FORM OF QUOTATION

To: Office of the Naugad Rural Municipality

We offer to execute the DP dated ……for providing Digitization services of vital event Registration Information form (Reference No: NP-DoCR-183661A-DS) 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 Palika , (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 Information form 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

_____
Name of Authorized Representative

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

_____
Name of Authorized Representative

Witnesses:

Name :
Designation :
Signature :

Name:
Designation:
Signature :

TERMS AND CONDITIONS OF PROVIDING
Digitization services of vital event Registration Information Form

1. Schedules for Activities

   Quantity: Delivery Time:

   All the services in price Schedule and Performance Specifications (months)

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

3 Activity Schedule:
Time Frame:

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

The services should be completed as per above schedule.

4. Insurance: The services provided under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.

5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Nepal.

6. Resolution of Disputes: The Employer and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Employer and the Service Provider, the dispute shall be settled in accordance with the provisions of the Nepal's law(arbitration law or rules of the Employer's country).

7. Delivery and Documents: Upon delivery, the Service Provider shall provide the following documents to the Employer:

   - Inception report outlining the firm's overall implementation plan, activities and timeline [this would then be endorsed by ……..Municipality/Rural Municipality]
   - Complete digitized records (vital events data and captured image)
   - Bi-weekly progress report reflecting risks and to-do tasks by ……Municipality/Rural 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

8. Payment:
   Payment of the contract price shall be made in the following manner.

   - Mobilization advance - up to [.....%] of contract price on submission of bank guarantee

   - [.....%] Amount to be paid as per the actual data entered in different categories.

   - .[.....%] on submission of Work completion report (WCR) , verified and approved by CAO

Payment shall be given to the service provider after successful delivery of the items of services and related installation and networking services as per the price schedule. The final payment shall be given at the end of successful completion of all the support and maintenance services.

9. Warranty: Maintenance services must be provided at least for a period of months from the date of final acceptance.

10. Defects: All defects will be corrected by the Service provider without any cost to the Employer within 30 day from the date of notice by Employer.

11. Force Majeure: The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

    For purposes of this clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Employer in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes or any lockouts.

    If a Force Majeure situation arises, the Service Provider shall promptly notify the Employer in writing of such condition and the cause thereof. Unless otherwise directed by the Employer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications and Description of Services: (with attachments as necessary)

    (i) Specific details and technical standards, description of services and service requirements as Annex-1 (attached herewith)

    Service Provider confirms compliance with above specifications.

13. Failure to Perform: The Employer may cancel the Agreement if the Service Provider fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 15-day notice given by the Employer, without incurring any liability to the Service Provider.

NAME OF SERVICE PROVIDER:

Authorized Signature: _____

Place:

Date:

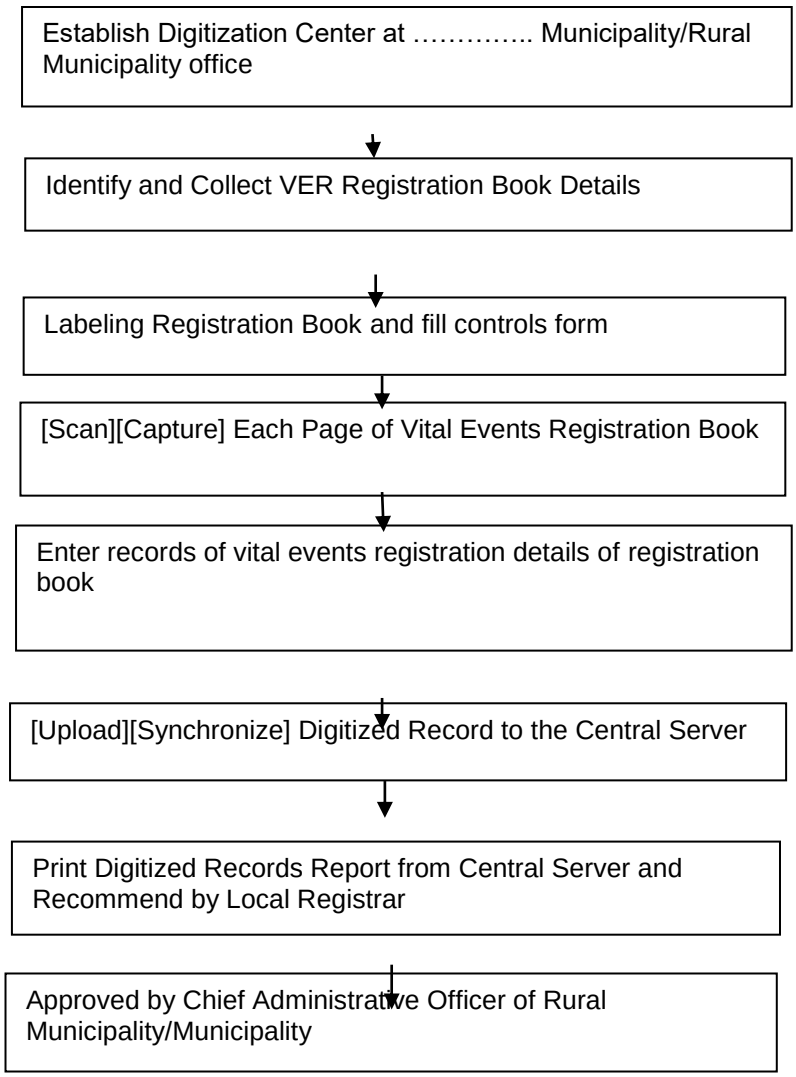
Annex-1

Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR)
Employer: Name of Palika
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 …….... staffs for data entry/digitization period to complete the task within [2] months.

- For each work station there will be a staff structure having One supervisor and ……. 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……, District……, Mun/RMUN…., 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						

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 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. .....Municipality/Rural 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.

……. District
……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/Offline] 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 [.....] 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
……. District
…….Municipality/ Rural 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	Recommended By	Verified By
Signature	Signature	Signature
Name	Name	Name
Supervisor	Local Registrar	CAO

- Digitization of [ ] 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

Experience of Firm and Staff

Experience of Firm

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

- [At least […….] years of experience in related work].
- Firm should have registered in government entity and [VAT][PAN].
- Firm should have latest Tax clearance certificate.

- [At Least [.....] 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 ……municipality/rural 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, staff issues.
- 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 …….Municipality/Rural 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: -……..

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

Annex-2:

Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR)
Employer: Name of Palika
Activity Reference: : NP-DoCR- 183661A-NC-DS

Price Schedule

Name of Service Provider:

SN	Vital Events	Estimated 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. (AxR1)+(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		