प्रस्ताब पेश गर्ने बारे दमक नगरपालिकाकोक सुचना

यस दमक नगरपालिका कार्यालयमा साविक वार्ड न १ देखी १९, हाल दमक १ देखी १० सम्मका घर निर्माण सम्पन्न भएका र प्रक्रृयामा रहेका घर नक्साका सम्पुर्ण फाइलहरुलाई <u>डिजिटाईजेसन</u> गरि व्यवस्थापन गर्नुपर्ने भएकाले दर्ता भएका फर्म, व्यवसाय, संस्थाहरुलाई यो सुचना प्रकाशित भएको १५ दिन भित्र आर्थिक तथा प्राविधिक प्रस्ताव पेश गर्नुहुन अनुरोध छ। सो को फारम दमक नगरपालिका कार्यालयवाट रु ३०० रकम तिरि खरिद गर्न सकिने वा नपाको वेवसाईट damakmun.gov.np वाट पनि डाउनलोड गर्न सकिने छ।

Background

One of the major problems in the municipality is the management of the existing large number of documents. There are various documents and files that needs to be digitized which will not only help to free the space but also will help to maintain the organized records of the files. At present Damak municipality has more than 7000 files of building permit. These files have occupied so much space and searching the desired files is very complicated and time consuming. Therefore these documents need to digitized in an organized way. Although, each file contain many pages, digitizing most important pages will be suffice to record all the information regarding the building. This is the problem of not only Damak municipality but all the municipalities in Nepal.

Objective

Only scanning and storing the documents is very irrelevant way of digitization. The use of software for the scanning and storing the files in efficient way shall be highly taken into consideration. The objectives of the digitization are listed below

- To digitize documents and files in municipality in an organized way.
- To protect the documents from fire, insects, water etc.
- To free the space occupied by the files.
- To ease in finding the required files.

The required building permit documents that needs to be digitized are as follows, these are the minimum documents that needs to be digitized.

1. जग्गा धनिपूर्जा
2. घरधनिको नागरिक्ता
3. Blue Print (फाईल नक्सा) वा Trace नक्शा
4. सरजमिन मुचुल्का
5. निर्माण ईजाजत पत्र
6. घरनक्सा पास प्रमाणपत्र
7. घरको नक्शा (A4, A3, A2)
8. टिप्पणी

डिजिटाईजेसन गरेका कागजातहरुको कुनै सफ्टवेरमा डिजिटल रेकर्ड समेत हुनु पर्ने छ र सो मा तपशिलका बिवरणहरु तथा फिचर हुनुपर्ने छन। सफ्टवेरमा data entry समेत गर्नु पर्ने छ।

FILE DETAILS		
S.No.	Registration	
	Date	File Number

PAYMENT DETAILS										
Registration		Map Approval Fee		Penalty			Map Modification		Term Elongation	
Receipt No.	Amount NRs.	Receipt No.	Amount NRs.	Receipt No.	Amount NRs.	Remarks	Receipt No.	Amount NRs.	Receipt No.	Amount NRs.

OWNER DETAILS			
Name of the Owner	Waaris Name	Contact No.	Citizenship No.

	LOCATION DETAILS			
Full Address (Hal/Sabik)	Old Ward No.	New Ward No	Plot No. (Hal/Sabik)	Land Area (B-K-D-K/Sq. Ft. / Sq. m.)

CERTIFICATION DETAILS					
1st Phase		2nd Phase		Final	
DPC		Structure		Completion	
No.	Date	No.	Date	No.	Date

STRUCTURE DETAILS						
Plinth Area (Sq. Ft. / Sq. m.)	Building Length L	Building Width W	Building Height H	Building Area (Sq. Ft. / Sq. m.)	Ground Coverage %	No. of Story

LAW COMPLIANCE DETAILS							
Category	NBC Applicable?	Type of Structure	Road Width (m/ft)		Road Direction	Set Back (m/ft)	Building Type by Use
			Existing	Proposed			

DESIGNER DETAILS			COMMENTS
Designer			Remarks
Name	Reg. No.	Category	

Scientific and proper file name convention for scanned document, easy search mechanism and link between the scanned documents and Software.

Interoperability framework should be applied, so the system will be future proof and can be ported to other systems like eBPS or MARS, (XML based import\export, csv based import export or export to excel file etc)

#If the building is multi storey then length, breadth, height and area of each storey should be included.

UI based front end

#Web Based Preferred.

#Bilingual preferred so that LB staffs in future can use the software themselves.

#Effective and efficient search mechanism of the record.

#Handover of the software to local body after the completion of digitization

पेश गर्नुपर्ने कागजातहरुः

१) प्राविधिक तथा आर्थिक प्रस्ताव बेग्ला बेग्लै सिलबन्धि गरि।

२) फर्म वा संस्था दर्ता प्रमाण पत्र।

३) अघिल्लो वर्षको कर चुक्ता ।

४) निबेदकको नागरिक्ता

५) आवश्यक सामाग्री, जनशक्ति, र उपकरण

Evaluation Criteria: Technical

1) Human Resource: (20 Marks)
   a. Computer Engineers/IT Professionals /Professionals from Relevant Field (Bachelor Equivalent)
   b. Assistant Sub Engineer (Civil)
   c. Computer Operators/Data entry personnel
   d. Quality Assurance Officer
   e. Include if any relevant for project.
2) Equipment and Software (20 Marks)
   a. Scanners
   b. Digital Cameras

    c. Computers/Laptops
    d. Printers
    e. Software
    f. Multifunctional Printer
    g. Include if any relevant for project.

3) Methodology: (60)
    a. The acquisition or capture of digital content
    b. Storage, security, and management of digital content
    c. Basic of QA, like verification, size of the document, must be readable, etc
    d. Retrieval of digital contents and creation of deliverables (or what can be done with the digital content).Portability of the content created

The firms, Offices and Institutions passing in Technical Evaluation will only be eligible for the project. They must pass in every Criteria 1, 2 and 3. All the eligible firms, offices and institution will be required to submit their financial proposal along with the rates (scanning, software, data entry). The task needs to be completed within 2 months from the beginning of the project.