

**Ratnanagar Municipality**  
**Office of Municipality Executive**  
**Ratnanagar, Chitwan, Bagmati Province**



**Request for Sealed Quotation**  
for

Digitization of Vital Event Information Book of Ratnanagar Municipality,  
Chitwan, Bagmati Province

(Date of First Publication: BS.2080/07/23., AD. 9<sup>th</sup> Nov.2023)


1. Ratnanagar Municipality has allocated fund for Digitization of Vital Event Information Book of Ratnanagar Municipality, Chitwan, Bagmati Province.
2. Bidding will be conducted through National Competitive bidding using a sealed quotation as specified in the Guidelines Procurement for Non-consultant services.
3. Ratnanagar Municipality, Chitwan District invites sealed quotation from the qualified consulting firm of the following detail.

S.N.	Description	Bidding Document fee(non-refundable)	Estimation amount with VAT	Deadline of bid-document purchase	Bid-submission deadline(Date and Time)	Bid-Opening Date and Time
1	Digitization of Vital Event Information Book of Ratnanagar Municipality, Chitwan, Bagmati Province  (RAT/CHITWAN/SERVICE/SQ/05/2080-081)	1000	Rs. 749387.75	on or before 2080/08/06 during office hours	2080/08/07 before 12:00 hours	2080/08/07 on 13:00 hours

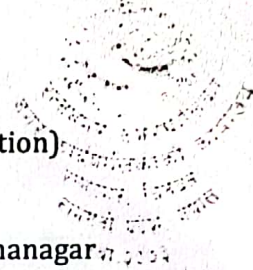
4. Bidders shall submit the bid security amounting to a minimum of NRs. 18750 in Dharauti Account Name RATNANAGAR NA.PA. (GA-3) Account No. 1830100303000003 Rastriya Banijya Bank Ltd., Ratnagar Branch with validity period of 75 days from the Opening date.
5. In case of last date for purchasing submission and opening of bid falls on a Government Holiday, the next working day shall be considered the last day, In such a case, the bid validity shall be recognized from the original bid submission deadline.
6. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bids without assigning any reasons whatsoever.
7. The address referred to above is:

Office of the Ratnanagar Municipality, Chitwan  
Address: Ratnanagar-1, Bakulahar, Chitwan  
Telephone No. 056-561229

*o/c*

  
Chhabila Subedi  
Chief Administrative Officer

**RATNANAGAR MUNICIPALITY**  
**OFFICE OF THE MUNICIPAL EXECUTIVE**  
**(Social Security and Vital Event Registration Section)**  
**REUQUEST FOR QUOTATION(RFQ)**



For  
Digitization of Vital Event Information Book of Ratnanagar  
Municipality, Chitwan, Bagmati Province  
(Date of Issue of Request: 2080/07/22 B.S.)

**Employer: Ratnanagar Municipality**

**Project: Social Security and Vital Event Registration ,Ratnanagar Municipality Office,Chitwan**

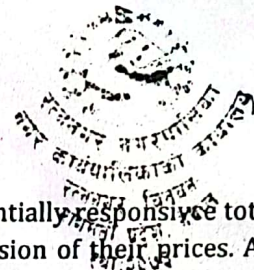
**Type of Procurement: Sealed Quotation**

**Title: Digitization of Vital Event Information Book of Ratnanagar  
Municipality,Chitwan,Bagmati Province**

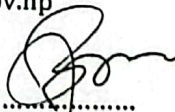
**Reference No: RAT/CHITWAN/SERVICE/SQ/05/2080-081**

1. The Ratnanagar Municipality (Employer) hereby requests you to submit price quotation(s) for the ..... 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 Quotaiton 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 before ..... tot the following address-  
Employer's Address: Ratnanagar Municipality  
Telephone: .....  
Email Address: [ratna.municipal@gmail.com](mailto:ratna.municipal@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 of FY 2079/080, a witten 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 experieccnes and CV of personel(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 : .....
5. You shall submit only one set of quotations for the above items. Your quotation must be typed or wrieten in indelible ink and shall be signed by you or your authorized representative. Without a signatute in your Form of Quotation , your quotation will not be proceeded further.
6. Your quotaiton 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.
  - a. Prices: The prices should be quoted for ..... Ratnanagar Municipality (place of destination). Prices shall be quoteed in the Nepalese Rupees (NRs).

  
Chhabal Subedi  
Chief Administrative Officer



- b. Evaluation of Quotations: Offers determined to be substantially responsive to the eligibility requirements and the will be evaluated by the comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions and specification in this sealed 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:
- i. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
  - ii. 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
  - iii. 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).
- c. Award for 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.
- d. 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.
- e. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, the you will be excluded form 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 withing 30 days form 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 Ratnanagar Municipality will reject a proposal for award and will recommend to impose sanctions on parties involved, if it determines that the bidder recommend 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 email 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 Ratnanagar Municipality, Chitwan  
Address: Ratnanagar-1, Bakulahar, Chitwan  
Telephone:  
Email Address: ratna.municipal@gmail.com, Website: <https://ratnanagrmun.gov.np>

  
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Chief Administrative Officer  
Ratnanagar Municipality

Chhabilal Subedi  
Chief Administrative Officer