:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

Witnesses:

Name:
Designation:
Signature:

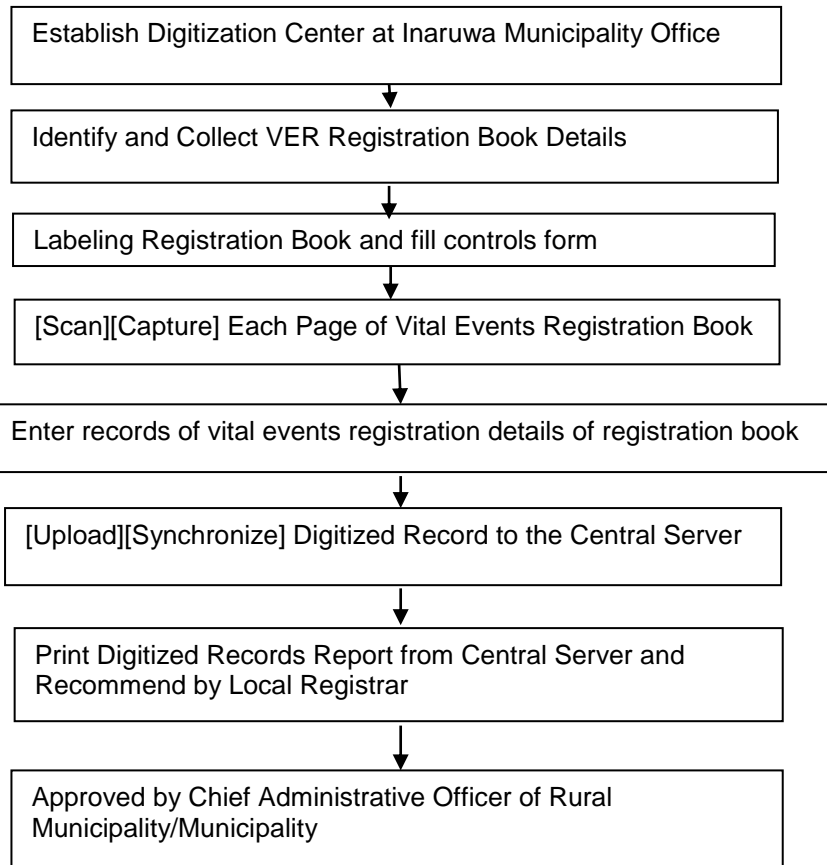
Name:
Designation:
Signature:



Annex-1: Terms of Reference
TERMS OF REFERENCE

For
VITAL EVENTS REGISTRATION BOOK DIGITIZATION IN INARUWA MUNICIPALITY (Scanning and Entry)
PROCUREMENT OF NON-CONSULTING SERVICES

Contract: NP-DoCR-183656 -NC-RFB			
Project	SSSPCR - Strengthening Systems for Social Protection and Civil Registration Project		
Expertise/Position: Procurement of Non-Consulting Services			
Source	National	Category	Non-Consulting Services
<p>1. Background:</p> <p>STRENGTHENING SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of National ID and Civil Registration (DoNIDCR) under the Ministry of Home Affairs and supported by the World Bank. The project supports the DONICR’s Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. Over a five-year period, the project is expected to support: (a) the establishment of a comprehensive National Population Register and expanded coverage of CR and SSA; and, (b) improved delivery of SSA via transition to e-payments in selected districts and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both central and local levels to ensure sustainability of the gains of the first two objectives.</p> <p>The Inaruwa Municipality is the agency charged with the responsibility of managing CR and administering the SSAs in Inaruwa local level. Nepal’s CR system started operating in the late 1970s and captures five vital events—birth, death, marriage, divorce, and migration. Besides its linkages to the SSA program, the CR system would also be a foundation for people’s legal identities and their access to a range of public and private services. However, Nepal’s CR system is under developed. The decentralized and paper-based recording of documents collected during registrations limits the potential usage of the information to generate vital statistics for planning and other purposes. Limited awareness among the population and difficulty in accessing local level offices have led to low registration rates and coverage. Transitioning to a digital CR system that is linked to the SSA Beneficiary Register would facilitate improved coverage and delivery of both CR and SSA.</p> <p>The project would contribute to the Government’s long-term plan to strengthen administrative capacities to manage its most fundamental service delivery responsibilities, CR and SSA. Improved delivery is an essential, if not sufficient, condition to strengthen the impact of Nepal’s social programs in protecting the vulnerable from adverse risks and shocks. Furthermore, comprehensive and up-to-date CR would facilitate people’s access to legal identity and public services beyond SP (for example, primary education).</p> <p>Objective of Digitization:</p> <p>The main purpose of this assignment is to establish a well-organized and modern digitized record and archive system architecture through the establishment of procedures and storage of existing vital events registration book in digital form that facilitates easy access and sharing of vital events registration book within Local Registrar Office while taking into account security, accessibility, safety considerations related to vital events registration record.</p> <p>This task specific objectives are as below:</p> <ul style="list-style-type: none"> • To improve the vital events registration records accessibility, accuracy, re-usability and reduce the paper-based storage • To improve retention of institutional memory and knowledge management. <p>2. Objective of the Assignment:</p> <p>The objective of this assignment is to:</p> <ul style="list-style-type: none"> • Collect information of existing vital events registration records from ward offices of Inaruwa Municipality, • Capture Image of registration books, • Entry of vital events records of Birth, Death, Marriage, Migration and Divorced registration accurately. <p>3. Scope of Work:</p> <p>The main task of the firm is to digitize the VER records as per the data digitization application provided by DoNIDCR. The firm will also have to scan the document and ensure quality control in the process of data entry.</p> <p>The work to be carried out the following process:</p>			



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, scanner/camera.
- Data entry/digitization station will be allocated by local level.

Staff Allocation

- Firm should assign at least 10 staffs for data entry/digitization period to complete the task within [2.5] months.
- For each work station there will be a staff structure having One supervisor and 10 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

Province 1, District Sunsari, Inaruwa Municipality Ward No.....

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				
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Prepared By	Recommended By	Verified By
Signature	Signature	Signature
Name	Name	Name
Supervisor	Local Registrar	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 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. Inaruwa 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.

Sunsari District
Inaruwa 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	Recommended By	Verified By
Signature	Signature	Signature
Name	Name	Name
Supervisor	Local Registrar	CAO

(Add registration book label)

- Data must be digitized using digitization application in online 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 at least 1000 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.

Verification Report Form
Sunsari District
Inaruwa 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

- Digitization of Inaruwa 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 according to the law of Government of Nepal.

Time Frame:

- Maximum time to complete data entry, scanning or capturing image, de-duplicating data and synchronizing to the central level will be a Two calendar months. The firm should propose appropriate mechanism to ensure quality of data entry, time assigned and confidentiality of the data.

Deliverables

- Inception report outlining the firm's overall implementation plan, activities and timeline [this would then be endorsed by Inaruwa Municipality.
- Complete digitized records (vital events data and captured image)
- Bi-weekly progress report reflecting risks and to-do tasks by Inaruwa Municipality for mitigating such potential challenges/risks etc.
- Digitization work completion Report, registration book handover letter from local registrar and image/data synchronization to the center server

Payment Terms and Schedule:

- Mobilization advance - up to 10 % of contract price on submission of bank guarantee
- 60% Amount to be paid as per the actual data entered in different wards.
- 30% on submission of Work completion report (WCR), verified and approved by CAO.

5. Experience of Firm and Staff

Experience of Firm

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

- At least 3 years of experience in related work.
- Firm should have registered in government entity and VAT.
- Firm should have latest Tax clearance certificate of FY 2075/076.
- At Least 1 year of data entry experience in related sector.

Data Entry Supervisor- One

Duties and Responsibilities

The Data Entry Supervisor supervise the Data Entry/digitization function by planning and coordinating the day-to-day production responsibilities and quality performance of the Inaruwa 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, and staff issues.
- Work closely with Inaruwa 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 Inaruwa Municipality office related to this assignment.

Academic Qualification

At least Bachelor's degree in any discipline

Experience

At least 2 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: - Ten

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
- ability to stay focused on assigned tasks

11. Facilities to be Provided by Inaruwa Municipality:

Inaruwa Municipality shall provide following facilities to consultant during his tenure of service:

- Application/book for digitization
- Training for key staffs
- Guideline/Manual
- Venue for station



Annex-2: Pricing Schedule

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

Employer: Name of Inaruwa Municipality

Activity Reference: Inaruwa Mun/ 077-078/NCS-SQ/01

Name of Service Provider:

SN	Vital Events	Estimated Data (Approx.) (A.)	Per data entry (B.)	Total page to be scan (C.)	Per page scan Cost (D.)	Logistic cost/per data (E)	Amount (A*B)+(C*D)+(A*E)
1	Vital Events Registration book - 1.1 Birth 1.2 Marriage 1.3 Migration 1.4 Divorce 1.5 Death	72900		6300			
Total							
VAT 13%							
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