# GORKHA MUNICIPALITY OFFICE OF THE MUNICIPAL EXECUTIVE DUMRI DANDA, GORKHA.



Sealed Quotation For

## Digitization services of vital event Registration Application form

( <u>NP-DoCR-183661-RFQ</u> )

Issued by: Gorkha Municipality, Gorkha Bid No.: Gorkha Mun/077-078/NCS-DS/01

7th Oct, 2020

## GORKHA MUNICIPALITY OFFICE OF THE MUNICIPAL EXECUTIVE DUMRI BARDA GURKHA. के जी हो जी स्वा के जी हो जी स्वा

## Request for Sealed Quotation

For

## Digitization services of vital events Registration Application form

(Date: 2020.10.07)

Employer: Gorkha Municipality, Office of the Municipal Executive, Dumridanda, Gorkha. 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 BID No.: GORKHA MUN/077-078/NCS-DS/01

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

The Gorkha Municipality, Office of the Municipal Executive, Dumri Danda, Gorkha. now invites 2. sealed Quotation /Bids from eligible Bidders to scan, index and provide VER Application form.

- 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, as per rules and is open to all eligible Bidders as defined in the Procurement Regulations.
- Interested eligible Bidders may obtain further information from Department of National ID and Civil Registration and inspect the bidding document during office hours from Gorkha Municipality, Gorkha.
- The bidding document in English may be collected during office hours on or before 21st Oct, 2020 from the office by interested eligible bidders.
- Sealed bids must be delivered to the address below on or before at 12.00 hours of 22nd Oct, 2020. 6. Late Bids will not be entertained.
- Bids shall be opened in the presence of the Bidders' designated representatives and anyone who 7. choose to attend at the address below at 14.00 hours on 22nd Oct, 2020.
- 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.

9. The employer reserves the right to amend, accept or reject, wholly or partly, any or all the bid without assigning any reasons whatsoever.

Chief Administrative Officer आरिकृत



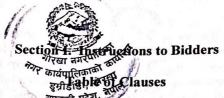
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Part I – Bidding Procedures

त्रेश विशासकीय अधिकृत

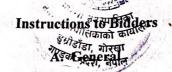


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- 1. Scope of Bid
- 1.1 The Employer, as defined in the **Bidding Data Sheet (BDS)**, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is **provided in the BDS**.
- 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the BDS.
- 2. Source of Funds 2.1
- The Borrower, as defined in the BDS, intends to apply part of the funds of a loan from the World Bank, as defined in the BDS, towards the cost of the Project, as defined in the BDS, to cover eligible payments under the Contract for the Services. Payments by the World Bank will be made only at the request of the Borrower and upon approval by the World Bank in accordance with the Loan Agreement, and will be subject in all respects to the terms and conditions of that Agreement. Except as the World Bank may specifically otherwise agree, no party other than the Borrower shall derive any rights from the Loan Agreement or have any rights to the loan proceeds.
- 3. Corrupt or Fraudulent Practices
- 3.1 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), as well as bidders, suppliers, and contractors and their subcontractors under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Bank:
  - (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) (ii) "fraudulent practice" is any act or omission,

misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

In this context, any action taken by a bidder, supplier, contractor, or a sub-contractor to influence the procurement process or contract execution for undue advantage is improper.

procurement process of Salary procurement process of these SBDs, "another party" refers to a public official acting in relation to the procurement process or contract execution]. In this context, "public official" includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

employees of other organizations.

For the purpose of these SBDs, "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

- "collusive practice" is an arrangement between two or (iii) more parties designed to achieve an improper purpose, including to infillence improperly the actions of another
- "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- "obstructive practice" is
  - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
  - (bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under para. 1.14 (e) of the Bank's Procurement Guidelines.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;
- (d) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Bank-financed contract; and
- will have the right to require that a provision be included in

For the purpose of these SBDs, "parties" refers to participants in the procurement process (including public officials) attempting to establish our places at attention, non competitive levels.

For the purpose of these SBDs, "party" refers to a participant in the procurement process or contract

(e)

bidding documents and in contracts financed by a Bank Loan, requiring bidders, suppliers, contractors and consultants to permit the Bank to inspect their accounts and records and other documents relating to the Bid submission and contract performance and to have them audited by auditors appointed by the Bank.

3.2 Furthermore, Bidders shall be aware of the provision stated in Sub-Clauses 1.7 and 2.6.1 of the General Conditions of Contract.

### 4. Eligible Bidders

- 4.1 This Invitation for Bids is open to all bidders from eligible countries as defined in the Procurement Guidelines. Any materials, equipment, and Services to be used in the performance of the Contract shall have their origin in eligible source countries.
- 4.2 All bidders shall provide in Section III, Bidding Forms, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Borrower to provide Consultant Services for the preparation or supervision of the Services, and any of its affiliates, shall not be eligible to bid.
- 4.3 Government-owned enterprises in the Employer's country may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Employer.
- The loan agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council, taken under Chapter VII of the Charter of the United Nations.
- 4.5 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank in accordance with ITB Sub-Clause 3.1.

## 5. Qualification of the Bidder

- 5.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 In the event that prequalification of potential bidders has been undertaken as stated in the BDS, only bids from prequalified bidders shall be considered for award of Contract, in which case the provisions of sub-clauses 5.3 to 5.6 hereafter shall not apply. These qualified bidders should submit with their bids any information confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid



- submission. The update or confirmation should be provided in Section IV.
- 5.3 If the Employer has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids in Section IV, unless otherwise stated in the BDS:
  - (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder:
  - (b) total monetary value of Services performed for each of the last
  - c) experience in Services of a similar nature and size for each of the last 10 years, and details of Services under way or contractually
    - committed; and names and address of clients who may be contacted for further information on those contracts;
  - (d) list of major items of equipment proposed to carry out the Contract;
  - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
  - reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
  - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
  - (h) authority to the Employer to seek references from the Bidder's bankers;
  - information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and
  - (j) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price.
- 5.4 Bids submitted by a joint venture of **two or more** firms as partners shall comply with the following requirements, unless otherwise stated in the **BDS**:
  - (a) the Bid shall include all the information listed in ITB Sub-Clause 5.3 above for each joint venture partner;
  - (b) the Bid shall be signed so as to be legally binding on all



partners;

- the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to (c) each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement;
- one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and (d) on behalf of any and all partners of the joint venture; and
- the execution of the entire Contract, including payment, shall be (e) done exclusively with the partner in charge.
- To qualify for award of the Contract, bidders shall meet the following 5.5 minimum qualifying criteria:
  - annual volume of Services of at least the amount specified in (a) the BDS:
  - experience as prime contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) as specified in the BDS;
  - proposals for the timely acquisition (own, lease, hire, etc.) of the (c) essential equipment listed in the BDS;
  - a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three (d) years as Manager; and
  - liquid assets and/or credit facilities, net of other contractual (e) commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the BDS.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of ITB Sub-Clause 4.4(a), (b) and (e); however, for a joint venture to qualify the partner in charge must meet at least 40 percent of those minimum criteria for an individual Bidder and other partners at least 25% of the criteria.

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Failure to comply with this requirement will result in rejection of the joint venture's Bid. Subcontractors' experience and resources

will not be taken into account in determining the Bidder's compliance with the qualifying criteria, unless otherwise stated in the BDS.

- 6. One Bid per Bidder
- 6.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.
- 7. Cost of Bidding
- 7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
- 8. Site Visit
- 8.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

#### **B.** Bidding Documents

9. Content of Bidding Documents

9.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 11:

Section I Instructions to Bidders
Section II Bidding Data Sheet
Section III Bidding Forms
Section IV Eligible Countries
Section V Activity Schedule

Section VI General Conditions of Contract
Section VII Special Conditions of Contract

Section VIII Performance Specifications and Drawings (if Applicable)

Section IX Contract Forms

9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not

substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III, V, and IX should be completed and returned with the Bid in the number of copies specified in the BDS.

10. Clarification of Bidding

10.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or by cable ("cable")



#### **Documents**

includes telex and facsimile) at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 14 days prior to the deadline for submission of bids. Copies of the Employer's response will be submission of bids. Copies of the bidding documents, including a forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

## 11. Amendment of Bidding Documents

- 11.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- 11.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Employer.
- 11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.

## C. Preparation of Bids

## 12. Language of Bid

12.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer sha!! be written in the language specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bidding Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

## 13. Documents Comprising the Bid

13.1 The Bid submitted by the Bidder shall comprise the following:

- (a) The Form of Bid (in the format indicated in Section III);
- (b) Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;
- (f) Technical and Financial Proposal;

and any other materials required to be completed and submitted by bidders, as specified in the BDS.

13.2 Bidders bidding for this contract together with other contracts stated in the IFB to form a package will so indicate in the bid together with any discounts offered for the award of more than one contract

#### 14. Bid Prices

14.1 The Contract shall be for the Services, as described in Appendix A to the contract and in the Specifications, Section VIII, based on the



- priced Activity Schedule, Section V, submitted by the Bidder.
- 14.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), Section VIII and listed in the Activity Schedule, Section V. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
- 14.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder.
- 14.4 If provided for in the BDS, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Special Conditions of Contract and of the General Conditions of Contract.
- 14.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Bidder in the form of Appendices D and E to the Contract

#### 15. Currencies of Bid and Payment

- 15.1 The Activity-wise price shall be quoted by the Bidder separately in the following currencies:
  - (a) for those inputs to the Services which the Bidder expects to provide from within the Employer's country, the prices shall be quoted in the currency of the Employer's country, unless otherwise specified in the BDS; and
  - (b) for those inputs to the Services which the Bidder expects to provide from outside the Employer's country, the prices shall be quoted in up to any three currencies of any member country of the Bank.
- 15.2 Bidders shall indicate details of their expected foreign currency requirements in the Bid.
- 15.3 Bidders may be required by the Employer to justify their foreign currency requirements and to substantiate that the amounts included in the Lump Sum are reasonable and responsive to ITB Sub-Clause 15.1.

#### 16. Bid Validity

- 16.1 Bids shall remain valid for the period specified in the BDS.
- 16.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to.



- otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with ITB Clause 17 in all respects.
- In the case of contracts in which the Contract Price is fixed (not subject to price adjustment), if the period of bid validity is extended by more than 60 days, the amounts payable in local and foreign currency to the Bidder selected for award, shall be increased by applying to both the local and the foreign currency component of the payments, respectively, the factors specified in the request for extension, for the period of delay beyond 60 days after the expiry of the initial bid validity, up to the notification of award. Bid evaluation will be based on the Bid prices without taking the above correction into consideration.

## 17. Bid Security (Not Required in this case)

- 17.1 The Bidder shall furnish, as part of the Bid, a Bid Security or a Bid-Securing Declaration, if required, as specified in the BDS.
- 17.2 The Bid Security shall be in the amount specified in the BDS and denominated in the currency of the Employer's Country or a freely convertible currency, and shall:
  - at the bidder's option, be in the form of either a letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;
  - (b) be issued by a reputable institution selected by the bidder and located in any eligible country. If the institution issuing the bond is located outside the Employer's Country, it shall have a correspondent financial institution located in the Employer's Country to make it enforceable.
  - (c) be substantially in accordance with one of the forms of Bid Security included in Section IX, Contract Forms, or other form approved by the Employer prior to bid submission;
  - (d) be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-Clause 17.5 are invoked;
  - (e) be submitted in its original form; copies will not be accepted;
  - (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 16.2;
- 17.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.

17.4 The Bid Security of unsuccessful Bidders shall be returned promptly as possible upon the successful Bidder's furnishing of the

Performance Security pursuant to ITB Clause 35.

- 17.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:
  - (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 16.2; or
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract in accordance with ITB Clause 34;
    - (ii) furnish a Performance Security in accordance with ITB Clause 35.
- 17.6 The Bid Security or Bid-Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent to constitute the JV.
- 18. Alternative Proposals by Bidders
- 18.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.
- 18.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS, as will the method of evaluating different times for completion.
- 18.3 Except as provided under ITB Sub-Clause 18.4 below, bidders wishing to offer technical alternatives to the requirements of the bidding documents must first submit a Bid that complies with the requirements of the bidding documents, including the scope, basic technical data, graphical documents and specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Employer, including calculations, technical specifications, breakdown of prices, proposed work methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Employer. Alternatives to the specified performance levels shall not be accepted.
- 18.4 When bidders are **permitted in the BDS** to submit alternative technical solutions for specified parts of the Services, such parts shall be described in the Specifications (or Terms of Reference) and Drawings, Section VIII. In such case, the method for evaluating such alternatives will be as **indicated in the BDS**.
- 19. Format and Signing of Bid
- 19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 11 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL". In addition, the Bidder shall submit copies of the



- Bid, in the number specified in the BDS, and clearly marked as "COPIES." In the event of discrepancy between them, the original shall prevail.
- 19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses
  - 5.3(a) or 5.4(b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.
- 19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

### D. Submission of Bids

### 20. Sealing and Marking of Bids

- 20.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as "ORIGINAL" and "COPIES".
- 20.2 The inner and outer envelopes shall
  - (a) be addressed to the Employer at the address provided in the BDS;
  - (b) bear the name and identification number of the Contract as defined in the BDS and Special Conditions of Contract; and
  - (c) Provide a warning not to open before the specified time and date for Bid opening as **defined in the BDS**.
- 20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to ITB Clause 22.
- 20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
- 21. Deadline for Submission of Bids
- 21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the BDS.
- 21.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

## 22. Late Bids

22.1 Any Bid received by the Employer after the deadline prescribed in ITB Clause 21 will be returned unopened to the Bidder.

### 23. Modification and Withdrawal of Bids

- 23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.
- 23.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL," as appropriate.
- 23.3 No Bid may be modified after the deadline for submission of Bids.
- 23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 16.2 may result in the forfeiture of the Bid Security pursuant to ITB Clause 17.
- 23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

## E. Bid Opening and Evaluation

## 24. Bid Opening

- 24.1 The Employer will open the bids, including modifications made pursuant to ITB Clause 23, in the presence of the bidders' representatives who choose to attend at the time and in the place specified in the BDS.
- 24.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.
- 24.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.
- 24.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.

25. Process to Be

25.1 Information relating to the examination, clarification, evaluation, and

हुगीडॉडा, गार्खा गण्डकी प्रदेश, तपार तेरीस विश्वसार्थित असिकंप

#### Confidential

comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to bidders or any other persons not officially shall not be disclosed to be disclo

- 25.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation. Any request for explanation from one bidder should relate only to its own bid; explanation about the bid of competitors will not be addressed.
- 26. Clarification of Bids
- 26.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing or by cable, telex, or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.
- 26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.
- 26.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.
- 27. Examination of Bids and Determination of Responsiveness
- 27.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 4; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents
- 27.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 27.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or

### 28. Correction of Errors

- Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words
- 28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB Sub-Clause 17.5(b).
- 29.1 The Employer will convert the amounts in various currencies in which the Bid Price, corrected pursuant to ITB Clause 28, is payable (excluding Provisional Sums but including Daywork where priced competitively) to either:

#### 29. Currency for **Bid Evaluation**

the currency of the Employer's country at the selling rates established for similar transactions by the authority specified in the BDS on the date stipulated in the BDS;

or

- a currency widely used in international trade, such as the U.S. dollar, stipulated in the BDS, at the selling rate of exchange (b) published in the international press as stipulated in the BDS on
- the date stipulated in the BDS, for the amounts payable in foreign currency; and, at the selling exchange rate established for similar transactions by the same authority specified in ITB Sub-Clause 29.1 (a) above on the date specified in the BDS for the amount payable in the currency of the Employer's country.

#### 30. Evaluation and Comparison of Bids

- 30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.
- 30.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
  - making any correction for errors pursuant to ITB Clause 28; (a)
  - excluding provisional sums and the provision, if any, for (b) contingencies in the Activity Schedule, Section V, but including Day work, when requested in the Specifications) (or



Terms of Reference) Section VIII;

- making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with ITB Clause 18; and
- making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause
- The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of 30.3 the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.
- The estimated effect of any price adjustment conditions under Sub-Clause 7.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid
- 31. Preference for **Domestic Bidders**
- 31.1 Domestic bidders shall not be eligible for any margin of preference in Bid evaluation.

## F. Award of Contract

- 32. Award Criteria
- 32.1 Subject to ITB Clause 33, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 4, and (b) qualified in accordance with the provisions of ITB Clause 5.
- 32.2 If, pursuant to ITB Sub-Clause 13.2 this contract is being let on a "slice and package" basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.
- 33. Employer's Right to Accept any Bid and to Reject any or all **Bids**
- 33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
- 34. Notification of Award and Signing of Agreement
- The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by cable, telex, or facsimile confirmed by registered letter from the Employer. This letter (hereinafter and in the Conditions of Contract called the "Letter



Acceptance") will state the sum that the Employer will pay the Service provider in consideration of the execution, completion, and maintenance of the Services by the Service provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

- 34.2 The notification of award will constitute the formation of the Contract.
- 34.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder along with the Letter of Acceptance. Within 21 days of receipt of the Contract, the successful bidder shall sign the Contract and return it to the Employer, together with the required performance security pursuant to Clause 35.
- 34.4 Upon fulfillment of ITB Sub-Clause 34.3, the Employer will promptly notify the unsuccessful Bidders the name of the winning Bidder and that their bid security will be returned as promptly as possible.
- 34.5 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer. The Employer will promptly respond in writing to the unsuccessful Bidder.

## 35. Performance Security (Not required in this case)

35.1 Within 21 days after receipt of the Letter of Acceptance, the

successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the BDS, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.

- 35.2 If the Performance Security is provided by the successful Bidder in the form of a Bank Guarantee, it shall be issued either (a) at the Bidder's option, by a bank located in the country of the Employer or a foreign bank through a correspondent bank located in the country of the Employer, or (b) with the agreement of the Employer directly by a foreign bank acceptable to the Employer.
- 35.3 If the Performance Security is to be provided by the successful Bidder in the form of a Bond, it shall be issued by a surety which the Bidder has determined to be acceptable to the Employer.
- 35.4 Failure of the successful Bidder to comply with the requirements of ITB Sub-Clause 35.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

36. Advance Payment and Security 36.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the amount stated in the BDS.

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## 37. Adjudicator

The Employer proposes the person named in the BDS to be 37.1 appointed as Adjudicator under the Contract, at an hourly fee specified in the BDS, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If. in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party. प्रमुख प्रशासकीय अधिकृत



## Section II. Bidding Data Sheet

## Instructions to Bidders Clause Reference

	A. General			
1.1	The Employer is: Gorkha Municipality, Gorkha			
1.64	The name and identification number of the Contract is: "Digitization Services of Vital Registration Book of Gorkha Municipality, Gorkha"			
	Identification number is: NP-DoCR-183661-RFQ			
5.5(6)	BID No.: GORKHA MUN/077-078/NCS-DS/01			
1.2	The Intended Completion Date is: 2 (Two) Months from the date of contract signed.			
2.1	The Borrower is: Department of National ID and Civil Registration			
	The Project is: Strengthening Systems for Social protection and Civil Registra (SSSPCR)			
	The credit number is: 5912-NP			
5.2	Prequalification has not been undertaken.			
5.3	In addition to the documents provided in ITB 5.3 (a) the following documents will also be required:			
A STATE OF THE STA	Copy of Firm registration certificate			
	Copies of VAT/ PAN registration ( legal Doc)			
\$3 cm3 19(1	Copy of Latest tax clearance certificate or tax submission certificate Company/firm registration or Business registration certificate			
12.1 13.1	• 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.			
	Technical Proposal			
14.4	• Financial Proposal			
5.5(a)	The minimum required annual volume of Services for the successful Bidder in any of the last years shall be NRsMillion			
5.5(b)	The qualification criteria in Sub-Clause 4.4 are modified as follows:			
17.1	1. At least 5 years of practical experience in survey, data entry, document			



19.3	management related work.  2 should have at least 5 work experience of document scanning, digitizing, Survey data and related assignment		
18.4	The firm should demonstrate its capabilities and a thorough understanding of the work to be carried out as outlined in the Scope of Services and present a clear methodology for vital events registration book entry/digitization process, and quality control  4 Audit report of last years  5 Power of attorney of the signatory (ies) of the Bid		
5.5(c)	The essential equipment to be made available for the Contract by the successful Bio shall be as per satisfying to requirement specification		
5.5(d)	<ul> <li>Modify 5.5(d) as under:         <ul> <li>For supervisor / Quality Controller- At least Bachelors degree in any discipline</li> </ul> </li> <li>For Data entry Operator - At least +2 or equivalent completed and 6 month computer training or academic certification in computer related subject</li> </ul>		
5.5(e)	The minimum amount of liquid assets and/or credit facilities net of other contractua commitments of the successful Bidder shall: NA		
5.5	Subcontractors' experience will not be taken into account.		
5.6	Replace line refer ITB sub clause 4.4 by ITB sub clause 5.5		
	B. Bidding Data		
9.2 and 19.1	The number of copies of the Bid to be completed and returned shall be: Two		
	C. Preparation of Bids		
12.1	Language of the bid: English/Nepali		
13.1	The additional materials required to be completed and submitted are: work completion report or work satisfactory letter or appreciation letter.		
14.4	The Contract is <u>not subject</u> to price adjustment in accordance with Clause 6.6 of the Conditions of Contract.		
15.1	Local inputs shall be quoted in NRs.		
16.1	The period of Bid validity shall be 90 days after the deadline for Bid submission specified in the BDS.  The Bidder shall provide: bid security in the form of Bank Guaranty from the A class		

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18.1	Alternative bids are not permitted.
18.2	Alternative times for completion is not permitted. If permitted, the range of acceptabl completion time is: NA
	If alternative times for completion are permitted, the evaluation method will be follows: NA
18.4	Alternative technical solutions shall be permitted for the following parts of the Services: NA
	If alternative technical solutions are permitted, the evaluation method will be a follows: NA
	D. Submission of Bids
20.2	The Employer's address for the purpose of Bid submission is: Gorkha Municipality Office of the Municipal Executive, Dumri Danda, Gorkha For identification of the bit the envelopes should indicate:
	Contract : digitization services of vital event Registration Information form
	(NP-DoCR- 183661-RFQ)
21.1	The deadline for submission of bids shall be - as per notice.
21.1	E. Bid Opening and Evaluation
21.1	
	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency.
24.1	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency.  NRs
24.1	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency.  NRs  Source of exchange rate: NA
24.1	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency.  NRs
24.1	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency. NRs Source of exchange rate: NA Exchange rate date. NA  F. Award of Contract  The Performance Security acceptable to the Employer shall be division to the contract.
24.1	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency.  NRs  Source of exchange rate: NA  Exchange rate date. NA  F. Award of Contract
24.1 29.1 35.1	E. Bid Opening and Evaluation  Bids will be opened at the following address: As per notice.  Currency chosen for the purpose of converting to a common currency. NRs Source of exchange rate: NA Exchange rate date. NA  F. Award of Contract  The Performance Security acceptable to the Employer shall be the in the Standard Form of Bank Guaranty. The Performance Security shall be 5% of Contract Price.  The Advance Payment against the bank guaranty shall be: up to 15% percent of the

गोरखा नगरपारिक गेनि कार्यपारिकाको कर्ता इमीडाँडा, गोरखा गण्डकी प्रदेश, स्रात The maximum percentage by which quantities may be increased is: 15%

The maximum percentage by which quantities may be decreased is: 15%



### Section III. Bidding Forms

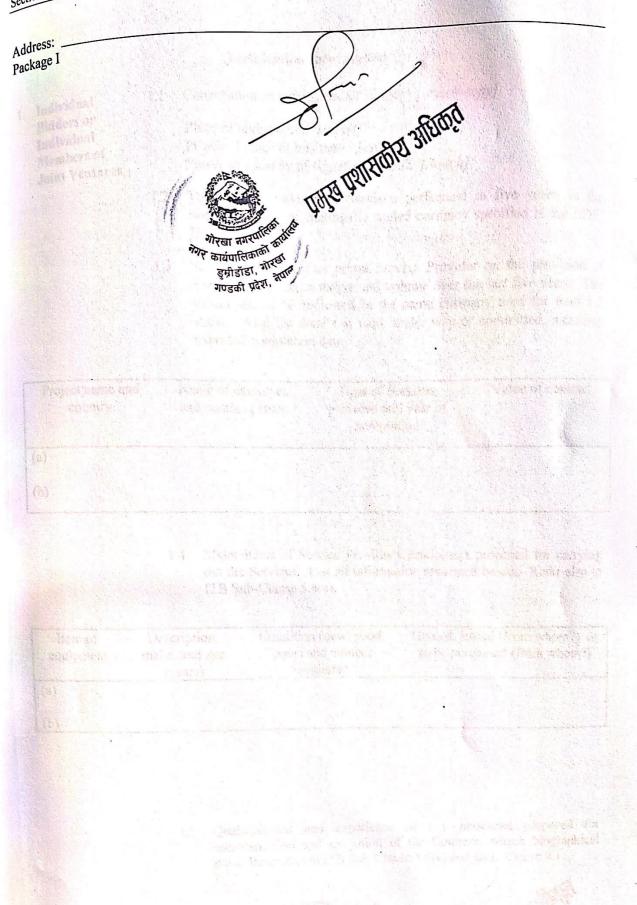
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Bid Security (Bid Bond)	Application of the Comment of the Co
Bid-Securing Declaration	39
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## Service Provider's Bid

The Contract shall b	Amount payable in currency	Inputs for which foreign currency is
(a)	oney	required
(b)		
We accept the appo	intment of Income	
	And the of Iname proposed	d in the Bidding Data Sheet] as the Adjudicator.
or]		
are attached.		garacters, whose daily fees and biographical da
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This Bid and you understand that yo we hereby confir bidding documents. Commissions or gexecution if we are Name and address of agent	ar written acceptance of it u are not bound to accept the method that this Bid complies is and specified in the Biddinatuities, if any, paid or to be awarded the contract, are seen awarded the contract, are Currency	shall constitute a binding Contract between us. Whe lowest or any Bid you receive.  with the Bid validity and Bid Security required by ting Data Sheet.  be paid by us to agents relating to this Bid, and to contract below:  Purpose of Commission or



#### **Qualification Information**

1. Individual
Bidders or
Individual
Members of
Joint Ventures

1.1 Constitution or legal status of Bidder: [attach copy]

Place of registration: [insert]
Principal place of business: [insert]

Power of attorney of signatory of Bid: [attach]

- 1.2 Total annual volume of Services performed in five years, in the Nationally and internationally traded currency specified in the BDS: [insert]
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)		<u> </u>	
(b)			the second of the second

1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB Sub-Clause 5.4(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)		avanable	· · · · · · · · · · · · · · · · · · ·
(b)			

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to ITB Sub-Clause 5.4(e) and GCC Clause 9.1.



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	Position	Name	Years of experience	Years of experience in proposed position
(a)		Alteria e la responsa a ligita de la	(general)	in proposed position
(b)		2 = Meach and agreed	and sample of product of	ing to

1.6 Proposed subcentracts and firms involved. Refer to GCC Clause 7.

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a) (b)	The o	a shift of the extra	· Carlon and Andrews Services of the
(0)	"Marigue	the company of the state of	STANCE TINE

- 1.7 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB Clause 4.
- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.
- 1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved.

	ty(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			awaiu	
(b)		and the second		

- 1.11 Statement of compliance with the requirements of ITB Sub-Clause 4.2.
- 1.12 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.
- 2. Joint Ventures
- 2.1 The information listed in 1.1 1.11 above shall be provided for each partner of the joint venture.
- 2.2 The information in 1.12 above shall be provided for the joint venture.



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- Attach the power of attorney of the signatory (ies) of the Bid 2.3 authorizing signature of the Bid on behalf of the joint venture.
- Attach the Agreement among all partners of the joint venture (and 2.4 which is legally binding on all partners), which shows that
  - all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
  - one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
  - The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

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3. Additional Requirements

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Bidders should provide any additional information required in the BDS and to fulfill the requirements of ITB Sub-Clause 5.1, if applicable.

## Letter of Acceptance [letterhead paper of the Employer]

[date]

To: [name and address of the Service provider]

This is to notify you that your Bid dated [date] for execution of the [name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

Note: Insert one of the 3 options for the second paragraph. The first option should be used if the Bidder has not objected the name proposed for Adjudicator. The second option if the Bidder has objected the proposed Adjudicator and proposed a mane for a substitute, who was accepted by the Employer. And the third option if the Bidder has objected the proposed Adjudicator and proposed a mane for a substitute, who was not accepted by the Employer.

We confirm that [insert name proposed by Employer in the Bidding Data],

or

We accept that [name proposed by bidder] be appointed as the Adjudicator

or

We do not accept that [name proposed by bidder] be appointed as Adjudicator, and by sending a copy of this letter of acceptance to [insert the name of the Appointing Authority], we are hereby requesting [name], the Appointing Authority, to appoint the Adjudicator in accordance with Clause 37.1 of the Instructions to Bidders

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Authorized S		ind of According	the state of the s	continued of the
	tle of Signatory:		A STATE OF THE PERSON OF THE P	
Name of Age	ency:			
Attachment:	Contract			DJ.
	and the second second		The Delivery	

#### Form of Contract

This Contract (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Employer] (hereinafter called the "Employer") and, on the other hand, [name of Service Provider] (hereinafter called the "Service Provider").

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Employer") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the "Service Provider").]

#### WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of......
- the Employer has received [or has applied for] a loan from the International Bank for Reconstruction and Development (hereinafter called the "Bank") [or a credit from the International Development Association (hereinafter called the "Association")] towards the cost of the Services and intends to apply a portion of the proceeds of this loan [or credit] to eligible payments under this Contract, it being understood (i) that payments by the Bank [or Association] will be made only at the request of the Employer and upon approval by the Bank [or Association], (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the loan [or credit], and (iii) that no party other than the Employer shall derive any rights from the agreement providing for the loan [or credit] proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:



- (b) the Service Provider's Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Specifications;
- (f) the Priced Activity Schedule; and
- (g) The following Appendices: [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Employer

Appendix G: Performance Incentive Compensation

- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
  - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Employer]

[Authorized Representative]

For and on behalf of [name of Service Provider]



Dolla Delletopa 34 Etala

[Authorized Representative]

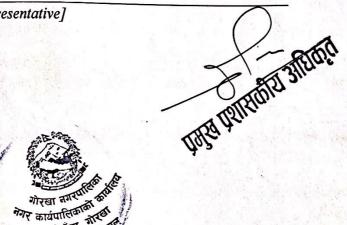
[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider [name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]



# Bid Security (Bank or Financial institutions Guarantee)

[The Bank or Financial institutions eligible to issue Bank Guarantee as per prevailing Law specified by Nepal Rastra Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

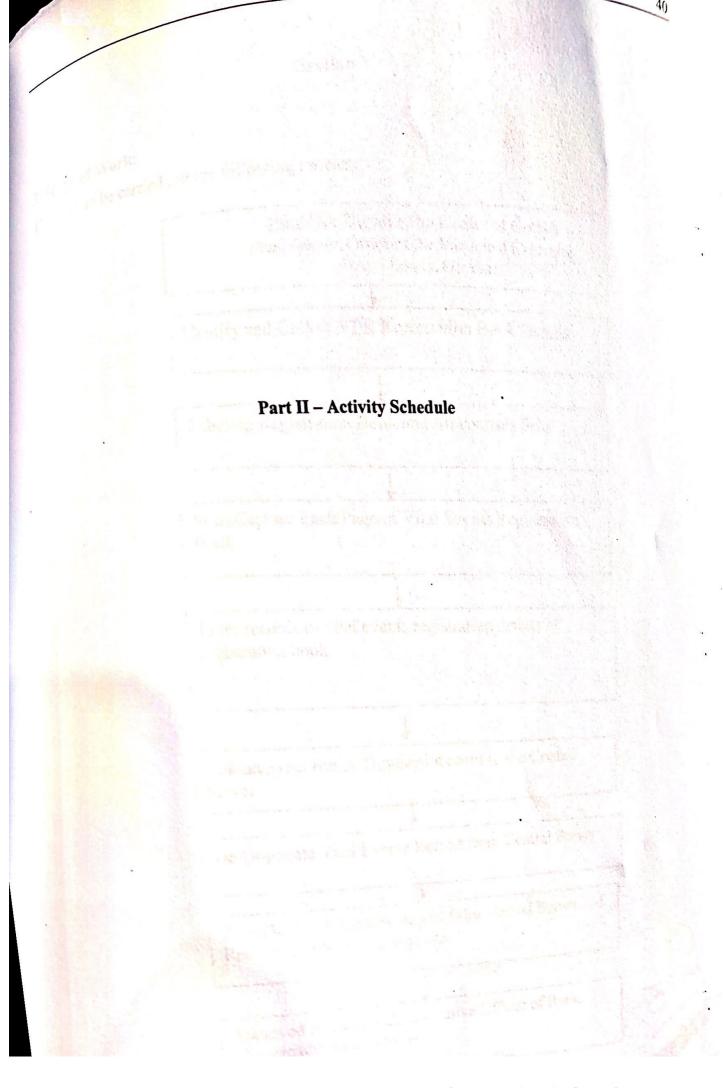
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BID GUARANTEE No.:	hed a writers Biff to the Persi	
	Chern's after carried	
We have been informed that		
bid dated (hereinafter called "the Bid	(hereinafter called "the	Bidder") has submitted to you its
("the IFB").	u ) for the execution of	under invitation for Blus No.
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Furthermore, we understand that, a guarantee.	according to your soulising to	in the second of Ref.
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sums not exceeding in total an amo	ount of	ndertake to pay you any sum or
demand in writing accompanied by obligation(s) under the hid condition	a written statement stating the	the Ridden is in least 1 C:
obligation(s) under the bid condition	is, because the Bidder:	it the Bidder is in breach of its
(a) has withdrawn its Bid during	the period of bid validity specifi	ied by the Bidder in the Form of
Bid; or	as the Mark the stand & property that he	of the Bidder in the Form of
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(b) having been notified of the a	cceptance of its Bid by the Pur	chaser during the period of bid
validity, (i) fails or refuses to	execute the Contract Form; or (	chaser during the period of bid (ii) fails or refuses to furnish the
performance security, if require	ed, in accordance with the Instru	ctions to Bidders
This guarantee will expire: (a) if the contract signed by the Bidder and the	Bidder is the successful bidder,	upon our receipt of
contract signed by the Bidder and the Bidder; or (b) if the Bidder is not the	e performance security issued to	you upon the instance.
Bidder; or (b) if the Bidder is not the your notification to the Bidder of the	successful bidder, upon the earl	ier of (i) our receipt of
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Consequently, any demand for paym	ent under this guarantee must be	e received by us at the acc
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This guarantee is subject to the Ohno.	Till Rules for Delitand Guarantee	es, ICC Publication No. 459
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	क्षित्रहाँडा, स्ट्राप्	

#### **Bid Security (Bid Bond)**

[The Surety shall fill in this Bid E	Bond Form in accordance with the instructions indicates
BOND NO.	
BY THIS BOND author	as Principal (hereinafter called "the Principal"), and as Surety ized to transact business in as—oblige as—ob
(hereinafter called "the Surety"	'), are held and firmly bound unto for the payment of r'') in the sum of be made, we, the said Principal and Surety, bind ourselves, our
(hereinafter called "the Purchase	r") in the sum of bind ourselves, our
which sum, well and truly to	be made, we, the said Principal and Surety, one
The state of the s	nd severally, firmly by these presents.  day of
WHEREAS the Principal has s	submitted a written Bid to the Purchaser dated the day of (hereinafter called the "Bid").
NOW, THEREFORE, THE COM	NDITION OF THIS OBLIGATION is such that if the Principal:
(a) withdraws its Bid during the	he period of bid validity specified in the Form of Bid; or
(b) having been notified of the validity; (i) fails or refuse	he acceptance of its Bid by the Purchaser during the period of Bid as to execute the Contract Form; or (ii) fails or refuses to furnish the
Performance Security, if re	equired, in accordance with the Instructions to Bidders.
provided that in its demand the any of the above events, specify  The Surety hereby agrees that i the date 28 days after the date extended by the Purchaser at an being hereby waived.	demand, without the Purchaser having to substantiate its demand, Purchaser shall state that the demand arises from the occurrence of ing which event(s) has occurred.  Its obligation will remain in full force and effect up to and including of expiration of the Bid validity as stated in the Invitation to Bid or my time prior to this date, notice of which extension(s) to the Surety
IN TESTIMONY WHEREOF, to in their respective names this	the Principal and the Surety have caused these presents to be executed day of 20
Principal:	Surety:
Corporate Seal (where a	ippropriate)
(Signature)	(Signature)
(Printed name and title)	(Printed name and title)
	2781000
	Tolka dill Hall 3 Il Tale of the Control of the Con
The amount of the Bond shall	be denominated in the currently of the equivalent
amount in a freely convertible	currency. इमेडाँडा, गाँखा

#### **Bid-Securing Declaration**

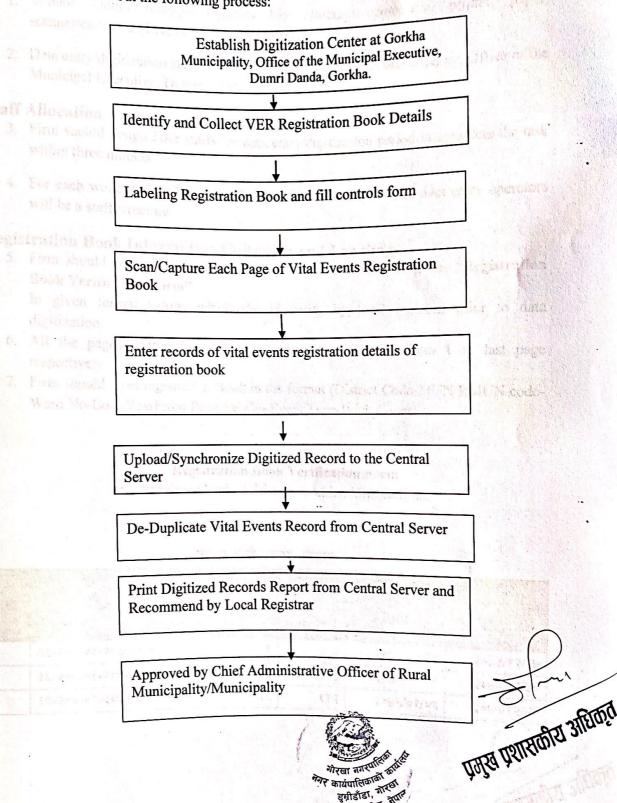
Bid-Securing Declaration
[The Bidder shall fill in this Form in accordance with the instructions indicated.]
Date:
pid No:
Alternative No.:
To:
We, the undersigned, declare that:
We understand that, according to your conditions, bids must be supported by a Bid-Section
Declaration.
We accept that we will automatically be suspended from being eligible for bidding in any contract starting on with the Purchaser for the period of time of, if we are in breach of our obligation(s) under the bid conditions, because,
(a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
have withdrawn our Bid during the period of bid validity specified in the period of bid
(b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.
We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
Signed:
In the capacity of:
Name:
ryame.
Duly authorized to sign the bid for and on behalf of:
day of
Dated on
Corporate Seal (where appropriate)
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गेर कार्यपालिक कि । इम्रीडाँडा, अस्मि



#### Section V

#### 3. Scope of Work:

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

- 1. Vendor should manage logistics like: Internet, computer, printer, paper,
- 2. Data entry/digitization station will be allocated by Gorkha Municipality, Office of the Municipal Executive, Dumri Danda, Gorkha.office.

#### Staff Allocation

- 3. Firm should assign Four staffs for data entry/digitization period to complete the task
- 4. For each work station there must be One supervisor and Three data entry operators

# Registration Book Information Collection and Labeling

- 5. Firm should collect all the information of Registration books in the "Registration
  - In given format below, which should verify by local registrar prior to data
- 6. All the pages of the book should be numbered starting from 1 to last page
- 7. Firm should label registration Book in the format (District Code-MUN/RMUN code-Ward No-BookYearFrom-BookYearTo-Event Type-Book Count)

# **Registration Book Verification Form**

Province Gandaki, District Gorkha, Mun Gorkha,

# वडा नं. १

घटना दर्ता प्रकार: जन्म

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना	दर्ता किताब प्र	योग मिति
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_	38-500-08-8-8	83	१०४	२०७४/०१/२०	२०७४/१२/३
	38-200-08-2069-8-8	१६	885	२०७५/०१/०९	२०७४/१२/२



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4	38-200-08-2063-8-3	8	43	२०७६/०१/१२	२०७६/०८/२४
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२	38-200-08-2-8	3	२५	२०७४/०१/१७	२०७४/१२/१८	
3	38-200-08-2064-2-8	२	१५	२०७५/०१/०९	२०७५/१२/०५	
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3	38-200-08-2068-8-2	4	38	२०७६/०१/०८	२०७६/०८/२९	
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₹ .	38-200-08-2064-4-8		6	२०७५/०१/०३		
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घटना दर्ता प्रकार: जन्म

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3	38-200-02-2088-8-8	१७		२०६७/०१/०२	२०६७/०१/२९
8	38-200-02-2086-8-8	3	68	2060/03/30	2060/03/30
4	38-200-02-2060-8-8	8	8	२०६९/१०/१४	२०६९/१२/२९
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b	38-200-02-2083-8-8	8	8	२०६७/०१/१२	२०६७/१२/२४
6	38-200-02-2086-8-3	84	९६	२०६८/०१/०५	२०६८/१०/२४
9	38-200-02-2086-8-3	23	१७६	N 100	२०६९/१२/२८
80	36-200-02-2069-8-2	35	386	२०६९/०१/०५	२०७०/०९/२६
११	38-200-02-2060-8-5	२६	१८१	20/99/08/06	२०६४/०१/११
१२	35-200-02-2058-8-3	3	8.5	२०६४/०४/२४	२०६५/११/२०
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86		१०	328	२०७१/०१/०३	२०७१/१२/२९
28	38-200-02-2068-8-8	8	2	२०७२/०१/०८	२०७२/०३/०९
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मं दर्ता किताब मंकेत तं	q	ाना	घटना	दर्ता	दर्ता कि	ताब प्रयोग मिति	
Comment of the Commen		ख्या	संख	या	देखि	सम्म	
3६-२००-०२-२०६४-२-९		3		30	२०६४/०२/	?3 <b>२०६४/</b> १२/	
3६-२००-०२-२०६५-२-९		8		86	२०६५/०१/	१० २०६५/१२/	
38-200-02-2088-2-9		3		२१	२०६६/०१/३	२४ २०६६/०७/०	
35-200-02-2086-2-8		2		१६	२०६७/०१/१	२०६७/१२/०	
38-200-02-2086-2-9		4		४६	२०६८/०६/२	६ २०६८/१२/२	
3६-२००-०२-२०६९-२-९		2	ų.	१६	२०६९/०२/१।	७ २०६९/१२/२।	
38-200-02-2060-2-9		2	{	88	२०७०/०२/१३	३ २०७०/१२/२१	
38-200-02-2068-2-8		2	9	18	२०७१/०१/०२	२०७१/१२/०६	
38-200-02-2062-2-9		4	٩	3	२०७२/०२/०१	२०७२/१२/२८	
		6	6	8	२०७३/०१/०५	२०७३/११/२६	
		8	85	2	२०७२/०५/०१	२०७२/११/३०	
		2	88	,	२०६९/०२/१७	२०६९/१२/१९	
		२	२०		२०७०/०२/०९	२०७०/१२/०४	
		8	9		२०५८/०५/०६	२०५८/०५/०६	
33 44 53	1 8		8		२०५९/०४/१२	२०५९/०४/१२	
	1 2		83		२०७१/०२/०८	२०७१/११/२६	
	8		8	1	२०७२/०३/०८	२०७२/०३/०८	
	8		ξ		२०७३/१२/२०	२०७३/०४/०५	
0 0000	2		२४		२०७४/०४/०५	२०७४/१२/१९	
	5		28	,	२०७५/०६/०४	२०७५/१२/१७	
30.0	8		18	į	१०७६/०१/३०	२०७६/०५/०९	
	8		4	२	०७६/०५/२६	२०७६/०७/१९	
	42		448				
The state of the s	3£-200-02-20£Y-2-9 3£-200-02-20£Y-2-9 3£-200-02-20££-2-9 3£-200-02-20£V-2-9 3£-200-02-20£Y-2-9 3£-200-02-20£Y-2-9 3£-200-02-20£Y-2-9	## dall landid Hand at.  ## 3E-200-02-20E4-2-8  ## 3E-200-02-20E4-2-	संख्या  3६-२००-०२-२०६४-२-९  3६-२००-०२-२०६४-२-९  3६-२००-०२-२०६६-२-९  3६-२००-०२-२०६८-२-९  3६-२००-०२-२०६०-२-९  3६-२००-०२-२०६०-२-९  3६-२००-०२-२०७१-२-९  3६-२००-०२-२०७१-२-९  3६-२००-०२-२०७२-२-९  3६-२००-०२-२०७२-२-९  3६-२००-०२-२०७२-२-९  3६-२००-०२-२०७२-२-९  3६-२००-०२-२०७२-२-९  3६-२००-०२-२०७२-२-१  3६-२००-०२-२०७२-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१  3६-२००-०२-२०७४-२-१	स. दिता कितीब सकत ज. संख्या स	स. दता किताब सकत ज.    उह-२००-०२-२०६४-२-९   ३ ३०     उह-२००-०२-२०६५-२-९   ३ ११     उह-२००-०२-२०६५-२-९   ३ ११     उह-२००-०२-२०६७-२-९   ३ १६     उह-२००-०२-२०६७-२-९   ३ १६     उह-२००-०२-२०६०-२-९   ३ १६     उह-२००-०२-२०७०-२-९   ३ १४     उह-२००-०२-२०७०-२-९   ३ १४     उह-२००-०२-२०७२-२-९   ३ १४     उह-२००-०२-२०७२-२-९   ३ १४     उह-२००-०२-२०७२-२-१   ३ १४     उह-२००-०२-२०७४-२-१   ३ १४	स. दिली किताब सकत न.  संख्या  संख्या  संख्या  देखि  3६-२००-०२-२०६४-२-९  3६-२००-०२-२०६५-२-९  3६-२००-०२-२०६५-२-९  3६-२००-०२-२०६७-२-९  3६-२००-०२-२०६५-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६९-२-९  3६-२००-०२-२०६१-२-९  3६-२००-०२-२०६१-२-९  3६-२००-०२-२०६१-२-९  3६-२००-०२-२०६१-२-१  3६-२००-०२-२०६१-२-१  3६-२००-०२-२०६१-२-१  3६-२००-०२-२०६१-२-१  3६-२००-०२-२०६१-२-१  3६-२००-०२-२०५१-२-१	

घटना दर्ता प्रकार:सम्बन्ध बिच्छेद

The state of the s	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
<sup>श.स.</sup> दर्ता किताब संकेत नं	संख्या	संख्या	देखि	सम्म
38-200-02-2063-3-22	8	?	२०७३/११/२६	२०७३/११/२६



36-200-02-2066-3-22	8	8	२०७६/०७/०५	२०७६/०७/०५
38-500-05-5068-3-55	8	8	२०७४/०७/१५	२०७४/०७/१५
जम्मा	3	3		the state of the

घटना दर्ता प्रकार:विवाह

	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति		
क्र.सं.		संख्या	संख्या	देखि	सम्म	
P	36-200-2-2068-8-83	8	33	२०६९/०३/०५	२०६९/१२/२९	
7	38-200-2-2060-8-83	9	69	२०७०/०१/०८	२०७०/१२/२०	
3	35-500-5-5066-8-63	9	७८	२०७१/०१/०३	२०७१/१२/३०	
8	38-200-2-2062-8-83	. 8		२०७२/०१/०३	२०७२/०३/१३	
9	38-200-02-2062-8-88	(	६२	२०७२/०३/१४	२०७२/१२/२८	
Ę	38-200-2-2063-8-88	23	१०४	२०७३/०१/०५	२०७३/११/२७	
9	3६-२००-२-२०६४-४-१५	(	. 42	२०६४/०१/१४	२०६४/१२/१४	
1	38-200-2-2084-8-84	9	७२	२०६५/०१/१७	२०६५/१२/३०	
19	३६-२००-२-२०६६-४-१५	ξ	36	२०६६/०१/१०	२०६६/१२/१९	
१०	3६-२००-२-२०६८-४-१५	२	Ę	२०६८/०५/०१	२०६८/११/२१	
११	3 <b>६-२००-२-२०६७-४-</b> १५	9	٤٩	२०६७/०१/०३	२०६७/१२/२४	
१२	3६-२००-२-२०६८-४-१५	b	80	२०६८/०१/०४	२०६८/१२/२८	
83	3६-२००-२-२०६९-४-१५	8	30	२०६९/०२/०४	२०६९/१२/२६	
88	38-200-2-2060-8-89	3	१६	२०/०१/०८	२०७०/१२/३०	
१५	3६-२००-२-२०७१-४-१५	8 3	83	२०७१/०१/१०	२०७१/१२/१८	
१६	3६-२००-२-२०७२-४-१५	ξ	<b>७</b> ४	२०७२/०१/२०	२०७२/१२/१८	
१७	3६-२००-२-२०७३-४-१५	?	3	२०७३/०२/२५	२०७३/०३/०८	
38	38-200-2-2068-8-86	२	१०	२०७६/०५/१८	२०७६/०९/०१	
१९	38-200-2-2063-8-88	?	8	२०७३/१२/१६	२०७३/१२/१६	
२०	3६-२००-२-२०७४-४-१६	4	33	२०७४/०१/१०	२०७४/१२/२६	
58	३६-२००-२-२०७५-४-१६	દ્દ	86	२०७५/०१/०५	२०७५/१२/२४	
२२	३६-२००-२-२०७६-४-१६	3	१२	२०७६/०१/०५	२०७६/०५/०८	
d.	जम्मा	११९	८६६	Satisface State	AESTA	

घटना दर्ता प्रकार: बसाँइसराई

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता		प्रयोग मिति
14-41	The state of the s	सख्या	सख्या	देखि	सम्म
8	38-200-2-2088-4-86	8	3	२०६४/०९/११	₹0€8-2-30



2	38-200-2-2084-4-86	3	9	२०६५/०३/२२	२०६५/०७/१८
3	38-200-2-2088-4-96	3	3	२०६६/०३/०९	₹°4,%°6/₹°6
N	38-200-2-2086-4-86	. 2	8	२०६७/०२/२०	
9	3६-२००-२-२०६८-५-१८	8	ξ.	80 m. 100 m.	2086/06/82
£	38-200-2-2089-4-86	8		2052/08/06	2082/02/89
19	38-200-2-2060-4-86	8		२०६९/०७/२४	२०६९/०७/२४
	36-200-2-2068-4-86		3	2060/08/30	२०७०/०९/०८
-		8	5	२०७१/०१/१४	२०७१/१२/२९
9	38-200-2-2062-4-86	8	ξ	२०७२/०२/१७	२०७२/०४/१२
90	38-200-2-2063-4-86	2	l9	२०७३/०२/२७	२०७३/०३/०८
88	३६-२००-२-२०६९-५-१९	8	ξ	२०६९/०४/२३	२०६९/१२/१९
१२	38-200-2-2060-4-86	9	१७	२०७०/०१/२३	२०७०/१२/३०
83	38-200-2-2068-4-86	8	88	२०७१/१०/२५	२०७१/११/१७
88	38-200-2-2062-4-86	9	8	२०७२/०३/१०	2062/03/80
१५	<b>३६-२००-२-२०७३-५-२०</b>	8	8	२०७३/१२/२२	२०७३/१२/२२
१६	<b>३६-२००-२-२०७४-</b> ५-२०	2	ξ	2068-5-30	२०७४/०५/२८
१७	3 <b>६-२००-२-२०</b> ७५-५-२०	2	ξ	२०७५/०१/०९	२०७५/०९/१२
28	३६-२००-२-२०७६-५-२१	8	2	२०७६/०७/२८	२०७५/०८/२६
18	3६-२००-२-२०७२-५-२२	8	88	२०७२/०३/१७	30.00 40.00
२०	3६-२००-२-२०७३-५-२२	4	23	२०७३/०३/०५	20103/88/03
	जम्मा	88	858	1041-41-5	२०७३/११/२६

वडा नं. ३

घटना दर्ता प्रकार:जन्म

100	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
		संख्या	संख्या 📑	देखि	सम्म
	9-9-03-9-6-9-9	80	()	२०६०/०१/११	
	38-200-03-2089-9-9	१६	886	२०६१/०१/०४	3050/02/2
	38-200-03-2082-8-8	२०	१८२	२०६२/०१/०२	२०६१/१२/३१
	34-200-03-2043-8-8	38	१८५	२०६३/०१/०७	२०६२/१२/३१
	34-200-03-2048-9-2	83	()	२०६४/०४/०२	२०६३/१२/२८
	38-200-03-2084-8-2	32	285	२०६५/०१/०४	२०६४/१२/१७
•	38-200-03-2088-8-2	80	२७५		२०६५/१२/३१
	38-200-03-2060-8-2	१४	93	20/80/3305	२०६६/१२/३१
-		3	86	20/90/0305	२०६७/०७/०७
	38-200-03-2086-8-3		86	२०६७/१०/०४	२०६७/१२/३०



प्रमुख प्रशासकीय अधिकृत

3E-200-03-20EC-9-3	88	१७०	२०६८/०१/०६	२०६८/१२/३०
38-200-03-2089-8-3	96	२६८	२०६९/०१/०६	२०६९/१२/३०
38-200-03-2060-6-3	१८	२७४	२०७०/०१/०२	२०७०/१२/३०
38-200-03-2068-8-3	१९	२८३	२०७१/०१/०३	२०७१/१२/२९
38-200-03-2002-8-3	9	१२३	२०७२/०१/०३	२०७२/०५/०३
38-200-03-2068-8-8	२१	१५९	२०७४/०१/०३	२०७४/१२/२८
38-200-03-2064-6-8	१०	७१	२०७५/०१/०३	२०७५/०६/२८
38-200-03-2064-8-4	٩	ξ3	२०७५/०६/२८	२०७५/१२/२८
36-200-03-2068-8-4	१०	واوا	२०७६/०१/०२	२०७६/०८/३०
जम्मा	२९१	२८०७	计加强 电通道流流	

घटना दर्ता प्रकार: मृत्यु

	AND THE PARTY OF T	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
. <del>सं</del> .	दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
8	36-200-03-2046-5-8	8	१२	२०५९-२-२९	२०५९/१०/१
٠ २	36-200-03-2060-2-8	3	१८	२०६०/०२/०१	२०६०/१२/२
3	36-200-03-2068-2-8	3	१७	२०६१/०१/१४	२०६१/१२/१
8	36-200-03-2062-2-8	3	२२	२०६२/०१/१९	२०६२/१२/२
	36-200-03-2063-2-8	3	२२	२०६३/०१/१५	२०६३/१२/१
9	36-500-03-5068-5-8	8	3	२०६४/०१/२०	२०६४/०२/१
ξ.	36-500-03-5068-5-5	2	२६	२०६४/०४/२७	२०६४/११/२।
6		8	89	२०६५/०१/०६	२०६५/१२/३
6	36-500-03-5064-5-5	3	. 38	२०६६/०१/०२	२०६६/१२/२।
9	3६-२००-०३-२०६६-२-२	3	२९	२०६७/०१/०८	२०६७/१२/१४
80	3६-२००-०३-२०६७-२-२	8	86	२०६८/०१/१३	२०६८/१२/२८
88	3६-२००-०३-२०६८-२-२	3	२७	२०६९/०२/२८	२०६९/१२/२७
85	3६-२००-०३-२०६९-२-२	3	28	२०७०/०१/१३	२०७०/१२/०९
63	3£-200-03-2060-2-2	4	२५	२०७१/०१/०७	२०७१/१२/२९
88	36-200-03-2069-2-2	8	88	२०७२/०१/०६	२०७२/०४/२९
१५	3६-२००-०३-२०७२-२-२	ig	બુલ	२०७४/०२/०२	२०७४/१२/२६
39	38-200-03-2068-2-3	8	88	२०७५/०२/०१	२०७५/१२/२५
86	38-200-03-2064-2-3	8	68	२०७६/०८/२९	२०७६/०१/०४
28	३६-२००-०३-२०७६-२-३ जम्मा	48	५०५	684 - 985	

घटना दर्ता प्रकार:सम्बन्ध बिच्छेद



प्रमुख प्रशासकीय अधिकृत

दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
THE PARTY OF THE P	संख्या 🕆	संख्या 📗	देखि	सम्म
38-200-03-2068-3-8	१	8	२०७४/१२/२१	२०७४/१२/२१
38-200-03-2064-3-8	8	२	२०७५/०१/१०	२०७५/१२/२८
38-200-03-2068-3-8	8	3	२०७६/०५/२५	२०७६/०८/१५
जम्मा	3	Ę		380.5

घटना दर्ता प्रकार:विवाह

	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
Ħ.	CIT TAKING CITAL OIL	संख्या	संख्या	देखि -	सम्म
9	<del>3</del> <u>8</u> -200-03-2049-8-8	b	२८	२०५९/०३/१३	२०५९/१२/१४
2	38-200-03-2080-8-8	83	४९	२०६०/०१/१०	२०६०/१२/२७
3	36-500-03-5068-8-8	88	36	२०६१/०१/१६	२०६१/१२/२३
8	36-200-03-2062-8-8	88	96	२०६२/०१/०२	२०६२/१२/२१
4	36-200-03-2063-8-8	२८	११२	२०६३/०१/०३	२०६३/१२/११
٤	38-200-03-2088-8-8	y	१८	२०६४/०१/१४	२०६४/०३/२९
b	3£-200-03-20£8-8-2	وا	४६	२०६४/०४/०१	२०६४/१२/१८
6	३६-२००-०३-२०६५-४-२	१४	92	२०६५/०१/०३	२०६५/१२/३१
9	38-200-03-2088-8-2	83	<b>ال</b>	२०६६/०१/०३	२०६६/१२/३०
१०	38-200-03-2086-8-2	88	63	२०६७/०१/०३	२०६७/१२/२८
99	3£-200-03-20£८-8-2	१०	६१	२०६८/०१/०६	२०६८/१२/२३
१२	3६-२००-०३-२०६९-४-२	le le	86	२०६९/०१/०६	२०६९/१२/२
83	34-200-03-2060-8-2	88	६८	20/08/05	२०७०/१२/३०
88	38-200-03-2068-8-3	83	۲8	२०७१/०१/०८	2068/85/56
१५	38-200-03-2062-8-2	8	50	२०७२/०१/०३	२०७२/०५/०१
१६	38-200-03-2068-8-3	65	ଜ୪	२०७४/०१/०५	<b>२०७४/१२/२</b> ०
१७	38-200-03-2064-8-3	6 8	63	२०७५/०१/०१	२०७५/१२/१७
१८	38-200-03-2068-8-3	٤		२०७६/०१/१५	२०७६/०९/०१
	जम्मा	१९७	१०५९	Posta nasa ing	

घटना दर्ता प्रकार: बसाँइसराई

	The second secon	पाना	घटना दर्ता	दर्ता किताब प्र	योग मिति
क्र.स.	दर्ता किताब सकेत न.	संख्या	संख्या	देखि	सम्म
8	3६-२००-०३-२०६१-५-१	2	ξ	२०६१/०१/०४	२०६१/११/२१
2	38-200-03-2082-4-8	२		२०६२/०१/०६	२०६२/१०/३



	जम्मा	36	१६०		1000
ξ	३६-२००-०३-२०७६-५-३	2	y	२०७६-२-३०	२०७६/०६/३
4	३६-२००-०३-२०७५-५-३	२	b	२०७५/०२/१७	1000
8	38-500-03-5068-6-3	8	b	२०७४/०५/२३	२०७५/१२/३
3	3६-२००-०३-२०७२-५-२	4	१६	२०७२/०१/२३	२०७४/०९/१
	3 <u>६</u> -२००-०३-२०७१-५-२	4	१५	२०७१/०१/०७	२०७२/०४/३
	38-200-03-2000-4-2	8	٤	२०७०/०१/०४	२०७१/१२/२
	36-200-03-5066-4-5	२	२१	२०६९/०४/०३	२०७०/१२/१
	38-200-03-2086-4-2	. 2	९	२०६८/०३/०७	२०६९/१२/०
	३६-२००-०३-२०६७-५-२	8	१७	२०६७/०२/०२	२०६८/१२/१
	36-200-03-2066-4-2	2		२०६६/०१/०६	२०६७/१२/२
	36-200-03-2064-4-2	3	१९	२०६५/०१/१५	२०६६/०९/२
1	36-200-03-2068-4-2	8	3	२०६४/०५/०६	२०६५/१२/१।
+		8	8	२०६४/०३/२२	२०६४/०६/११
_	38-200-03-2088-4-8	3	83		२०६४/०३/२
-	38-200-03-2083-4-8		and I	2083/08/86	२०६३/११/०३

वडा नं. ४

# घटना दर्ता प्रकार : जन्म

AND DESCRIPTION OF THE PERSON	ac	्मा दता प्रया	घटना	दर्ता किताब प्रय	ोग मिति
क्र.सं.	दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
	- 11 2 - C/a 9 9	१७	883	२०६५/०१/०८	२०६५/१२/२७
9	38-500-8-5084-8-8		१५६	२०६६/०१/०४	२०६६/१२/२८
2	36-200-8-2066-8-8	53	111 11 11 11 11 11 11	२०६७/०१/०७	२०६७/१२/२३
3	35-500-8-5086-8-8	१७	888		२०६८/१२/२९
	38-200-8-2086-9-9	१७	११७	२०६८/०१/०२	11.000
8	\$ 80 W	88	60	२०६९/०१/०५	२०६९/१२/२७
4	3६-२००-४-२०६९-१-१	88	९१	2060/08/03	२०७०/०६/१।
ξ	38-500-8-5000-6-6	११	१६२	२०७०/०९/२६	2060/60/08
b	38-200-8-2060-6-5		383	2060/06/08	२०७०/१२/३
(	38-200-8-2060-8-3	१०		2066/06/03	२०७१/१२/२
	38-200-8-2068-8-3	83	२०४		
٩		9	49	२०७२/०१/०२	२०७२/०४/२
१०	38-200-8-2065-8-3	3	38.	२०७५/०९/१२	२०७५/०१/२
88	38-500-8-5062-6-3	3	१६	२०७६/०१/२४	२०७६/०२/२
१२	38-200-8-2068-8-3		939	२०७४/०१/१०	२०७४/१२/३
83	38-500-8-5008-6-8	98	,,,,,	fina .	

38-200-8-2064-8	१२	२२५	२०७५/०१/०५	२०७५/०८/१४
18 38-200-8-5068-6-6	8	४२	२०७६/०४/०१	२०७६/०८/२४
१५ जम्मा	१७७	१८८२	B.A. C.	

घटना दर्ता प्रकार: मृत्यु

	N. S.	111-11	घटना	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
	38-200-8-2008-2-85	4	90	२०७४/०१/१५	२०७४/१२/२७
1000	38-200-8-2064-2-82	3	۸۰	२०७५/०१/३१	२०७५/१२/२६
3//5/7	36-200-8-2068-2-82	٩	१०	२०७६/०१/०३	२०७६/०८/३०
3	जम्मा	९	१०८		50 Table 1

घटना दर्ता प्रकार: सम्बन्ध बिच्छेद

			पाना संख्या	घटना दर्ता संख्या		दत		
क्र.सं.	दर्ता किताब संकेत नं.					देखि	सम्म	
0	38-500-8-5000-3-60	3.0 43 1 54 69 4 101	8	ASSES OF THE PERSON	8	२०७०/१२/२४	२०७०/१२/२४	
·	38-200-8-2068-3-8		٩		२	२०७४/०४/१९	२ <b>०</b> ७४/०९/२३	
3	3£-200-Y-2064-3-9	4.	۶	.00 2	₹.	२०७५/०९/१२	२०७५/१२/१८	
A RELA	जम्मा	1 1 1	3		G	*		

घटना दर्ता प्रकार:विवाह

3		पाना	घटना	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	संख्या	दर्ता संख्या	देखि	सम्म
8	३६-२००-४-२०६५-४-६	اوا	५२	२०६५/०१/०६	२०६५/१२/२८
2	38-200-8-2088-8-8	6	. 42	२०६६/०१/०६	२०६६/१२/२७
3	3 <b>६-२००-४-२०६७-</b> ४-६	9	५९	२०६७/०१/०८	२०६७/१२/२०
8	38-200-8-2086-8-8	b	88	२०६८/०१/०८	२०६८/१२/३०
y	3६-२००-४-२०६९-४-६	ч	२६	२०६९-१४	२०६९/१२/१९
ξ	3-200-2060-8-8	6	40	२०७०/०१/२२	२०७०/१२/२०
b	34-200-8-2068-8-8	b	88	२०७१/०१/०२	२०७१/१२/२३
(	3-200-8-2062-8-8	3	१६	२०७२/०१/०३	२०७२/०४/१८
9	9-8-0305-8-09-38	8	२८	२०६०/०१/०९	२०६०/१२/२७
80	38-200-8-2089-8-0	8	30	२०६१/०१/२१	2088/83/86

36-200-8-5085-8-10	b	8૬	२०६२/०१/०९	२०६२/१२/२०
	9	64	२०६३/०१/१९	२०६३/१२/०६
15 3E-500-R-50ER-R-P	- 4	. 3६	२०६४/०१/०६	२०६४/१२/१८
38-500-8-5018-8-C	(	48	२०७४/०१/०८	२०७४/१२/२५
3E-500-8-5002-8-C	9	१०२	२०७५/०१/०५	२०७५/१२/१४
38-200-8-2018-8-6	4	38	२०७६/०१/०६	२०७६/०९/०१
१६ जम्मा	१०५	৬৪५		la e

घटना दर्ता प्रकार: बसाँइसराई

		घटना	दर्ता किताब प्रयोग मिति	
तं. दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
38-200-8-2068-4-88	8	९	२०७४-२-२९	२०७४/०८/०१
38-200-8-5062-6-66	8	१५	२०७५/०३/१४	२०७५/१२/२९
38-500-8-5008-4-66	8	3	२०७६/०४/१४	२०७६/०८/०५
जम्मा 💮	٩	২৬		-

वडा नं. ५

घटना दर्ता प्रकार : जन्म

	2 3 5 2	घटना	दर्ता किताब प्रयोग मिति	
दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
9-9-XeloC-2-00C 25	१२	८९	२०७४/०१/१०	२०७४/१२/२९
The second second	83	९६	२०७५/०१/०९	२०७५/१२/२१
The second secon	ξ.	88	२०७६/०१/०२	२०७६/०७/२५
	3	१४	२०७६/०७/२७	२०७६/०८/२६
	33	283	,	
	दर्ता किताब संकेत नं.  ३६-२००-५-२०७४-१-१  ३६-२००-५-२०७५-१-१  ३६-२००-५-२०७६-१-१  उह-२००-५-२०७६-१-१	3£-200-4-50\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	दर्ता किताब संकेत नं. पाना संख्या सं	दर्ता किताब संकेत नं.  पाना संख्या  ३६-२००-५-२०७४-१-१  ३६-२००-५-२०७५-१-१  ३६-२००-५-२०७५-१-१  ३६-२००-५-२०७६-१-१  ३६-२००-५-२०७६-१-१  ३६-२००-५-२०७६-१-१  ३६-२००-५-२०७६-१-१  ३६-२००-५-२०७६-१-१

घटना दर्ता प्रकार: मृत्यु

		1	घटना	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
0	25 200 (a 20loU 2 °	२	२५	5008/08/03	२०७४/१२/२९
2	38-200-4-2068-2-8	3	33	२०७५/०२/०१	२०७५/१२/२४
3	38-200-4-2064-2-8	7	४६	२०७६/०२/०८	२०७६/०७/२६
7	३६-२००-५-२०७६-२-१	b	१०४	The state of the state of	



# घटना दर्ता प्रकार: सम्बन्ध बिच्छेद

			घटना	दत		
<b>ず.</b> ゼ.	दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	. देखि	सम्म	
	38-200-4-2068-3-8	8	8	२०७४/१२/२५	२०७४/१२/२५	
	38-200-4-2064-3-8	8	8	२०७५/०७/०५	२०७५/०७/०५	
	38-200-4-2068-3-8	8	२	२०७६/०८/१०	२०७६/०९/०६	
3	जम्मा	3	8			

### घटना दर्ता प्रकार:विवाह

		घटना	दर्ता किताब प्रयोग मिति	
क.सं. दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
38-200-4-2008-8-8	(	४९	२०७४/०१/०८	२०७४/१२/२६
38-200-3-2064-8-8	9	, 83	२०७५/०१/०५	२०७५/१२/२६
38-200-4-5068-8-8	8	२५	२०७६/०१/०३	२०७६/०९/०३
ज्ञमा	१९	११७	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

#### घटना दर्ता प्रकार : बसाइसराइ

-	ENGINE AND BUILDING TO AND	पाना संख्या	घटना दर्ता संख्या	दर्ता किताब प्रयोग मिति	
क्र.सं.	मं दर्ता किताब संकेत नं			देखि	सम्म
100 March	TOTAL STATE OF THE	V	9	২০৬४/০३/০४	२०७४/१२/२७
8	38-200-4-5068-4-8		Я	२०७५/०१/२४	२०७५/१२/०४
	38-200-4-2064-4-8	*	3	२०७६/०२/२०	२०७६/०८/०८
	38-200-4-2068-4-8	. 5	3	7004/-1/1	The state of the state of
7000	। १९८७ जम्मा ४ ७ ७ ७ ० ० ० ० ० ० ० ० ० ० ० ० ० ० ० ०	2 و	१६		

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# घटना दर्ता प्रकार : जन्म

		COLI CILI AL	घटना	दर्ता किताब प्रयोग वि	
क.सं. दर्ता किताब संकेत नं.	पाना दर्ता संख्या संख्या	देखि	सम्म		
		१२	واوا	50P8\08\03	२०७४/१२/३०
8	३६-२००-०६-२०७४-१-२	83	واع	२०७५/०१/०६	२०७५/१२/२९
2	38-200-08-2069-8-2		१७	2018/08/06	२०७६/०६/२८
3	36-200-08-2068-8-2	8	36	२०७६/०३/२६	२०७६/०८/२२
8	34-200-08-2018-8-8	33	२१८	*	
Acres 6	-TH	24		ONE CASE	

घटना दर्ता प्रकार:मृत्यु

	पाना	घटना	दर्ता किताब प्रयोग मिति	
दर्ता किताब संकेत नं.	संख्या	दर्ता संख्या	देखि	सम्म
38-200-08-2018-2-3	२	२१	२०७४/०२/१०	२०७४/१२/३०
38-200-08-2064-2-3	3	२९	२०७५/०१/०९	२०७५/१२/२०
38-200-08-2018-2-3	2	१७	२०७६/०१/१६	२०७६/०७/०६
जम्मा	le	દ્દાહ		

घटना दर्ता प्रकार: सम्बन्ध बिच्छेद

		घटना	दत	
दर्ता किताब संकेत नं.	पाना संख्या	दर्ता संख्या	देखि	सम्म
36-200-08-2068-3-8	8	8	२०७४/०२/२४	२०७४/०२/२४
38-200-08-2064-3-8	8	٩	२०७५/१२/०७	२०७५/१२/०७
38-200-08-2018-3-8	P	8	२०७६/०३/१७	२०७६/०३/१७
जम्मा	3	3	A A	

घटना दर्ता प्रकार:विवाह

	दर्ता किताब संकेत नं.	पाना मंख्या	घटना	दर्ता किताब प्रयोग मिति	
क्र.सं.			दर्ता संख्या	देखि	सम्म
	2-2-2-05 20lnU_U_G	وا و	४९	२०७४/०१/०६	२०७४/१२/२१
4	38-200-08-2068-8-9	8	રહ	२०७५/०१/१३	२०७५/१२/११
1	38-200-08-2069-8-9	8	28	२०७६ं/०१/०८	२०७६/०८/१२
	३६-२००-०६-२०७६-४-५	१५	900	91	S The second second

घटना दर्ता प्रकार:बसाइसराइ

		पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
	The state of the s	3	- 84	२०७४/०२/१४	२०७४/१०/२८
9	38-200-08-2068-4-8	+	90	२०७५/०१/१०	२०७५/११/२२
?	३६-२००-०६-२०७५-५-६	\$	?19	२०७६/०१/२४	२०७६/०८/०२
3	35-200-05-2065-4-5	9		(304) 17 (3	
N.	जम्मा	150 84	85		

वडा नं. ७

घटना दर्ता प्रकार : जन्म

<u></u>	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
8	3	8	4	Ę
38-200-06-2068-6-6	83	९७	२०७४/०१/०८	२०७४/१२/२८
38-200-06-2064-6-6	85	९०	२०७५/०१/०५	२०७५/१२/२४
38-200-06-2068-6-6	4	58	२०७६/०१/०३	२०७६/०४/११
38-200-06-2068-6-5	8	30	२०७६/०४/२३	२०७६/०८/११
जम्मा	36	२४१		

घटना दर्ता प्रकार: मृत्यु

	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
2	3	8	4	ξ
38-200-06-2068-2-8	3	ू २६	२०७४/०१/०३	२०७४/१२/२८
38-200-06-2064-2-8	3	રહ	२०७५/०१/०५	२०७५/१२/२१
35-200-06-2065-2-8	3	१९	२०७६/०१/०२	२०७६/०८/२२
्रिंदे जम्मा ७६.१-२	٩	७२	a judicije koje	

घटना दर्ता प्रकार:सम्बन्ध बिच्छेद

	दर्ता किताब संकेत नं.	पाना संख्या	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.स.			संख्या	देखि	सम्म
1	2	3	8	4	ξ
8	38-200-06-2064-3-8	?	3	२०७५/०५/०८	२०७५/१२/२६
२	3६-२००-०७-२०७६-३-१	8	8	२०७६/०३/२५	२०७६/०८/२६
	जम्मा अ	?	8	resigning	The state of the s

घटना दर्ता प्रकार:विवाह

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
	पता भिताब स्तर्भत ज.	संख्या	संख्या	देखि	सम्म
?	2	3	8	4	ξ
8	34-200-06-2068-8-8	b	Rs	२०७४/०१/०६	२०७४/१२/२८
2	38-200-06-2064-8-8	y	30	२०७५/०१/१४	२०७५/१२/२८
3	3-8-300-00-308-3-8	3	85	२०७६/०१/०६	२०७६/०४/१३
8	5-8-3005-00-29	2	85	२०७६/०६/१५	२०७६/०८/०६
	जम्मा	१७	९५		W Silvery

घटना दर्ता प्रकार: बसाँइसराई



<sub>5.सं.</sub>	टर्ना कि 🛶 👈	दर्ता किताब संकेत नं पाना घटना दर्ता		वर्जा किताब	प्रयोग मिति	
7.XI	दर्ता किताब संकेत नं.	संख्या	घटना दती संख्या	देखि	सम्म	
8	2	3	U	y	ξ	
8	3 <b>६-२००-०७-२०</b> ७४-५-१	<u> </u>		2-1-1/22/28	२०७४/१०/२८	
	36 200 de 2-14	R	११	२०७४/०३/२१		
-	3£-२००-०७-२०७५-५-१	2	6	२०७५/०४/२९	२०७५/१०/०७	
3	3E-200-06-206E-4-6	2	-	२०७६/०१/०९	२०७६/०८/०२	
	7.17.77	*	ξ	2004/01/01		
	जम्मा	6	२५			

वडा नं. ८

घटना दर्ता प्रकार: जन्म

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
	Service Control of the Control of th	संख्या	संख्या	देखि	सम्म
8	5	3	8	4	ξ
8	9-9-8905-20-05-38	3. 60	888	२०७४/०१/०५	२०७४/१२/२९
٠ २	3£-200-0C-2064-8-8	- 83	९६	२०७५/०१/१०	२०७५/१२/२८
3	38-200-0८-2068-8-8	4	२१	२०७६/०१/०२	२०७६/०३/२२
8	38-200-06-8-8-3	ξ	39	२०७६/०४/०१	२०७६/०८/२३
	जम्मा	39	२६७		

घटना दर्ता प्रकार: मृत्यु

क्र.सं.	दर्ता किताब संकेत नं.	पाना 💆	घटना दर्ता संख्या	दर्ता किताब प्रयोग मिति	
		संख्या		े देखि	सम्म
8	\$ . ca - 1 . <b>3</b> - 1	3	8	4	ξ
?	38-500-08-5-8	3	२०	२०७४/०२/०३	२०७४/११/२९
2	38-200-0८-२०७५-२-१	?	२६	२०७५/०१/०९	२०७५/१२/१३
3	38-200-06-2-8	3	28	२०७६/०१/०४	२०७६/०८/२६
	जम्मा		48		

घटना दर्ता प्रकार: सम्बन्ध बिच्छेद

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
NAME OF STREET		संख्या	संख्या	देखि	सम्म
8	₹	3	8	4	ξ
5	38-200-06-3-8	?	8	२०७६/०५/०२	२०७६/०८/२६
	जम्मा 🐭 💮	8		4 9	

घटना दर्ता प्रकार:विवाह

फ्र.सं. दर्ता किताब संकेत नं. पाना घटनादर्ता दर्ता किताब प्रयोग मिति

<b>1</b>	संख्या	संख्या	देखि	
38-200-06-2068-8-8	3	8	9	सम्म
38-200-06-2064-8-8	6	43	50P8/08/08	20101/02/
38-200-06-8-8	2	. 88	२०७५/०१/२८	२०७४/१२/ <b>०</b>
38-200-06-8-8-2	3	83	२०७६/०१/०२	२०७६/०३/३
जम्मा	3	१९	२०७६/०४/१२	२०७६/०८/१
	FIG. T C	बमाँट एक्ट	N , N	

ना दती प्रकार : बसाँइसराई

	दर्ता किताब संकेत नं.	पाना संख्या	घटना दर्ता	दर्ता किता	प्रयोग मिति
Section 1	3		संख्या	देखि	सम्म
;   ;	38-200-068-4-8	3	8	4	£
1	38-500-08-6-6	ξ.	88	२०७४/०२/२५	२०७४/११/१५
1	१-२००-०८-२०७६-५-१	8	9	२०७५/०१/२३	२०७५/१२/१५
	जम्मा	9	6	२०७६/०१/२२	२०७६/०६/३०
		१५	38		

वडा नं. ९

घटना दर्ता प्रकार:जन्म

क्र.स.	दर्ता किताब संकेत नं.	पाना	घटनादर्ता	दर्ता किताब प्रयोग मिति	
P	3६-२००-०९-२०७३-१-१	संख्या	सख्या	देखि	सम्म
2	38-200-08-2068-8-8	8	8	२०७३/१२/०८	२०७३/१२/०८
3	38-200-09-2069-8-8	43 88	१०९	२०७४/०१/०६	२०७४/१२/२०
X	38-200-08-2068-8-8	११	96	२०७५/०१/१०	२०७५/१२/२१
4	The same of the sa	y	3६	२०७६/०१/१०	२०७६/०७/०३
	35-200-09-206-9-2	8	وا	२०७६/०७/१५	2068/02/88
	जम्मा	35	२३१	14.50	. 54/56/55

घटना दर्ता प्रकार:मृत्य्

दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्र	योग मिति
	संख्या	संख्या	देखि	सम्म
9-5-8905-80-008-35	3	२५	२०७४/०१/०५	२०७४/१२/१
35-500-06-5069-5-8	3	., 55	२०७५/०१/०२	२०७५/१२/२
38-200-09-2018-2-9	2	85	२०७६/०१/३०	2008/06/8
जम्मा	6	. 48		

घटना दर्ता प्रकार: सम्बन्ध बिच्छेद



प्रमुख प्रशासकीय अधिकृत

दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्र	योग मिति
इ.सं.	संख्या	संख्या	देखि	सम्म
38-200-08-2064-3-8	8	२	२०७५/०१/२७	२०७५/०८/०३
38-200-08-3-8	8	8	२०७६/०१/३०	२०७६/०१/३०
र जम्मा	२	3		

# घटना दर्ता प्रकार:विवाह

		पाना	घटना दर्ता	दर्ता किताब प्र	योग मिति
क्र.सं.	दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
	36-500-06-5063-8-6	?	3	२०७३/१२/१७	२०७३/१२/२४
?	36-500-06-5068-8-6	(	86	२०७४/०१/०६	२०७४/१२/३०
3	38-200-08-2064-8-8	ξ	85	२०७५/०१/०५	२०७५/१२/१२
3	36-500-06-5068-8-6	ξ	२५	२०७६/०१/०४	२०७६/०८/१६
8	जम्मा	28	288	i. Provincija	

# घटना दर्ता प्रकार: बसाँइसराई

		पाना संख्या	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.		संख्या	देखि	सम्म
9	३६-२००-०९-२०७४-५-१	२	१५	२०७४/०२/२६	२०७४/१०/०५
2	३६-२००-०९-२०७५-५-१	3	۷	२०७५/०२/१५	२०७५/११/२७
3	38-200-08-3068-9-8	8	4	२०७६/०२/०६	२०७६/०८/२२
	जम्मा	ξ.	२८		

## वडा नं. १०

# घटना दर्ता प्रकार : जन्म

74 P		पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.स.	दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
	36-200-10-2073-1-1	1	3	2073-12-17	2073-12-30
	36-200-10-2074-1-1	13	3	2074-01-03	2074-12-22
	36-200-10-2075-1-1	12	93	2075-01-05	2075-12-28
	36-200-10-2076-1-1	4	19	2076-01-04	2076-03-20
	36-200-10-2076-1-2	4	36	2076-03-30	2076-08-26
	जम्मा	34	154	3 41 57	

घटना दर्ता प्रकार:मृत्यु

	र्ता किताब प्रयोग मिति	
र्यं दर्ता किताब संकेत नं. संख्या संख्या	देखि सम्म	TO SERVICE AND ADDRESS OF THE PARTY OF THE P





?	36-200-10-2073-2-				
२	36-200-10-2074-2-	1		2073-12-13	2073-12-28
3	36-200-10-2075-2-	3	. 32	2074-02-03	2074-12-06
8	36-200-10-2076-2-1	3	25	2075-01-15	2075-12-17
	जम्मा	2	12	2076-01-13	2076-07-28
		9	71		10 m

Marie Sale	दर्ता किताब संकेत नं.	the will be a second to the se	घटना दर्ता	दर्ता किताब	प्रयोग मिति
የ	36-200-10-2075-3-1	संख्या	संख्या	देखि	सम्म
?	36-200-10-2076-3-1	1	1	2075-07-25	2075-07-25
	जम्मा	1	2	2076-03-27	2076-04-19

क्र.सं. दर्वा क्रिका :)							
श्रुःस.	क्र.सं. दर्ता किताब संकेत नं.		घटना दर्ता	दर्ता किताब प्रयोग मिति			
8	36-200-10-2073-4-1	संख्या	संख्या	देखि	सम्म		
२	36-200-10-2074-4-1	1	4	2073-12-10	2073-12-24		
3	36-200-10-2075-4-1	10	. 62	2074-01-03	2074-12-19		
8	36-200-10-2076-4-1	5	30	2075-01-07	2075-12-27		
*	जम्मा	4	22	2076-01-04	2076-08-22		
		20	118	The second second			

घटना दर्ता प्रकार: बसाँइसराई

ख्या 8	देखि 2074-01-07	सम्म
8	2074-01-07	2074 10 00
4		2074-10-03
5	2075-04-17	2075-06-15
5	2076-01-09	2076-08-23
	5 18	Secretary and the second secon

वडा नं. ११

घटना दर्ता प्रकार : जन्म

<sup>ह</sup> .सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
	Market Control and Control of the Co	संख्या	संख्या	देखि	सम्म
	36-200-11-2074-1-1	14	105	2074-01-01	
	36-200-11-2075-1-1	13	1 90 1		2074-12-2
	,	A DEW. O.	94	2075-01-04	2075-12-2
	36-200-11-2076-1-1	6	46	1/184/2076	2076-07-1

प्रमुख प्रशासकीय अधिक

36-200-11-2076-1-2	1	9	2076-07-19	2076-08-15
४ जम्मा	34	254		All Land

घटना दर्ता प्रकार:मृत्यु

पाना		घटना दर्ता	दर्ता किताब प्रयोग मिति	
hत न. संख्या		संख्या	देखि	सम्म
	1	2	2073-12-06	2073-12-13
7 (E)	2	15	2074-01-03	2074-12-14
	2	16	2075-04-06	2075-12-21
1	2	10	2076-02-23	2076-07-28
	7	43		The state of the s
	त न. संख्या	ति न. संख्या 1 2 2	पाना घटना दर्ता संख्या संख्या 1 2 2 15 2 16 2 10	पाना घटना दर्ता दर्ता किताब संख्या संख्या देखि 1 2 2073-12-06 2 15 2074-01-03 2 16 2075-04-06 2 10 2076-02-23

घटना दर्ता प्रकार : सम्बन्ध बिच्छेद

<b>可以是个发现的发展的发展。</b>	पाना	घटना दर्ता	दर्ता किताब	प्रयाग ।मात
दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
36-200-11-2075-3-1	1	2	2075-04-22	2075-11-27
जम्मा	1	2	id .	1 × 15 15 05 05

घटना दर्ता प्रकार:विवाह

		- पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
<b>社选</b>		1	3	2073-12-06	2073-12-14
9	36-200-11-2073-4-1	8	51	2074-01-11	2074-12-25
2	36-200-11-2074-4-1		23	2075-01-19	2075-12-28
3	36-200-11-2075-4-1	5		2076-01-19	2076-07-26
R	36-200-11-2076-4-1	3	10	2076-01-13	2010 0
	उम्मा	17	87		

घटना दता प्रकार: बसाँइसराई

		पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
	The second secon	6	14	2074-01-15	2074-11-13
8	36-200-11-2074-5-1	+ 3	7	2075-03-06	2075-12-04
२	36-200-11-2075-5-1	3	4	2076-02-23	2076-08-22
3	36-200-11-2076-5-1	12	25	was to the series	L-12/11/11/11
	जम्मा	12			

वडा नं. १२

घटना दर्ता प्रकार:जन्म



प्रमुख प्रशासकीय अधिकृत

दर्ता किताब संकेत नं.	. पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
, H.	संख्या	संख्या	देखि	सम्म
36-200-12-2073-1-1	1	3	2073-12-03	2074-12-24
36-200-12-2074-1-1	11	76	2074-03-18	2074-12-30
36-200-12-2075-1-1	8	63	2075-01-02	2075-12-28
36-200-12-2076-1-1	7	51	2076-01-04	2076-08-19
जम्मा	27	193	and the second second	5

घटना दर्ता प्रकार: मृत्यु

	दर्ता किताब संकेत नं.	्पाना ।	घटना दर्ता	दर्ता किताब प्रयोग मिति	
<b>东.</b> स.		संख्या	संख्या	देखि	सम्म
8	36-200-12-2074-2-1	3	` 22	2074-01-03	2074-12-07
?	36-200-12-2075-2-1	2	16	2075-01-19	2075-12-15
3	36-200-12-2076-2-1	2	11	2076-02-08	2076-08-13
	जम्मा	7	49		

घटना दर्ता प्रकार: सम्बन्ध बिच्छेद

		पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
क्र.सं.	दर्ता किताब संकेत नं.	संख्या	ग संख्या	देखि	सम्म
	36-200-12-2073-3-1	1	1	2073-12-29	2073-12-29
	उक्त जम्मा	1	1		1000

घटना दर्ता प्रकार:विवाह

		पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं	संख्या	संख्या	देखि	सम्म
8	36-200-12-2073-4-1	1	3	2073-12-08	2073-12-30
2	36-200-12-2074-4-1	9	50	2074-01-03	2074-12-27
3	36-200-12-2075-4-1	7	40	2075-01-02	2075-12-25
8	36-200-12-2076-4-1	4	20	2076-01-10	2076-08-20
	जम्मा	21	113		and the second

घटना दर्ता प्रकार : बसाँइसराई

To Market			घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	पाना संख्या	संख्या	देखि	सम्म
0		1	3	2073-12-13	2073-12-13
	36-200-12-2073-5-1	4	14	2074-01-22	2074-08-03
4	36-200-12-2074-5-1	5	20	2075-01-13	2075-11-03
3	36-200-12-2075-5-1			and the state of t	

भिरवा नगरपार कार्यपालिकाको कार्यक इमीडाँडा, गार्खा आस्त्रिम सेमा, नेपार गिसिस प्रशासिकीय अधिकृ

36-200-12-2076-5-1	4	11	2076-01-04	2076-07-20
जम्मा	14	48	The second secon	in the second

वडा नं. १३

# घटना दर्ता प्रकार: जन्म

	दर्ता किताब संकेत नं.	नाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	4(1) 13(1)	संख्या	संख्या	देखि	सम्म
0	36-200-13-2073-1-1	1	4	2073-12-14	2073-12-18
2	36-200-13-2074-1-1	10	76	2074-01-08	2074-12-29
3	36-200-13-2075-1-1	15	106	2075-01-03	2075-12-29
V	36-200-13-2076-1-1	6	38	2076-01-02	2076-05-02
9	36-200-13-2076-1-2	3	34	2076-05-05	2076-08-29
	जम्मा	35	258		

घटना दर्ता प्रकार:मृत्यु

	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.		संख्या	संख्या	देखि	सम्म
9	36-200-13-2073-2-1	1	2	2073-12-15	2073-12-25
2	36-200-13-2074-2-1	4	41	2074-01-10	2074-12-26
3	36-200-13-2075-2-1	4	37	2075-01-05	2075-12-28
8	36-200-13-2076-2-1	3	11	2076-01-15	2076-07-06
1	जम्मा .	12	91	r la Ente l	37

# घटना दर्ता प्रकार : सम्बन्ध बिच्छेद

The second secon		पाना	घटना दर्ती	दर्ता किताब प्रयोग मिति	
क्र.सं.	.सं. दर्ता किताब संकेत नं.	संख्या	संख्या	देखि	सम्म
9	36-200-13-2074-3-1	1	2	2074-04-09	2074-11-28
2		1	- 2	2075-10-16	2075-11-22
`	36-200-13-2075-3-1	1	1	2076-04-10	2076-04-10
-AiA	36-200-13-2076-3-1	3	5		10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	जम्मा			9.45	

घटना दर्ता प्रकार:विवाह

			घटना दर्ता	दर्ता किताब प्रयोग मिति	
क्र.सं.	दर्ता किताब संकेत नं.	पाना संख्या	संख्या	देखि	सम्म
Constitution of	And the state of t	1	3	2073-12-13	2073-12-29
	36-200-13-2073-4-1	- 8	39	2074-01-07	2074-12-21
₹	36-200-13-2074-4-1		34	2075-01-09	2075-12-27
3	36-200-13-2075-4-1	1 100		V 100 P	

४ 36-200-13-2076-4-1 जम्मा	6	19	2076-01-09	2076-08-22
34	22	95	57.	2007

घटना दर्ता प्रकार : बसाँडसराई

<sub>क.</sub> सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति	
		संख्या	संख्या	देखि 💮	सम्म
100	36-200-13-2073-5-1	1	1	2073-12-20	2073-12-20
avel 21	36-200-13-2074-5-1	3	13	2074-02-18	2074-12-30
** " " " " " " " " " " " " " " " " " "	36-200-13-2075-5-1	4	12	2075-03-02	2075-12-19
2.5	36-200-13-2076-5-1	2	4	2076-02-19	2076-07-28
20	जम्मा	10	30	20.	1

वडा नं. १४

#### घटना दर्ता प्रकार : जन्म

	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
<b>ह.सं</b> .		संख्या	संख्या	देखि	सम्म
8	36-200-14-2073-1-1	2.	9	2073-12-14	2073-12-30
2	36-200-14-2074-1-1	10	73	2074-01-06	2074-12-21
3	36-200-14-2075-1-1	10	71	2075-01-03	2075-12-25
8	36-200-14-2076-1-1	3	24	2076-01-12	2076-08-24
4	36-200-14-2061-1-1	12	113	2061-01-02	2061-12-06
ξ	36-200-14-2062-1-1	10	131	2062-01-02	2062-12-31
b	36-200-14-2063-1-1	20	235	2063-01-20	2063-12-22
(	36-200-14-2059-1-1	3	42	2059-01-22	2059-09-28
٩	36-200-14-2060-1-1	12	42	2060-01-15	2060-12-30
१०	36-200-14-2056-1-6	18	326	2056-01-06	2056-12-29
११	36-200-14-2057-1-6	- 18	258	2057-01-07	2057-12-15
१२	36-200-14-2058-1-6	18	233	2058-01-02	2058-12-30
83	36-200-14-2064-1-1	12	76	2064-04-25	2064-12-17
१४	36-200-14-2065-1-1	19	118	2065-02-14	2065-12-30
१५	36-200-14-2066-1-1	20	135	2066-01-06	2066-12-31
१६	36-200-14-2067-1-1	21	147	2067-01-05	2067-12-27
१७	36-200-14-2068-1-1	12	78	2068-01-05	2068-12-26
१८	36-200-14-2069-1-1	3	17	2069-01-05	2069-04-23
१९	36-200-14-2051-1-2	3	81	2051-02-02	2051-12-22

भेरखा नगरपारिक तरिक भेरु कार्यपालिकाली क्यानिक इग्रीडाँडा, गारबी गणडकी प्रदेश, क्यानिक

100					
20	36-200-14-2052-1-2	10 7			
28	36-200-14-2053-1-2	4	79	2052-01-24	2052-12-28
२२	36-200-14-2054-1-2	7	154	2053-01-03	2053-12-18
23	36-200-14-2055-1-2	6	. 99	2054-01-08	2054-12-31
२४	36-200-14-2069-1-3	10	177	2055-01-02	2055-12-30
24	36-200-14-2070-1-3	7	90	2069-04-10	2069-12-18
२६	36-200-14-2071-1-3	20	290	2070-01-05	2070-12-30
२७	36-200-14-2072-1-3	14	<sup>-</sup> 203	2071-01-05	2071-12-29
२८	36-200-14-2073-1-3	16	234	2072-01-03	2072-12-30
२९	36-200-14-2073-1-3	1	3	2073-05-15	2073-08-14
30	36-200-14-2067-1-4	18	281	2073-01-02	2073-11-22
38	36-200-14-2067-1-4	1	4	2067-08-16	2067-08-28
32	36-200-14-2068-1-4	2	14	2067-09-05	2067-11-23
33	36-200-14-2069-1-4	4	55	2068-01-05	2068-12-27
38	36-200-14-2070-1-4	6	77	2069-01-04	2069-12-30
34	36-200-14-2064-1-5	4	42	2070-01-03	2070-12-18
0	जम्मा	6	69	2064-01-06	2064-03-27
	TOWNS THE RESERVE	352	.4080	All of the	

घटना दर्ता प्रकार:मृत्यू

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब	प्रयोग मिति
		सख्या	संख्या	देखि	सम्म
8	36-200-14-2073-2-1	1	3	2073-12-10	2073-12-24
3	36-200-14-2074-2-1	3	27	2074-01-29	
3	36-200-14-2075-2-1	3	23	2075-02-01	2074-12-15
8	36-200-14-2076-2-1	2	9	2076-01-19	2075-12-18
4	36-200-14-2067-2-1	1	2	2067-08-20	2076-08-02
ξ	36-200-14-2068-2-1	2	17	2068-01-07	2067-09-29
وا	36-200-14-2069-2-1	2	12	2069-01-27	2068-12-09
(	36-200-14-2070-2-1	2	10		2069-12-26
9		2	26	2070-02-20	2070-10-22
90	36-200-14-2064-2-2			2064-05-16	2064-12-19
2.11.4	36-200-14-2065-2-2	5	. 47	2065-01-22	2065-12-09
66	36-200-14-2066-2-2	3	. 31	2066-01-06	2066-12-23
85	36-200-14-2067-2-2	3	27	2067-01-05	2067-12-02
83	36-200-14-2068-2-2	3	32	2068-02-11	2068-12/20

/	36-200-14-2069-2-2	1		T.	T
68	36-200-14-2070-2-2	2	32	2 2069-01-13	2069-12-30
94	36-200-14-2071-2-2	3	24	2070-01-20	2070-12-28
39	36-200-14-2072-2-2	4	45	2071-01-02	2071-12-10
919	36-200-14-2073-2-2	4	53	2072-02-01	2072-12-29
96	36-200-14-2052-2-1	5	60	2073-01-05	2073-11-09
66	36-200-14-2053-2-1	1	21	2052-01-10	2052-12-29
30	36-200-14-2054-2-1	2	23	2053-01-10	2053-12-17
56	36-200-14-2055-2-1	3	29	2054-01-02	2054-12-30
55	36-200-14-2056-2-1	3	. 35	2055-01-08	2055-12-18
23	36-200-14-2056-2-2	1	1	2056-01-02	2056-01-02
58	36-200-14-2057-2-2	3	33	2056-01-07	2056-11-26
24	36-200-14-2058-2-2	3	28	2057-01-12	2057-12-26
28	36-200-14-2063-2-2	3	29	2058-01-09	2058-12-29
₹b	36-200-14-2059-2-3	1	1	2063-11-25	2063-11-25
28	36-200-14-2060-2-3	1	6	2059-02-06	2059-05-24
30	36-200-14-2061-2-3	2	24	2060-01-15	2060-12-03
38	36-200-14-2062-2-3	3	23	2061-01-10	2061-11-28
32	36-200-14-2063-2-3	3	18	2062-03-03	2062-12-26
33	36-200-14-2064-2-3	3	37	2063-01-21	2063-12-30
	30-200-14-2064-2-3 जम्मा	1.	10	2064-01-09	2064-03-28
		83	798	all ,	

घटना दर्ता प्रकार:सम्बन्ध बिच्छेद

क्र.सं.	दर्ता किताब संकेत नं.	पाना	घटना दर्ता	दर्ता किताब प्रयोग मिति		
	36-200-14-2074-3-1	सख्या	संख्या	देखि	सम्म	
		1	3	2074-06-27	2074-12-21	
	36-200-14-2075-3-1 जम्मा	1	1	2075-04-03	2075-04-03	
-	010-011	2	4		-575 04-03	

घटना दर्ता प्रकार:विवाह

			गर गमनात			
क्र.सं.	दर्ता किताब संकेत नं.	पाना गंख्या	घटना दर्ता संख्या	दर्ता किताब प्रयोग मिति		
3	36-200-14-2073-4-1	ź	4	देखि 2073-12-16	सम्म	
13	36-200-14-2074-4-1	9	42	2074-01-06	2073-12-20	
	36-200-14-2075-4-1	4	14	2075-01-04	2075-12-18	



36-200-14-2076-4-1 36-200-14-2064-4-1 36-200-14-2065-4-1 36-200-14-2067-4-1 36-200-14-2068-4-1 36-200-14-2069-4-1 36-200-14-2070-4-1	4 6 11 7 5 6 5	14 40 67 43 32 29	2064-05-05 2065-01-03 2066-01-06	2076-08-16 2064-12-20 2065-12-14 2066-12-24
36-200-14-2065-4-1 36-200-14-2066-4-1 36-200-14-2067-4-1 36-200-14-2068-4-1 36-200-14-2069-4-1 36-200-14-2070-4-1	6 11 7 5 6	40 67 43 32	2064-05-05 2065-01-03 2066-01-06	2064-12-20
36-200-14-2066-4-1 36-200-14-2067-4-1 36-200-14-2068-4-1 36-200-14-2069-4-1 36-200-14-2070-4-1	11 7 5 6	67 43 32	2065-01-03 2066-01-06	2065-12-14
36-200-14-2067-4-1 36-200-14-2068-4-1 36-200-14-2069-4-1 36-200-14-2070-4-1	7 5 6	43 32	2066-01-06	
36-200-14-2068-4-1 36-200-14-2069-4-1 36-200-14-2070-4-1	5 6	32	ENTONIA DEL OTRANS EL É DURGOS	2066-12-24
36-200-14-2069-4-1 36-200-14-2070-4-1	6		2067 01 02	
36-200-14-2070-4-1		20	2067-01-03	2067-12-30
	2.5		2068-01-04	2068-12-22
		29	2069-01-04	2069-04-29
36-200-14-2067-4-2	3	18	2070-01-03	2069-10-06
	1	3	2067-07-25	2067-11-30
	2	13	2068-08-04	2068-12-08
	7	53	2069-01-29	2069-12-26
	12	89	2070-01-04	2070-12-30
	10	60	2071-02-07	2071-12-29
	13	85	2072-01-02	2072-12-30
	- 11	83	2073-01-02	2073-11-23
	8	58	2062-01-02	2062-12-31
	25	192	2063-01-06	2063-12-30
	3	17	2064-01-10	2064-03-29
	1	7		2059-09-18
36-200-14-2050-4-4	4	23		2050-12-08
36-200-14-2051-4-4	5	35		2051-12-27
36-200-14-2050-4-4	1	1		2050-07-12
36-200-14-2052-4-4	7	57	and the second second	2052-12-30
86-200-14-2053-4-4	8	56		
86-200-14-2054-4-4	8	1.0		2053-12-18
6-200-14-2055-4-4	10	69		2054-12-30
6-200-14-2056-4-5	10	80	2.5	2055-12-16
6-200-14-2057-4-5	10			2056-12-29
6-200-14-2058-4-5	12			2057-12-13
				2058-12-30
				2059-06-01
	8			2060-11-05
			v and the same	2060-12-30
	36-200-14-2068-4-2 36-200-14-2070-4-2 36-200-14-2071-4-2 36-200-14-2072-4-2 36-200-14-2073-4-2 36-200-14-2062-4-3 36-200-14-2063-4-3 36-200-14-2064-4-3 36-200-14-2050-4-4 36-200-14-2050-4-4 36-200-14-2050-4-4 36-200-14-2050-4-5 36-200-14-2058-4-5 36-200-14-2059-4-6 36-200-14-2059-4-6 36-200-14-2060-4-6 36-200-14-2060-4-6 36-200-14-2060-4-6 36-200-14-2060-4-6	36-200-14-2068-4-2       2         36-200-14-2069-4-2       7         36-200-14-2070-4-2       12         36-200-14-2071-4-2       10         36-200-14-2072-4-2       13         36-200-14-2073-4-2       -11         36-200-14-2062-4-3       8         36-200-14-2063-4-3       25         36-200-14-2064-4-3       3         36-200-14-2064-4-3       3         36-200-14-2050-4-4       4         36-200-14-2050-4-4       5         36-200-14-2051-4-4       5         36-200-14-2052-4-4       7         36-200-14-2053-4-4       8         36-200-14-2054-4-4       8         36-200-14-2054-4-4       8         36-200-14-2055-4-5       10         36-200-14-2058-4-5       10         36-200-14-2059-4-6       3         36-200-14-2059-4-6       3         36-200-14-2060-4-6       2	36-200-14-2068-4-2       2       13         36-200-14-2069-4-2       7       53         36-200-14-2070-4-2       12       89         36-200-14-2071-4-2       10       60         36-200-14-2072-4-2       13       85         36-200-14-2062-4-3       8       58         36-200-14-2063-4-3       25       192         36-200-14-2063-4-3       3       17         36-200-14-2064-4-3       3       17         36-200-14-2050-4-4       4       23         36-200-14-2050-4-4       5       35         36-200-14-2051-4-4       5       35         36-200-14-2052-4-4       7       57         36-200-14-2053-4-4       8       56         36-200-14-2053-4-4       8       56         36-200-14-2054-4-4       8       56         36-200-14-2055-4-4       10       69         36-200-14-2056-4-5       10       80         36-200-14-2058-4-5       10       80         36-200-14-2059-4-6       3       18         36-200-14-2059-4-6       3       18         36-200-14-2060-4-6       2       9          36-200-14-2060-4-6       8       57	36-200-14-2068-4-2       2       13       2068-08-04         36-200-14-2069-4-2       7       53       2069-01-29         36-200-14-2070-4-2       12       89       2070-01-04         36-200-14-2071-4-2       10       60       2071-02-07         36-200-14-2072-4-2       13       85       2072-01-02         36-200-14-2062-4-3       8       58       2062-01-02         36-200-14-2063-4-3       25       192       2063-01-06         36-200-14-2064-4-3       3       17       2064-01-10         36-200-14-2064-4-3       3       17       2049-06-05         36-200-14-2050-4-4       4       23       2050-01-28         36-200-14-2050-4-4       5       35       2051-02-02         36-200-14-2051-4-4       5       35       2051-02-02         36-200-14-2052-4-4       7       57       2052-01-02         36-200-14-2053-4-4       8       56       2053-01-03         36-200-14-2053-4-4       8       56       2053-01-03         36-200-14-2055-4-4       10       69       2055-01-02         36-200-14-2055-4-4       10       69       2055-01-02         36-200-14-2055-4-5       10       80

भेरखा नगरपारिक केली भेरखा नगरपारिक केली भेरू कार्यपारिकाकी महिला इसीडाँडा, महिला गण्डकी प्रदेश, महारा जम्मा 1709 घटना दर्ता प्रकार : बसाँइसराई

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दर्ता किताब संकेत	PERSONAL PROPERTY OF THE PROPERTY OF THE PERSON OF THE PER	घटना दर्ता	दर्ता किताब प्रयोग मिति			
36-200-14-2074-5-1	संख्या	संख्या	देखि	सम्म		
36-200-14-2075-5-1	2	4	2074-01-14	2074-07-22		
36-200-14-2076-5-1	2	3	2075-02-07	2075-08-11		
३ जम्मा	2	4	2076-02-08	2076-07-20		
	6	11				

Registration				Book Used Date		
Vital Registration Book Type (Birth, Marriage, Death, Divorce, Migration	Book Serial No.	Total Pages	Total registered vital events	То	From	
and the same of th					and tyra 🐔	
	A least war	es en la	1.02		ion by	
CAU						
	Contraction of the Contraction o	5				
	- 15 A se	× 50.7		***		
and the second second						
Total			Little Control	7. A	PRINCIPLE .	

#### Registration Book Capture

- 8. Firm should capture the images of all the pages of labeled registration book of vital event registration.
- 9. Scan A3, A4 pages with the help of scanner/camera.
- 10. All book pages need to be scanned with Maximum 500Kb size per page.
- 11. Document should be in JPEG/JPG, PNG.
- 12. 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 Jorga Jellerold Siferol No, Book No, Page No.)

इम्रीडाँडा, गोर्खा

- 13. Scanning shall be carried out in a manner that is able to handle old delicate and decayed paper carefully not be torn, decayed paper carefully, to make sure that the old document will not be torn,
- damaged or destroyed any further through the scanning process. 14. 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. 15. 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.
  - 16. Scanned image should be cropped if un-necessary edges captured during scanning process.

**Data Entry** 

- 17. 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.
- 18. 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.
- 19. All the data entry has to be carried out with high degree of precision.
- 20. 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.

Gorkha District Gorkha Municipality .....Ward No

	T . I sistered events in book	Total Digitized records	Records unable to digitized			
Vital Events	Total registered events in book		Unreadable records	Incomplete records		
Birth		740 20				
Death						
Marriage						
Migration						
Divorce			- P	1 1 1 1 1 1 W		

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

21. Data must be digitized using digitization application in online/offline mode.

22. Firm should ensure record digitized ...... per day ensuring highest quality of data.

Data Synchronization, Verification and Reporting

- 23. 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.
- 24. 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.
- 25. After synchronization of digitized records (data and images) firm has to generate the verification form as mentioned below from the application at central server.

Verification Report Form Gorkha District

	No	of Vital	Events in	Registrati	of The N	runici	Dig	itized vital	events		No of	Remar
Ward No.	Birt h	Deat h	Marria ge	Divorc e	Migratio n	Birth	Deat h	Marriag e	Divorc e	Migrati on	Error s	ks
Gorkha Municipali ty	29	22	21	2	18	2240 8	3564	6408	32	1569		7 2 6
1	2	1	1	1	1	275	50	121	1	13		1000
2	8	5	5	3	5	3374	551	866	3	124		97
3	5	3	3	1	3	2807	505	1059	6	160		
4	5	1	3	2	1	1882	108	745	5	27		
5	2	1	1	1	1	243	104	117	4	16		
6	2	1	1	1	1	218	67	100	3	42		
7	2	1	2	1	1	241	72	95	4	25		10'
8	2	1	2	1	1	267	64	129	1	31		
9	2	1	1	1	1	231	59	118	3	28		- T
10	2	1	1	1	1	150	71	118	3	18	11 4	
11	2	1	1	1	1	254	43	87	2	25		
12	1	1	1	1	1	193	49	113	107	48		
13	2	1	1	1	1	258	91	95	5	30		
14	5	3	6	1	1	4080	798	1709	4	11		
Total	71	44	50	19	38	3688 1	6196	11880	77	2167		
Toral		1	22	2				5720	)1		1	



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Digitization of Gorkha Municipality, Office of the Municipal Executive,
Dumri Danda Gorkha Municipality, Office of the Municipal of Dumri Danda, Gorkha.will be considered complete after approval of "Verification Report F. "Verification Report Form" by Chief Administrative Officer.

Data Backup and security:

- The firm should take full responsibility and ensure complete confidentiality, security and account of the security security and accountability of the Registration books and VER data (during transfer of recitive transfer of reciti transfer of registration book from ward office to work station, during
- If data entry is done in offline mode then firm should keep timely backup of all the data and all the data entered in storage devices (external hard disk, pen drive etc.) so
- 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:

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

#### Deliverables:

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

4. Payment Terms and Schedule:

[100% on submission of Work completion report (WCR), verified and approved by CAC प्रमुख प्रशसिकीय अधिक्री amount to be paid will be calculated as per the actual data entered in different categories (i.e. total data entered\* quoted per data entered\* amount total data entered\* quoted per data entry cost\*quoted per data management cost along with including vAT).

13% VALIA.

Payment will be done after completion of task.

Payment ence of Firm and Store

Paymon complete of Firm and Staff

Experience of Firm Experience of this assignment is expected to meet the following minimum requirements

- Some experience to 5 years or more experience in related work.
- Firm must be registered in Office of Company Register and VAT. Firm should have Tax clearance certificate of FY 2075/076.
- Some data entry experience to 2 or more data entry experience in related sector.

<sub>pata</sub> Entry Supervisor- One

Duties and Responsibilities

The Data Entry Supervisor supervise the Data Entry/digitization function by planning and coordinating the dayto-day production responsibilities and quality performance of the Gorkha 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.
- Make effective and responsible decisions, keeping in mind the effect of the entry, image capture and deduplication of entered data.
- Provide the task manager with updates on all issues regarding quality, training, procedures, and staff issues.
- Work closely with the task manager 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 Gorkha Municipality, Office of the Municipal Executive, Dumri Danda, Gorkha.office.

Academic Qualification

At least Bachelors degree in any discipline

Experience

Some experience to Five or 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: - At least Three puties 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

- Proven data entry work experience, as a Data entry operator
- Experience with MS Office and data programs
- Experience using office equipment, like printer and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks

#### 11. Facilities to be Provided by Gorkha Municipality:

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

- a) Application for digitization
- b) Server/Storage for data synchronization
- c) Training for key staffs
- d) Guideline/Manual
- e) Venue for station

#### 11. Facilities to be Provided by Gorkha Munnicipality:

Gorkha Municipality shall provide following facilities to consultant during the tenure of service:

1. Server/Storage for data synchronization

2. Venue for scanning will be provided at Gorkha Municipality, Office of The Municipal Executive,

Dumri Danda, Gorkha

कार्यणस्थिति स्टिप्ट हुगोडाँडा, सार्ख

3. Orientation & guideline for assigned key staffs

Management Cost of following Activities

Mile.	Management Activities  Activities
SN	Activities
1	Transportation of employee
2	Scanner/Camera Rent
3	Rent of computer laptop
4	Internet
5	Electricity
6	Equipment's Transportation
7	Scanning, Labeling and Image Upload Cost
8	Communication Cost
1	Registration book collection from ward office to central office and drop to ward
9	office

Eligibility Criteria

SN	Description Engineery CIT	Compliance (Y/N)	Remarks
1	Experience of Firm		20 11 1
2	Prior experience of data entry in Government organization	200	
3	Educational Qualification/Training of Supervisor		
4	Experience of Supervisor	Ligania mila x den g	April 1997
5	Educational Qualification /Training of Data entry operator	•	
6	Experience of data entry operator		



Pricing Schedule

project: Strengthening Systems for Social protection and Civil Registration (SSSPCR) project: Streng. Social protection and Civil Registration (
Employer: GORKHA MUNICIPALITY, OFFICE OF THE MUNICIPAL EXECUTIVE

DUMRI DANDA, GORKHA.

Activity Reference: : NP-DoCR- 183661-RFQ
Name of Service Provider:

Vital Events	Estimated Data (Approx.) (A)	Per data entry (R1) Rate (Rs.)	Approx . Page for digitiza tion (B)	Estimat ed digitiza tion Rate (RS) (R2)	Estimate d Manage ment cost ( Rs.) (C)	Amount NRs. (AxR1)+(B* R2)+C
Vital Events Registration application Form -(Birth, Marriage, Migration, Divorce, Death)	57201					
Total						
	13% VA	T				
	Grand T	otal	ist so			

Total Price to final destination	(in Word)
Signature of Service Provider	I total, the unit price shall prevail and
Note: In case of discrepancy between any words shall be given priority rather than numbers.	जोरखा कार्यास्का कार्या प्रमुख प्रशासिकीय अधिकार जार कार्यास्कार कार्यास्वास्थ
	नगर कार्यपालः का क्राह्म इमीडाँडा, का क्राह्म गण्डकी प्रदेशः

Part III - Conditions of Contract and Contract Forms



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## Section VI. General Conditions of Contract

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# Section V. General Conditions of Contract

## A. General Provisions

## 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) The Adjudicator is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- (b) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (c) "Bank" means the International Bank for Reconstruction and Development, Washington, D.C., U.S.A.;

or

- (c) "Association" means the International Development Association, Washington, D.C., U.S.A.;
- (d) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer
- (e) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (f) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (g) "Dayworks" means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- (h) "Employer" means the party who employs the Service Provider
- (i) "Foreign Currency" means any currency other than the currency of the country of the Employer;
- (j) "GCC" means these General Conditions of Contract;
- (k) "Government" means the Government of the Employer's country;
- (l) "Local Currency" means the currency of the country of the Employer;
- (m) "Member," in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Service Provider



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rights and obligations towards the Employer under this Contract;

- (n) "Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;
- (o) "Personnel" means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- (p) "Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
- (q) "Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer
- (r) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- (s) "Specifications" means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer
- (t) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Bid.
- (u) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Employer's country, unless otherwise specified in the Special Conditions of Contract (SCC).

1.3 Language

This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Employer may approve.

1.6 Authorized

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer of the



Representatives

Service Provider may be taken or executed by the officials specified in the SCC.

1.7 Inspection and Audit by the Bank

The Service Provider shall permit the Bank to inspect its accounts and records relating to the performance of the Services and to have them audited by auditors appointed by the Bank, if so required by the Bank.

1.8 Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

# 2. Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the SCC.

2.2 Commencement of Services

2.2.1 Program

Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

2.2.2 Starting Date The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

2.3 Intended Completion Date Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC.** If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties and shall not be effective until the consent of the Bank or of the Association, as the case may be, has been obtained.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach

The failure of a Party to fulfill any of its obligations under the contract

#### of Contract

shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

## 2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### 2.5.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

#### 2.6 Termination

## 2.6.1 By the Employer

The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- (a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Service Provider, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purposes of this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a

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For the purpose of this Contract, "another party" refers to a public official acting in relation to the procurement process or contract execution. In this context, "public official" includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

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misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

- (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) "obstructive practice" is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
  - bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under para. 1.14 (e) of the Bank's Procurement Guidelines.

#### 2.6.2 by the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (69) days.

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2.6.3 Suspension In the event that the World Bank suspends the loan or Credit to the

For the purpose of this Contract, "parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

For the purpose of this Contract, "party" refers to a participant in the procurement process or contract execution.

For the purpose of this Contract, "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

84

#### of Loan or Credit

Employer, from which part of the payments to the Service Provider are being made:

- (a) The Employer is obligated to notify the Service Provider of such suspension within 7 days of having received the World Bank's suspension notice.
- (b) If the Service Provider has not received sums due to by the due date stated in the SCC in accordance with Sub-Clause 6.5 the Service Provider may immediately issue a 14 day termination notice.
- 2.6.4 Payment upon Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:
  - (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
  - (b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

## 2. Obligations of the Service Provider

#### 3.1 General

The Service Provider shall perform the Services in accordance with the

Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

## 3.2 Conflict of Interests

3.2.1 Service
Provider
Not to
Benefit from
Commission
s and
Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Service
Provider and
Affiliates

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from

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Not to be Otherwise Interested in Project providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

# 3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- (b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- (c) after the termination of this Contract, such other activities as may be specified in the SCC.

## 3,3 Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

#### 3.4 Insurance to be Taken Out by the Service Provider

The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Service
Provider's
Actions
Requiring
Employer's Prior
Approval

The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- (c) changing the Program of activities; and
- (d) any other action that may be specified in the SCC.

3.6 Reporting Obligations The Service Provider shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and

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within the periods set forth in the said Appendix.

3,7 Documents prepared by the Service Provider to Be the property of the Employer

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SCC.

3.8 Liquidated Damages

> 3.8.1 Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 Correction for Overpayment

If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment The Service Provider shall be paid interest on the certificate. overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 Lack of performance penalty

If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and specified in the SCC.

3.9 Performance Security

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

## 4. Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. Personnel and Subcontractors listed by title as well as by name in प्रमुख प्रशासकीरा अधिकृत

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Appendix C are hereby approved by the Employer.

4.2 Removal and/or Replacement of Personnel

- Except as the Employer may otherwise agree, no changes shall be made in the K made in the Key Personnel. If, for any reason beyond the reasonable control of the C control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement
- replacement a person of equivalent or better qualifications. (b) If the Employer finds that any of the Personnel have (i) committed a serious misconduct or have been charged with having committed a criminal action of the personnel may be a committed a criminal action. criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall at the grounds shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
- The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel

## 1. Obligations of the Employer

5.1 Assistance and **Exemptions** 

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

5.3 Services and **Facilities** 

The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.

#### 2. Payments to the Service Provider

6.1 Lump-Sum Remuneration The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

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6.2 Contract Price

The price payable in local currency is set forth in the SCC. (a)

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- (b) The price payable in foreign currency is set forth in the SCC.
- 6.3 Payment for Additional Services, and Performance Incentive Compensation
- 6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.3.2 If the SCC so specify, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.
- 6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule stated in the SCC. Unless otherwise stated in the SCC, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

6.5 Interest on Delayed Payments If the Employer has delayed payments beyond fifteen (15) days after the due date stated in the SCC, interest shall be paid to the Service Provider for each day of delay at the rate stated in the SCC.

6.6 Price Adjustment 6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC.** If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

 $P_c = A_c + B_c Lmc/Loc + C_c Imc/Ioc$ 

Where:

 $P_{\rm c}$  is the adjustment factor for the portion of the Contract Price payable in a specific currency "c".

 $A_c$ ,  $B_c$  and  $C_c$  are coefficients specified in the SCC, representing:  $A_c$  the nonadjustable portion;  $B_c$  the adjustable portion relative to labor costs and  $C_c$  the adjustable portion for other inputs, of the Contract Price payable in that specific currency "c"; and Lmc is the index prevailing at the first day of the month of the corresponding invoice date and Loc is the index prevailing 28 days before Bid opening for labor; both in the specific currency "c".

Imc is the index prevailing at the first day of the month of the corresponding invoice date and loc is the index prevailing 28 days before Bid opening for other inputs payable; both in the specific currency "c".

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Zo/Zn will be applied to the



respective component factor of pn for the formula of the relevant currency. Zo is the number of units of currency of the country of the index, equivalent to one unit of the currency payment on the date of the base index, and Zn is the corresponding number of such currency units on the date of the current index.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

6.7 Day works

- 6.7.1 If applicable, the Day work rates in the Service Provider's Bid shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way.
- 6.7.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Employer. Each completed form shall be verified and signed by the Employer representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.
- 6.7.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.7.2

#### 7. Quality Control

7.1 Identifying Defects The principle and modalities of Inspection of the Services by the Employer

shall be as indicated in the SCC. The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Employer may instruct the Service Provider to search for a Defect and to

uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as defined in the SCC.

- The Employer shall give notice to the Service Provider of any a) Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.

If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this Wild Talkapa 3181064

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Correction of Defects, and

> Lack of Performance

00

penalty

amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

#### 8. Settlement of Disputes

8.1 Amicable Settlement The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Settlement

- 8.2.1 If any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within 14 days of the notification of disagreement of one party to the other.
- 8.2.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.
- 8.2.3 The Adjudicator shall be paid by the hour at the rate **specified in the BDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.
  - 8.2.4 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place **shown** in the SCC.
  - 8.2.5 Should the Adjudicator resign or die, or should the Employer and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will

be jointly appointed by the Employer and the Service Provider. In case of disagreement between the Employer and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

भेरेखा नगरपारिक कार्यपारिकाको कर्तार्थ इग्रीडाँडा, गोर्खा गण्डकी प्रदेश, तेवाल

## Section VII. Special Conditions of Contract

mber of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	The words "in the Government's country" are amended to read "in Nepal
(a)	The Adjudicator is: As per GoN Rules & Regulations
1(e)	The contract name is digitizing services of vital event Registration Information form (NP-DoCR- 183661-RFQ)
1(h)	The Employer is_: Gorkha Municipality, Gorkha
.1(m)	The Member in Charge is: Bijaya Bhakta Upadhay
.1(p)	The Service Provider is
1.2	The Applicable Law is existing law of Nepal
1.3	The language is Nepali
1.6	Contact: 064-420696  Service Provider:
2.1	The date on which this Contract shall come into effect is after signing of contract and after receiving work initiation letter from municipality.
2.2.2	The Starting Date for the commencement of Services is the day after the cont signing and work initiation letter received day.
2.3	The Intended Completion Date is: 2 (Two) months from the date of signing:
3.2.3	Activities prohibited after termination of this Contract are:
	भेरखा जगरपारिक कार्यपारिक कार्यपारिक जगरपारिक जगरपार्थ जगरपार्य जगरपार्थ जगरपार्थ जगरपार्थ जगरपार्थ जगरपार्थ जगरपार्थ जगरपार्थ जगरपार्य जगरपार्य जगरपार्य जगरपार्य जगरपार्य जगरपार्य जगरपार्य ज

risks and coverage by insurance shall be: NA  Third Party motor Third Party liability Service agency Employer's liability and workers' compensation Professional liability Loss or damage to equipment and property ractions are  ractions are  liability Insurance of documents prepared by the Service Provider are:  Indiated damages rate is: 0.5 % per day Communicated Perions  In to be used for the calculation of Lack of ance Penalty(ies) is (as per 7.2)  Insurance and exemptions provided to the Service Provider are:
Third Party liability Service agency Employer's liability and workers' compensation Professional liability Loss or damage to equipment and property r actions are
Third Party liability Service agency  Employer's liability and workers' compensation  Professional liability  Loss or damage to equipment and property  r actions are
Employer's liability and workers' compensation
Loss or damage to equipment and property
Loss or damage to equipment and property
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idated damages rate is: 0.5 % per day simum amount of liquidated damages for the whole contract is 10% percental Contract Price.  to be used for the calculation of Lack of ance Penalty(ies) is (as per 7.2)
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cimum amount of liquidated damages for the whole contract is 10% percent and Contract Price.  centage to be used for the calculation of Lack of ance Penalty(ies) is (as per 7.2)
cimum amount of liquidated damages for the whole contract is 10% percent and Contract Price.  centage to be used for the calculation of Lack of ance Penalty(ies) is (as per 7.2)
to be used for the calculation of Lack of ance Penalty(ies) is (as per 7.2)  istance and exemptions provided to the Service Provider are:
istance and exemptions provided to the Service Provider are:
As stated in ToR
ount in local currency is NRs
ount in foreign currency or currencies is _NA
formance incentive paid to the Service Provider shall be: NA
nts shall be made according to the following schedule:
on submission of Work completion report (WCR), verified and ved by CAO
nt shall be made within 30 days of receipt of the invoice and the relevan ents specified in Sub-Clause 6.4, and within 45_days in the case of the finant.
terest rate is NA. in accordance with Sub-Clause 6.6
pefficients for adjustment of prices are:
r local currency:
AL isNRs

mber of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
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	C <sub>L</sub> is
	L <sub>mc</sub> and L <sub>oc</sub> are the index for Labor from
	I <sub>mc</sub> and I <sub>oc</sub> are the index for from
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	I are the index for from
A CONTRACTOR OF THE PARTY OF TH	1 112 of inchection of the believe
7.1	The principle and modalities of inspection of the Services by the Employer are a follows:  The Defects Liability Period is 30 Days after Submission of Work completion report.
8.2.3	The Defects Liability Period is 30 Days after Submission of Work completion report.  The Adjudicator is: As per GoN rules & Regulations per hour of work. The Mowill be paid a rate of per hour of work. The following reimbursable expenses are recognized:
8.2.3	The Defects Liability Period is 30 Days after Submission of Work completion report.  The Adjudicator is: As per GoN rules & Regulations per hour of work. The Who will be paid a rate of per hour of work. The following reimbursable expenses are recognized:  The arbitration procedures of Nepalese law will be used
	The Defects Liability Period is 30 Days after Submission of Work completion report.  The Adjudicator is: As per GoN rules & Regulations
8.2.3	The Defects Liability Period is 30 Days after Submission of Work completion report.  The Adjudicator is: As per GoN rules & Regulations
8.2.3	The Defects Liability Period is 30 Days after Submission of Work completion report.  The Adjudicator is: As per GoN rules & Regulations per hour of work. The Mowill be paid a rate of per hour of work. The following reimbursable expenses are recognized:  The arbitration procedures of Nepalese law will be used  The arbitration procedures of Nepalese law will be used

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### Section VIII. Contract Forms

#### **Table of Forms**

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Bank Guarantee for Advance Payment	g9

	Guide
of'S	Our

Performance Bank Guarantee (Conditional)	
Agreement is made on the day of, between (hereinafter called "the Guarantor") of the one part and	of
(hereinafter called "the Guarantor") of the one part and	01
(hereinafter called "the Employer") of the other part.	
hereas	
A contract	made
This Agreement is supplemental to a contract (hereinafter called the Service Provider of	r) of the one
of (hereinafter called the Service Provider agreed and under that and the Employer of the other part whereby the Service Provider agreed and under the Service of	100K IU heing
ecute the Services of for the sum of	oung
- Contract Flice, and	
The Guarantor has agreed to guarantee the due performance of the Contract in	the manner
2) The Guarantor has agreed to guarantee the due performance of the	
ereinafter appearing.	
Now therefore the Guarantor hereby agrees with the Employer that upon receipt of	
Now therefore the Guarantor nervoy agree	
a written notice to the Guarantor from the Service Provider, or	
(2) a written notice to the Guarantor from the Adjudicator, or	
(2) a written notice to the Guarantoi from the Angles	tee is
(3) a binding arbitration or Court award confirming that the amount of the Guaran	
11 4 de Employer	
	h sum being
the Guarantor will indemnify and pay the Employer the sum of,such payable in the types and proportions of currencies in which the Contract Price is payable in the types and proportions of currencies in which the Guarantor to that effects the contract Price is payable in the types are his authorized representative has notified the Guarantor to that effects the contract Price is payable in the types are his authorized representative has notified the Guarantor to that effects the contract Price is payable in the types and proportions of currencies in which the Contract Price is payable in the types and proportions of currencies in which the Contract Price is payable in the types and proportions of currencies in which the Contract Price is payable in the types and proportions of currencies in which the Contract Price is payable in the types and proportions of currencies in which the Contract Price is payable in the types and proportions of currencies in which the Contract Price is payable in the types are the currencies in the currencies in the currency of the currencies in the currency of the	ole, provided
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alteration in the obligations undertaken by the	nd any notice
alteration in the obligations undertaken by the Service Provider, or by any forbeatance of the Service Provider, whether as to the payment, time, performance or otherwise, and of the Service Provider, whether as to the payment, alteration, or forbearance is hereby express	ly waived.
to the Guarantor of any such arrangement, areas	
Given under our hand on the date first mentioned above.	
Signed by	The second second
for and on behalf of the Guarantol in the presents	
Signed by	
Signed by	
	11
	R.
	क्षियं अप
	TOPFICE
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केर कार्यपतिकार्ते । इम्रीडॉडा, तर्या सम्मि	
हुमीडाँडा, जीर्य सम्बद्धाः जीर्यः गण्डकी प्रेयः	

#### Performance Bank Guarantee (Unconditional)

Whereas	the d upon
and whereas it has been stipulated by you in the said Contract that the Service Provider shall turnish you with a Bank Guarantee by a recognized bank for the sum specified therein as securifor compliance with his obligations in accordance with the Contract;  And whereas we have agreed to give the Service Provider such a Bank Guarantee;  Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of service Provider, up to a total of, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, your first written demand and without cavil or argument, any sum or sums within the limits of as aforesaid without your needing to prove or to show grounds or reasons by your demand for the sum specified therein.  We hereby waive the necessity of your demanding the said debt from the Service Provider befor presenting us with the demand.  We further agree that no change or addition to or other modification of the terms of the Contract of the Services to be performed there under or of any of the Contract documents which may be	the d upon
Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of a Service Provider, up to a total of	upon
Service Provider, up to a total of	upon
presenting us with the demand.  We further agree that no change or addition to or other modification of the terms of the Contract of the Services to be performed there under or of any of the Contract documents which may be	
of the Services to be performed there under or of any of the Contract documents which may be	re
made between you and the Service Provider shall in any way release us from any liability under Guarantee, and we hereby waive notice of any such change, addition, or modification.	
This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.	
Signature and seal of the Guarantor	
Name of Bank	1 - 1
Date	C
	is .

Bond.

### Performance Bond

	101101
A BANASCTV	as Principal (hereinafter called "the Service Provider") and  as Surety (hereinafter called "the Surety"), are held and firmly bound  as Obliges (hereinafter called "the Employer") in the amount of  as Obliges (hereinafter called "the Employer") in the types and
y this Bond,	as Principal (hereinafter called the Surety"), are held and
	The state of the s
ito	as Chillect Historiantor dans
No vici	as Surety (hereinafter called "the Surety"), are noted as Surety (hereinafter called "the Employer") in the amount of as Obligee (hereinafter called "the Employer") in the amount of for the payment of which sum well and truly to be made in the types and fourrencies in which the Contract Price is payable, the Service Provider and the hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, their heirs, executors, administrators, successors, and assigns, jointly and hemselves, the provider and the provider
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1500	the Employer dated the stions and
Whereas the	Service Provider has entered into a Contract with the Employer dated theday for in accordance with the documents, plans, specifications, and in accordance with the documents, plans, specifications, and thereto, which to the extent herein provided for, are by reference made part hereof and the referred to as the Contract.
of	Light to the extent herein provided for, are by love
mendments	thereto, which to the Contract.
are hereinafi	er referred to as the Conduction
	Continued this Obligation is such that, if the Scivice thereto), then this obligation
Now, theref	ore, the Condition of this Obligation is such that, if the Service Provider shall promptly by perform the said Contract (including any amendments thereto), then this obligation by perform the said Contract (including any amendments thereto), then this obligation and void; otherwise it shall remain in full force and effect. Whenever the Service and void; otherwise it shall remain in full force and effect. Whenever the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be all be, and declared by the Employer to be, in default under the Contract, the Employer to be all be, and declared by the Employer to be, in default under the Contract, the Employer to be all the contract there are the contract that the contract the contract that the c
nd faithful	ly perform the said Contract (including any amendments of Whenever the Service) and void; otherwise it shall remain in full force and effect. Whenever the Employer all be, and declared by the Employer to be, in default under the Contract, the Employer all be, and declared by the Employer to be, in default under the Contract, the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be, in default under the Contract, the Employer to be, and declared by the Employer to be the Employer to be, and declared by the Employer to be the Emplo
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Provider sh	I and void; otherwise it shall remain in full force and under the Contract, the Employer to be, in default under the Contract, the Employer to be a second to be a
naving perf	ormed the Employer's obligations are
default, or s	shall promptly:
doraci,	Jange With IIS telling the
(1)	complete the Contract in accordance with its terms and conditions; or
(1)	- 11'Jace for silvillission
(2)	obtain a Bid or bids from qualified bidders for submission to the Employer for obtain a Bid or bids from qualified bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon completing the Contract in accordance with its terms and conditions, and upon completing the Contract in accordance with its terms and conditions, and upon completing the Employer and the Surety of the lowest responsive Bidder, arrange determination by the Employer and Employer and make available as work
	completing the Employer and the Surely of the available as work
	completing the Contract in accordance completing the Contract in accordance determination by the Employer and the Surety of the lowest responsive as work determination by the Employer and Employer and make available as work for a Contract between such Bidder and Employer and make available as work for a Contract between such Bidder and Employer and make available as work for a Contract between though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses (even though there should be a default or a succession of defaults under the progresses).
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	for a Contract between such Bidder and Bar- for a Contract between such Bidder and Bar- for a Contract between such Bidder and Bar- progresses (even though there should be a default or a succession of defaults three progresses (even though there should be a default or a succession of defaults three contracts of completion arranged under this paragraph) sufficient funds to Contract or Contracts of completion arranged under this paragraph) sufficient funds to Pay the cost of completion less the balance of the Contract Price; but not exceeding, pay the cost of completion less the balance of the Surety may be liable hereunder, the
	Contract of completion less the balance of the Contract may be liable hereunder, the
	Contract or Contracts of completion draws of the Contract Price; but not exceeding pay the cost of completion less the balance of the Contract may be liable hereunder, the including other costs and damages for which the Surety may be liable hereunder, the including other costs and damages for which the surety may be liable hereunder, the including of the in the first paragraph hereof. The term "Balance of the Contract
	pay the cost of completion less the balance for which the Surety may be habite heredically including other costs and damages for which the Surety may be habite heredically including other costs and damages for which the surety may be habite heredically including other costs and damages for which the surety may be habite heredically included in this paragraph, shall mean the total amount properly paid by the
	including other costs and damages for which is including other costs and damages for which is including other costs and damages for which is including the contract amount set forth in the first paragraph hereof. The term "Balance of the Contract amount payable by the Employer Price," as used in this paragraph, shall mean the total amount payable by the Employer Price," as used in this paragraph, shall mean the total amount properly paid by the to the Service Provider provider; or
	Price, as used in the Contract, less the amount property of the Contract, less the contract, less the contract property of the Contract, less the contract property of t
	to the Service Provider under the Employer to the Service Provider; or Employer to the Service Provider; or
	Employer to the South and Employer to complete the Contract in
	Employer to the Service Provider, or  pay the Employer the amount required by the Employer to complete the Contract in  pay the Employer the amount required by the Employer to complete the Contract in  accordance with its terms and conditions up to a total not exceeding the amount of this  accordance with its terms and conditions up to a total not exceeding the amount of this
(3)	pay the Employer and conditions up to a total not exceeding the date of
	accordance with its torms

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of issuance of the Certificate of Completion.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.

In testimony whereof, the Service Provider has hereunto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its legal representative, this \_\_\_\_\_ day of \_\_\_\_\_. Signed by \_ on behalf of Iin the capacity of \_\_\_\_\_ In the presence of \_\_\_\_\_ Date\_\_ Signed by \_ on behalf of In the capacity of \_\_\_ July William 31E10E1 In the presence of \_\_\_\_ Date \_\_\_

भेरखा नगरपारिक क्रिक्टि भेरू कार्यपारिकाको क्रिक्टि इम्रीडाँडा, गोरखा गार्था उगडाडा, आर्यात गण्डकी प्रदेश, स्पात

## Bank Guarantce for Advance Payment

To:	
Gentlemen:	
Service Provider") shall faithful performance un	provisions of the Conditions of Contract, Sub-Clause 6.4 ("Terms and") of the above-mentioned Contract, (hereinafter called "the l deposit with a Bank Guarantee to guarantee his proper and der the said Clause of the Contract in an amount of
We, theirrevocably to guarantee	, as instructed by the Service Frovider, agree unconditionally and eas primary obligator and not as Surety merely, the payment to
without his first claim t	o the Service Provider, in the amount not exceed a service Provider and the service Provide
of Services to be perforbetween	o change or addition to or other modification of the terms of the Contract or med there under or of any of the Contract documents which may be made and the Service Provider, shall in any way release us from any rantee, and we hereby waive notice of any such change, addition, or
This Guarantee shall re Contract until	main valid and in full effect from the date of the advance payment under the receives full repayment of the same amount from the Service
Provider.	
Yours truly,	
Signature and seal:	
N CDank/Financia	al Institution:
Address:	
Date:	
	भेरखा नगरपारिक तिस्ति प्रशासिकी अधिया अधिय अधिया अधिय अधिया अधिय अधिय अधिय अधिय अधिय अधिय अधिय अधिय
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