

कपिलवस्तु नगरपालिका नगर कार्यपालिकाको कार्यालय तौलिहवा ४ नं. प्रदेश,नेपाल

पत्र संख्या : **०७७/**०७८ चलानी नं. फोन ०७६-४६०३०४/४६०२०१ फ्याक्स ०७६-४६००१९

घटना दर्ता डिजिटाइजेसनका लागि प्रमर्श सेवा खरिद सम्बन्धि सूचना

प्रथम पटक प्रकासित

मिति : २०७७/०५/२८

## Contract: NP-DOCR-183656-NC-RFB

नेपाल सरकार गृह मन्त्रालय, राष्ट्रिय परिचय पत्र तथा पञ्जिकरण विभाग, सिंहदरबार काठमाण्डौंको प्राप्त पत्र अनुसार घटना (जन्म, मृत्यु, विवाह, बसाईसराई र सम्बन्ध विच्छेद) सम्बन्धि कार्यलाई व्यवस्थित गर्न व्यक्तिगत घटन दर्ता किताव डिजटाईजेसन गर्ने कार्य सञ्चालन गर्नुपर्ने भएकोले उक्त कार्यका लागि परामर्श सेवा खरिद गर्नुपर्ने भएकोले इच्छुक फर्म, संस्था वा कम्पनीहरुले सूचना प्रकाशित भएको मितिले ७ (सात) दिनभित्र यस कार्यालयमा आवश्यक कागजातहरु सहित दरखास्त पेश गर्नु हुन सम्बन्धित सबैको जानकारीका लागि यो सूचना प्रकाशित गरिएको छ ।

## आवश्यक कागजातहरु

- क) दर्ता प्रमाणपत्र
- ख) करचुक्ताको प्रमाणपत्र
- ग) भ्याट दर्ता प्रमाणपत्र
- घ) आवश्यक जनशक्ति तथा उपकरणका विवरण ।
- ङ) डिजिटाईजेसन मा गर्नपर्ने कार्यविवरण (TOR) कपिलवस्तु नगरपालिकाको वेवसाईट www.kapilvastumun.gov.np मा उपलव्ध छ ।

नि. प्रमुख प्रशासकीय अधिकृत ેવા માર્ગે માર્ગાસાંભાવ આવેલ્ટ્રી

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## **REQUEST FOR QUOTATION (RFQ)**

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# Digitization services of vital events Registration Application form (Date of Issue of Request: (13/09/2020) (28/05/2077 B.S.)

Employer: Kapilvastu 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 **Kapilvastu 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 04 / 06 / 2077 to the following address - : Employer's Address: Kapilvastu Municipality, Taulihawa , Kapilvastu, Provenance no-5, Nepal Telephone:

Email address: kapilvastumun.gov@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 or evidence of TAX time extension, 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: 20/09/2020 (04/06/2077)
- 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)

<u>PRICES</u>: The prices should be quoted for Digitization services of vital event Registration Information form for Kapilvastu Municipality (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).



- (ii) <u>EVALUATION OF QUOTATIONS:</u> 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) <u>AWARD OF PURCHASE ORDER.</u> 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) <u>VALIDITY OF THE OFFER</u>: 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 7 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 Kapilvastu 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. The Related TOR (Terms of Reference) can be provided from Kapilvastu Municipality, Social Security and Vital Event Registration Section.
- 11. The Total Price for the Digitation Service of Vital Event is 475000(Four Lakhs and Seventy five Thousand Only) Including 13% VAT
- 12. Further information can be obtained from: Office of the Mun /R-Mun, Kapilvastu Municipality Address: Kapilvastu Municipality, Taulihawa, Kapilvastu, Provenance no 5 Telephone: 9801075588/9824439742
   Email address: kapilvastumun.gov@gmail.com

Hari Prasad Gyawali Act. Chief administrative officer Office of the Mun /R-Mun Kapilvastu Municipality Address: Kapilvastu Municipality,Taulihawa, Kapilvastu, Provenance no 5

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## To: Office of the Mun Kapilvastu 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. ). 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. understand that you are not bound to accept the lowest or any Quotation you receive. We

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:	De la companya
Email address:	- antitut
	I'VE STORED PERSONAL STORING



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

1. Schedules for Activities

Quantity: Approximate 87000 Data

Delivery Time: Two Months

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

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

#### Activity Schedule: Time Frame:

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 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. <u>Insurance:</u> 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.
- Applicable Law: The Contract shall be interpreted in accordance with the laws of the Nepal.
- 6. <u>Resolution of Disputes:</u> 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. <u>Delivery and Documents:</u> 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 Kapilvastu Municipality/Rural Municipality]
  - Complete digitized records (vital events data and captured image)
  - Bi-weekly progress report reflecting risks and to-do tasks by Kapilvastu 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 [0 %] of contract price on submission of bank guarantee
- [100%] Amount to be paid as per the actual data entered in different categories.

[100%] on submission of Work completion report (WCR), verified and approved by CAO

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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. <u>Warranty</u>: Maintenance services must be provided at least for a period of One months from the date of final acceptance.
- 10. <u>Defects:</u> 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. <u>Force Majeure:</u> 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)
  - Specific details and technical standards, description of services and service requirements as Annex-1 (attached herewith)

Service Provider confirms compliance with above specifications.

13. <u>Failure to Perform</u>: 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:

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#### Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR) Employer: Kapilvastu 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.

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#### **Staff Allocation**

- Firm Should assign 8 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 ...7. 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)

1 10011100 0,	District Rapilvastu		Rapilva		pality, Ward No 1-12	
S.N.					Book Used Date	
	Vital Registration Book Type (Birth,	Book	Total	Total registere		
	Marriage, Death, Divorce, Migration		Pages	d vital	То	From
	Divorce, Migration			events		
Total						

## Province 5. District Kapilyastu, Mun/RMUN Kapilyastu Municipality, Ward No 1-12

Prepared By Signature	Recommended By Signature	Verified By
Name	Name	Signature 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.

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- 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.

Kapilvastu District Kapilvastu Municipality

1-12Ward No						
Vital Events	Total registered	Total Digitized	Records unable to digitized			
	events in book	records	Unreadable records	Incomplete records		
Birth						
Death			×	·		
Marriage				A		
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 [1500] record digitized per day in an average ensuring highest quality of data.

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#### 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 Kapilvastu District

Ward	Kapilvast           Ward         No of Vital Events in Registration Book				Digitize	ed vital e	events			No of	Remarks	
No.	Birth	Disth Doot		Marria ge	Divorce	Migration	Errors					
			3-									
Total												

Prepared By	Recommended By	Verified By
Signature	Signature	Signature
Name	Name	Name
Supervisor	Local Registrar	CAO

Digitization of Kapilvastu 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 reenter 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 6 months years of experience in related work].
- For. Lots UPIRITARI MELAN Firm should have registered in government entity and [VAT][PAN].
- Firm should have latest Tax clearance certificate. .

9

[At Least [1000] 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 **Kapilvastu** 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 Kapilvastu 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 **Kapilvastu** Municipality office related to this assignment. Academic Qualification

At least [Bachelors] degree in any discipline

#### Experience

At least [1] 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: -7 (Seven).

#### **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 gueries 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:

10

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Project: Strengthening Systems for Social protection and Civil Registration (SSSPCR) Employer: Kapilvastu Municipality 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	1	Z			· · · ·	
			1	13% VAT	1		
	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

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# Eligibility Criteria for evaluation of Quotation

SN	Description	Compliance (Y/N)	Remarks
1	Experience of Firm		A Sector Management
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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#### VITAL EVENTS REGISTRATION BOOK DIGITIZATION in Kapilvastu Municipality (Scanning and Entry)

#### **PROCUREMENT OF NON-CONSULTING SERVICES**

Contract: NF	P-DoCR-183656 -NC	-RFB		
Project	SSSPCR - S	Strengthening Syste	ems for Social Protection and Civil Registration Project	т. А.
Expertise/Po	sition: Procureme	ent of Non-Consult	ing Services	
Source	National	Category	Non-Consulting Services	
1. Back	ground:			

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.

The Kapilvastu Municipality is the agency charged with the responsibility of managing CR and administering the SSAs in **Kapilvastu** 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 a the SSA Beneficiary Register would facilitate improved coverage and delivery of both CR and SSA.

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).

#### **Objective of Digitization:**

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.



This task specific objectives are as below:

- 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.

#### 2. Objective of the Assignment:

The objective of this assignment is to:

- Collect information of existing vital events registration records from ward offices of Kapilvastu Municipality
- Capture Image of registration books,
- Entry of vital events records of Birth, Death, Marriage, Migration and Divorced registration accurately.

#### 3. Scope of Work:

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.

The work to be carried out the following process:





Print Digitized Records Report from Central Server and Recommend by Local Registrar

Approved by Chief Administrative Officer of Rural Municipality/Municipality

#### 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 8 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 7 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)

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#### Registration Book Verification Form Province 5, District Kapilvastu, Mun/RMUN Kapilvastu, Ward No 1-12

S.N.				Book Used Date	
	Vital Registration Book Type (Birth, Marriage, Death, Divorce, Migration	Total Pages	Total registere d vital events	То	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.

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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 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. Kapilvastu 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.

Kapilvastu District

Kapilvastu Municipality

1-12 Ward No

Vital Events	Total registered events in book	Total Digitized	Records unable to digitized		
	events in book	lecolus	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 1500 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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#### Kapilvastu Municipality/ Rural Municipality

Ward	No of	Vital Eve	ents in Re	egistration B	ook	Digitize	d vital e	events			No of	Remarks
No.	Birth	Deat	Marria	Divorce	Migration	Birth	Deat	Marria	Divorce	Migration	Errors	
		h	ge				h	ge				
							12					
Total												
			5									

Prepared By	Recommended by	Vermed by
Signature	Signature	Signature
Name	Name	Name
Supervisor	Local Registrar	CAO

• Digitization of Kapilvastu 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.

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**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 Kapilvastu Municipality
- Complete digitized records (vital events data and captured image)
- Bi-weekly progress report reflecting risks and to-do tasks by Kapilvastu 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 [0%] of contract price on submission of bank guarantee
- [`100%] Amount to be paid as per the actual data entered in different categories.
- [100%] 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 [ One] 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 [1000]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 Kapilvastu 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 Kapilvastu Municipality/Rural Municipalities office related to this assignment. Academic Qualification

At least [Bachelors] degree in any discipline

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#### Experience

At least [1] 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: -7

#### **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 Kapilvastu Municipality/Rural 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

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## Cost Estimation (Draft)

SN	Total Vital	Rate	No of Deer		र्षे हो। देखाई	a da como de la como de	
	Events Registration (Data Entry)	hate	No of Page (Scanning)	Rate	Total (Scanning + Data Entry)	Management Cost	Total
	V	R1	S	R2	T=(V*R1)+(S*R2)	M-T*21 220/	
	87000		7810		(1).(3	M=T*31.23%	T+M
	approx	х	approx				
	3		Т	otal (/	4)		
			139	% VAT	(B)		
			Grand	Total	(A+B)		

# Management Cost of following Activities

Management Activities Activities Transportation of employee
Transportation of ampleus
Scanner/Camera Rent
Rent of computer laptop
Internet
Electricity
Equipment's Transportation
Scanning, Labeling and Image Upload Cost
Lommunication Cost
Registration book collection from ward office to central office and drop to ward office

For worker unerrandors anteretter

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### **Financial Proposal Format**

SN	Vital Eve	nts (Approx.) (A)	Per data entry (R1) Rate (Rs.)	Approx. Page for scan (B)	Estimated Scanning Rate (RS) (R2)	Estimated Management cost (Rs.) (C)	Amount NRs. (AxR1)+(B*R2)+C
1	Vital Even Registration			-			
	Total						
				13% VAT			
			G	rand Total			

## **Eligibility Criteria**

20

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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