

Notice for Invitation of Expression of Interest (EOI) For Consulting Services to provide support and enhancement on Application/System (TSA, RMIS, FMIS, CGAS and others)

First Date of Publication: 17October2017.(2074.06.31)

The Government of Nepal, Ministry of Finance, Financial Comptroller General Office (FCGO) is main responsible agency to prepare consolidated Financial statements, to operate consolidated fund, to perform internal audit and to operate financial administration of Government of Nepal etc. FCGO is operating various systems to perform all the functions of FCGO. The objective of this consulting service is to provide support and enhancement on Application/System (TSA, RMIS, FMIS, CGAS and others) for smooth and regular operation, Data center and data recovery Administration and management, Network Administration and management for smooth network infrastructure, Application development with system analysis and Database Configuration.

1. The interested eligible consulting firms are informed to collect the Expression of Interest (EOI) Free of cost from the address given below during office hours within 15 (fifteen) days of the first date of the publication of this notice, i.e., 17 October 2017. The notice, EOI and ToR can also be downloaded from the web site: <http://www.fcgo.gov.np> and they are required to submit their respective EOIs within the same deadline i.e., 02November 2017 . In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
2. The consulting firms are requested to submit their respective EOIs in closed. FCGO will not responsive for late delivery by postal and any type of online application. The late submission of the EOIs shall not be considered.
3. Firm should furnish renewed Business registration, PAN/VAT registration and latest tax clearance/tax statement (Up to FY 2073/74)
4. Consultants may associate with other consultants to enhance their qualifications.
5. EOI will be assessed based on Qualification of Manpower 30%, Experience of manpower 30%,and Experience of consulting Firm 40%. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal. Minimum score to pass the EOI is 60% in general.
6. The detail information is mentioned in EOI, and ToR. Any further information can be obtained from the Procurement Unit, 4th Floor, Financial Comptroller General Office, Anamnagar Kathmandu Nepal. Email: shambhup.dhakal@fcgo.gov.np during office hours.

Procurement Unit

Expression of Interest (EOI)

**Title of Consulting Services - IT Consulting
Service**

National Consulting Service

EOI: *EOI-2-2074/75*

Office Name : *Financial Comptroller General Office*

Office Address: *Anamnagar, Kathmandu*

Issued on: *October 17, 2017*

Financing Agency: *Government of Nepal*

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Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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A. Request for Expression of Interest

Government of Nepal
Ministry of Finance
Financial Comptroller General Office (FCGO)
Anamnagar, Kathmandu

Notice for Invitation of Expression of Interest (EOI) For Consulting Services to provide support and enhancement on Application/System (TSA, RMIS, FMIS, CGAS and others)

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2. The consulting firms are requested to submit their respective EOIs in closed. FCGO will not be responsive for late delivery by postal and any type of online application. The late submission of the EOIs shall not be considered.
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6. The detail information is mentioned in EOI, and ToR. Any further information can be obtained from the Procurement Unit, 4th Floor, Financial Comptroller General Office, Anamnagar Kathmandu Nepal. Email: shambhup.dhakal@fcgo.gov.np during office hours.

Procurement Unit

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm**¹
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.²
5. The assignment has been scheduled for a period of **36 months**
6. A Consultant will be selected in accordance with the Quality Cost Based selection [**QCBS**] method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B))*
 - *EOI Form: Experience and Qualification of key Expert (Form 4)*
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Financial Administration Reform Programme It Consulting Service** The Envelope should also clearly indicate the **name and address of the Applicant**.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

¹ Client should delete as appropriate.

² Delete if EOI is not called for person.

C. Objective of Consultancy Services or Brief TOR

Government of Nepal

Ministry of Finance

Financial Comptroller General Office, Anamnagar

Term of Reference (TOR)

Consulting Services to provide support and enhancement on
Application/System (TSA, RMIS, FMIS, CGAS and others)

1. Background

1.1 Organization and its functions: Financial Comptroller General Office (FCGO), as the major organization under the Ministry of Finance, is the main agency responsible for the Public Financial Management (PFM) system of the Government of Nepal (GoN). The treasury operation is the pivotal function of this office as the central level function. In order to manage the treasury, it also carries out the functions mentioned in the Financial Procedure Act, 2055 (B.S.) and Financial Procedure Regulation, 2064 for this office. Actually these laws for this office have mandated the major functions. As per the said law, this office mainly oversees budget implementation, treasury administration, budget expenditure implementation, cash and budget management, expenditure and revenue accounting, expenditure and revenue tracking, other receipts management, human resource management, strengthening the accounting system and preparation of consolidated financial statements of the government.

There are 79 District Treasury and Controller Offices (DTCOs) in 75 districts under this office. The DTCOs release the budget and manage the fund for the expenditure and control the accounts for the offices operating under the line ministries of the GoN. DTCOs are making the payment through implementing the Treasury Single Account (TSA) System.

1.2 E-Governance Approach: FCGO has adopted the e-Governance approach for its business operations. In this endeavor, various functions have been digitized and thus replaced the manual process of the operations. For this, different applications have been developed and implemented for the recording, reporting and business processes as well as other PFM works of spending units through the DTCOs. The following information system have been designed and updated in FCGO and are in operation.

- Treasury Single Account – District Expenditure Control System (TSA-DECS): The application is centralized and is developed in Oracle Forms and Reports 10g with Oracle database 11g. TSA DECS is used by all districts for managing budget expenditure, revenue and retention money of Paying Offices and the support required for its operation and up-gradation is provided by FCGO.

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- Financial Management Information System (FMIS): This system is developed with Oracle Forms & Reports 10g and Oracle Database 11g and is used for compiling entire data of budget release, expenditure, balances, virement, revenue collection, retention money from TSA. The FMIS gives consolidated information regarding entire financial performance of the districts obtained from DTCOs. FMIS is the means by which the FCGO exercises control over the DTCOs and ensures that data is accurate, complete and well timed. It is the main source of reporting of the budget execution, revenue collection and retention money. FCGO produces, provides and publishes different financial reports at different intervals using such data.
- Revenue Management Information System (RMIS): The system is developed with Oracle Forms & Reports 10g and Oracle Database 11g. RMIS is the application for recording the collection of revenue and is implemented in 75 districts. *In parallel, RMIS for diplomat is also developed and being updated with its implementation in Countries. This application is developed with Oracle APEX and Oracle Database 11g as backend.* The users of RMIS include government offices and different banks collecting government revenue.
- Computerized Government Accounting System (CGAS): CGAS records every financial transaction of the government ministries, departments, offices, projects and generates financial reports as and when required. The system is developed with Java as programming language, Oracle Database 11g as backend and Angular JS 1.5 as Front-end Technology.
- Other Systems: Debt Management System, Investment Management System, Treasury Management System, Budget Management System, Reimbursement Management System, Public Assets Information Management System, Personnel Information System etc.

Application environment: Most of these Systems have been developed using Oracle 11g database as backend, Oracle application server as middle tire and Oracle forms & reports 10g as application development platform. Servers in FCGO are AIX6.1. Nepali Unicode is used for the nepali text in the system and the database. Clients need to be installed with Java 6 in any OS. Client machines are currently using Windows machines for operation.

Beside listed technologies, the organization also is liable for applications developed in .Net & php and MSSQL-Server & MySQL.

Apart from the initiatives at FCGO, the systems developed at the ministry of finance will also provide the specific background to the integration of the systems of FCGO.

FCGO is responsible for smooth and consistent operation and maintenance of mentioned IT System. Moreover, FCGO intends to engage *IT Personnel (Software)* for the up gradation and support service of these IT systems and development of further required systems.

2 Objective of the Consulting Service:

The main objective of the proposed consultancy service is to carter Service Operation

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functions including IT Service Desk and Technical, Application and IT Operations, and enhancement of the systems. Thus the major objectives of the service are, but not limited to following:

- Maintaining the IT infrastructure in optimal condition
 - Data center and data recovery center administration, monitoring, and management
 - Network administration, monitoring, and management
- Supporting the organization's business processes through the identification of functional and manageability requirements for application software.
- Assisting in the design and deployment, and the ongoing support and improvement of those applications.
 - Application enhancement and development with system analysis
- Maintaining the stability of the organization's day-to-day processes and activities
 - Database Configuration, Monitoring and Administration
 - Application operational support and monitoring for smooth and regular operation
- Managing Incidents and Service requests
- Logging the request details of the Incident/ Service

3 Scope of the Services:

In order to attain the objectives and carryout the specific roles and responsibilities the consultant shall cover the following areas of concern in this job category:

- 3.1 System Administration and management: Server and related hardware administration, management and monitoring at both data center and data recovery center.
- 3.2 Network Administration and Management: Administration, Management and monitoring of network for smooth network operation and regular inspection to ensure the efficiency and consistency.
- 3.3 System Analysis and Development: Analysis and development of the proposed system or module with complete documentation that includes Software Requirement Specification, Software Design Document, Software Test Document and Software Implementation Specification.
- 3.4 Review and study of the IT Systems: Review and study technical features of the present IT systems (applications) of FCGO.
- 3.5 Monitor the functionality of the systems in FCGO: Monitor the functionality of the software, hardware and Network component of the IT systems in FCGO and gather the recent status of the systems. If the systems are not functioning well, should initiate remedy actions immediately and inform the chief of the IT, designated

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personnel and other concern personnel. Should work together with other individuals of IT section of FCGO for intact and workable IT systems.

- 3.6 Modification and up gradation of the systems: Modification and up gradation of the systems (FMIS, TSA-DECS, RMIS, CGAS and other system operated in FCGO) in order to accommodate the requirements of FCGO. The up gradation shall be documented with documents as mentioned above.
- 3.7 Exploring and fixing the bugs: Monitor for exploring the bugs in the system, fix and neutralize them as soon as possible without any delay.
- 3.8 Support Service: Provide support service for smooth and consistent development and maintenance of the system.
- 3.9 Training and knowledge Transfer: Provide training to users according to the requirements on the systems e.g. BMIS, FMIS, TSA-DECS, LMBS, CGAS, RMIS, etc. It is also necessary to prepare training material and update it regularly for the knowledge transfer. Knowledge transfer shall be done on regular basis to the assigned personnel with documents and knowledge transfer shall not be limited to operational knowledge but technology optimization knowledge as well.
- 3.10 Enrichment of the systems: Receive comments and feedbacks from DTCOs and other users and analyze them to detect the viability of the requirements and integrate them into the system as applicable.
- 3.11 Familiar with the Accounting/Financial Management Procedures/ process of the System: Prepare her/him-self for being familiar with the accounting, financial management procedures and technical process & features of the systems for the smooth functioning of the systems.

4 Specific Responsibilities to be performed by the Consultancy Firm :

The Responsibilities of the firm are defined as, but not limited to, following:

- System Configuration, Administration and Management: Server and other hardware configuration (Web server, mail server, DNS server configuration), Administration, management, regular monitoring to ensure the optimum functioning of the hardware (server, desktop and other related devices).
- Information security to attend confidentiality, integrity and availability of the FCGO systems.
- Network Configuration, Administration and Management: Network Configuration, regular network administration, management and monitoring of the network infrastructure and ensures smooth and consistent network operations.
- Analyze and develop the System: study and analyze the system to develop the requirement specification and develop the required systems with complete documentation as mentioned in Scope.

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- Database Configuration and Administration: configure the database with data warehouse and perform regular administration for optimum utilization of resources and consistent and efficient database operations.
- Change, Modifications and up-gradation of the system: Modify and upgrade the systems as per requirements of the FCGO and MoF with complete documentation.
- Bugs Management: Ensure the smooth operation of the system without the bugs. Examine and find out the bugs of the systems and take necessary actions for required remedies in close collaboration with concern staff of FCGO. Fix the bugs in the systems to make the system fresh and fine.
- Educate and empower stated IT personnel: The IT Personnel directed by the management need to be educated about system of FCGO regularly and also trained for smooth and consistent operation and maintenance of TSA-DECS, CGAS, RMIS, FMIS and other software. Additionally, make them abreast of latest development in the said field on daily basis, if required, with proper communication mechanism.
- Security Management: Ensure the system is operating in a secured way. In this case it requires managing Security Features of the systems, and database in FCGO and DTCOs including antivirus, firewall and other related technologies etc.
- Maintain the Data Flow Management: Data flow between different systems should be maintained on a real time basis with automation (no manual intervention).
- Assist in Training: Assist in conducting intensive central and regional IT training on the systems to users as per requirement. Provide functional training on the systems to users as per requirement. Explain and transfer knowledge and expertise on overall architect of the system to the technical staffs of MOF and FCGO on an organized manner.
- Prepare and upgrade manuals: Revise, Develop and upgrade operational manuals of the systems and exercise manuals for providing training on the system as and when required.
- Support service: Provide support service for smooth and consistent development and maintenance of the system.
- Receive Feedbacks and comments and manage: It is an integral part of assignment; regularly deal with comments and feedbacks about the system operation and analyze their viability to integrate them into the systems as required.
- Self Up-gradation: regularly upgrade themselves with the up-gradation of the technology and should always direct subordinates and own-self towards best adopted technology.
- Maintain harmony and cooperation/collaboration: Need to maintain close cooperation and harmony while working with the fellow staffs and the supervisor of the work. They should have the feeling of togetherness in the effective functioning of the IT systems operation of FCGO and DTCOs.
- Establish links with other government systems as and when required.

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5 Availability of Previous Study Documents and Data:

The consulting firm/company shall be made available the following books/documents for the accomplishing the obligations under the assignment, as far as available:

- Technical Specifications of the IT systems
- Configuration of the layout of Hardware
- The functional flow of the FCGO
- Users' Manuals of the IT systems
- Latest status of the systems and
- The relevant information and documents, if any, from FCGO and the concerned DTCOs.

6 Consulting Firm Qualification and Experience:

The consulting firm should have the following qualifications and experience to carry out the work

- Company/Firm/Business registration certificate.
- VAT and PAN registration
- Tax clearance certification.

Experience of the consulting firm

- General experience: The Consulting Firm have 7 years of Experience in IT.
- Specific Experience: The Consulting firm have 3 years of experience in Oracle Database Administration, Comparative Network Administration and Application development with Oracle Forms & Reports and Oracle Web Logic.
- Special Experience as advantage: The Consulting firm having experience in the field of public financial system shall have added advantage.

7 Consultants Requisition, Qualifications and Experience:

The consulting firm/company shall provide all necessary professional experts to attend operational efficiency of Information systems at FCGO. The consulting firm/company team residing at FCGO will at least consists of the following team members.

7.1 Network Administrator: As FCGO has a huge network infrastructure, thus a regular network administrator is required for Network Configuration, regular network administration, management and close monitoring of the network infrastructure. The estimated time for the requirement would be equivalent to 3 months per year in FCGO and may require visiting various related sites as well.

Educational Requirement: Bachelor in Information Technology or equivalent.

Experience: 4 years of experience in the field of Network Configuration, Administration and Management after minimum educational requirement.

7.2 Programmar A: A Programmar would be required for regular in house application development, modification, up-gradation and system updates as and when required. The Programmer must also perform as system analyst on FCGO requirements.

Educational Requirement: Bachelor in Information Technology or equivalent.

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Experience: 4 years of experience in Programming with JAVA Technologies (including Angular JS, Jason and so on) and Oracle Database after minimum educational requirement.

7.3 Programmer B: A Programmer would be required for regular in house application development, modification, up-gradation and system updates as and when required. The Programmer must also perform as system analyst on FCGO requirements.

Educational Requirement: Bachelor in Information Technology or equivalent.

Experience: 4 years of experience in Programming with Oracle Forms & Reports and Oracle Database after minimum educational requirement.

7.4 Database Administrator: FCGO database require regular administration for database optimization, thus a dedicated DBA for database configuration, Monitor, administration and optimization. DBA may have to work as database designer on requirement.

Educational Requirement: Bachelor in Information Technology or equivalent.

Experience: 4 years of experience in database design, configuration, Administration and management of Oracle 11g or higher after minimum educational requirement. Oracle Certified Professional is highly preferred.

7.5 Application Operational Support: Applications developed in FCGO require regular operational support. Thus, the support would incur full time personnel for smooth and consistent operations.

7.6.1 Senior Support officer A: 1 senior support officers for application operational support would be required in order to support through data correction, user creation and management and solutions to various recurrent problems. S/He is required to report for application modification for recurrent problems as and when required.

Educational Requirement: Bachelor in Information Technology or equivalent.

Experience: 4 years of experience of involvement in application development using Oracle Forms and Reports and Oracle Database after minimum educational requirement.

7.6.2 Senior Support Officer B: 1 senior support officer for application operational support would be required in order to support through data correction, user creation and management and solutions to various recurrent problems. S/He is required to report for application modification for recurrent problems as and when required.

Educational Requirement: Bachelor in Information Technology or equivalent.

Experience: 4 years of experience of involvement in application development using Java Technologies (Java, Angular JS, Jason and related).

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7.7 IT Technicians: 2 IT Technicians to support senior technical officers and for mobility would be required. The Technician shall be responsible for regular Network, server, datacenter, data recovery center and application monitoring, support, reporting and coordinating.

7.7.1 IT Technician A: The Technician will be dedicated for Network Monitoring, Reporting, and coordinating and other network support.

Educational Requirement: Diploma in IT/computer science (PCL Level)

Experience: 3 years of experience of Network Monitoring, Reporting and support after minimum educational requirement.

7.7.2 IT Technician B: The Technician will be dedicated for Data center Monitoring, server monitoring, reporting and coordinating and other hardware support.

Educational Requirement: Diploma in IT/computer science (PCL Level)

Experience: 3 years of experience of Server Monitoring and hardware support.

Note:

1. The team composition can be changed on the basis of Organizational requirement. Replacement of a technology requires replacement of respective technical expertise and additional application may require additional expert support.
2. The experience of an individual in same consulting firm (bidder) shall be verified through salary sheet.
3. Each Individual of shortlisted firm will be interviewed.

Note:

4. The team composition can be changed on the basis of Organizational requirement. Replacement of a technology requires replacement of respective technical expertise and additional application may require additional expert support.
5. The experience of an individual in same consulting firm (bidder) shall be verified through salary sheet.
6. Each Individual of shortlisted firm will be interviewed.

8 Evaluation Criteria:

(a) The evaluation criteria for EOI of the proposal will be as mentioned below.

- Experience of Consulting Firm- 40 %
 - General Experience
 - Specific Experience
- Qualification of Manpower- 30 %
 - Network Administrator
 - Programmer
 - Database Administrator

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- Operational Support (Senior Support Officers)
- Experience of Manpower- 30 %
 - Network Administrator
 - Programmer
 - Database Administrator
 - Operational Support (Senior Support Officers)

b) The evaluation criteria for RFP of the proposal will be as mentioned below.

- Experience of Consulting Firm- 10 %
 - Specific Experience
 - Special Experience of PFM Information Systems
- Qualification of Manpower - 30 %
 - Network Administrator
 - Programmer
 - Database Administrator
 - Operational Support (Senior Support Officers)
- Experience of Manpower - 30 %
 - Network Administrator
 - Programmer
 - Database Administrator
 - Operational Support (Senior Support Officers)
- Understanding of TOR - 10 %
- Methodology of Job accomplishment and work plan - 10 %
- Knowledge Transfer and training - 10 %

Note:

Technical proposal: 80% Marks

Financial proposal: 20% Marks

Pass marks on Technical proposal: 70%

8 Duration of Services:

- The service period of the consultant shall be 36 months from starting date.
- Downstream of the services: The service may be extendable upon the satisfactory performance.

9 Facilities/Utilities and Logistics to be provided by the Client:

The consultant him/herself shall be responsible for arranging all required utilities/facilities and logistics for the completion of the assignment. However, the consultant shall be made available the following facilities/logistics during the service period, if required:

- Shall be made available shared office room with the counterpart employees of the concerned assignment.

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- Shall have access to the computer and communication facilities (e-mail, telephone, fax etc.) during the obligations performing hours at FCGO, DTCOs and paying offices.
- The relevant information and documents, if any, from FCGO and the concerned DTCOs.
- Travel allowance and daily allowance shall be paid as per rules and regulations of GoN applicable.

10 Selection Method: The selection method will be Quality Cost Base Selection (QCBS).

11 Reporting Requirements and Deliverables:

The consulting Firm should report during or at the completion of the assignment the following reports and deliver the following outputs:

a. Reporting Requirements: prepare and submit the following reports/documents:

- Action / Work Plan of the Assignment: submit the annual work plan / action plan reflecting the detailed job responsibilities mentioned in the ToR. The plan should specify monthly breakdown for the period of fiscal year. The plan needs to be submitted to Chief of IT section of FCGO within the *fifteen days* from the date of signing of the agreement.
- Monthly Report: submit monthly performance report (MPR) to the Chief of IT section of FCGO within seven days after the completion of the preceding month. The format and contents of MPR will be finalized mutually. However, the report should clearly explain the actions performed in comparison with the agreed work plan. The technical documentation as directed should be exclusively attached with the report. It should also contain perfections, deficiency and recommendations for improvements with a view to strengthening the IT systems.
- Annual Report: submit annual report to the Chief IT section of FCGO within fifteen days after the completion of the preceding year as per MPR modality.

b. Deliverables:

The assignments should deliver the followings:

- Application and database performance base line reports based on given matrices and Key Performance Indicators at least monthly.
- Updated artifacts related to Technology architecture like IT infrastructure Diagram, system/technology matrix
- The Technical Documentation of System/modules developed like System Requirement Specification, Logical Data Diagram, Design Specification, Testing & Quality Reports, and Administration/ Operational Manual of system/module developed.

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- Monthly Performance Report, Annual Report along with other required reports, diagrams, and matrices in English.
- Design Manuals & Application Administration or Management Manuals of applications using reverse engineering within first three months.
- Other reports as and when required and asked by IT Section in given format and matrices.
- Known Error Database

12 Follow up and monitoring: Monitoring Team lead by the Joint Financial Comptroller General will oversee the performance of the team and team will thoroughly and regularly review the reports submitted. Concerned Business section chief and IT Section chief will supervise and monitor regularly.

Because of the criticality of the applications, FCGO expects high service levels service downtime penalties shall be devised. TSA, RMIS and all others of high priority and need immediate response. Resolution shall be attended within an hour and failure shall be penalized on hourly basis. The penalty shall be 0.05 per day of the contract amount not exceeding 10 % of the contract amount.

Uptime - The Consulting Firm/Company shall take all reasonable measures to ensure the Application for all users. The target required uptime is **99%**.

System Monitoring-

- The Consulting Firm/Company must notify FCGO that any threshold crossed due to system utilization will require system configuration and hardware changes within **three months'** notice.
- The Consulting Firm/Company must notify FCGO within ten **10 minutes** of monitoring services indicating that the Application is unreachable.

13 Skill Transfer and Dissemination:

The Consulting firm should perform the following activities for the skill transfer and training:

- Adopt the approach of skills and expertise transfer to the other IT personnel and users at FCGO, DTCOs and Paying Offices of GoN while working with them.

D. Organize a half day training every month about the status of the job and performance

E. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

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i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission 2073/74 Fiscal year	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Qualification and Experience of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>Described in ToR</i>	30%
<i>Experience of Key Experts</i>	<i>Described in ToR</i>	30%
B. Experience		
<i>General of consulting firm</i>	<i>Described in ToR</i>	20%
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Described in ToR</i>	20%

F. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General and Specific*)

Form 4. Qualification and Experience of Key Experts

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1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.³
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

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2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁴ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name:

⁴ Consultant should state value in the currency as mentioned in the contract

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4. Key Experts Qualification and Experience

(Include details of Key Experts only)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(Please insert more rows as necessary)