



भीमेश्वर नगरपालिका
Bhimeshwar Municipality
नगरकार्यपालिकाको कार्यालय
Office of the Municipal Executive

चरिकोट, दोलखा
Charikot, Dolakha
बागमती प्रदेश, नेपाल
Bagmati Province, Nepal

Request for Proposal & Terms of Reference

for

Development of Planning Management Information System

RFP No: BMP/SQ/CS/2080-81/01

Bhadra, 2080

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Section 1. Letter of Invitation

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पत्र संख्या/Ref. No:-
चलानी नं / Dispatch No :-

मिति/Date: 2080/05/31

INVITATION FOR RFP/ToR

Ref No:

To
The Consultant,

1. Bhimeshwar Municipality, Office of the Municipal Executive, Charikot, Dolakha, has allocated funds toward the development of Planning Management Information System (PMIS) and intends to apply a portion of this fund to eligible payments under this Contract.
2. Bhimeshwar Municipality, Office of the Municipal Executive, Charikot, Dolakha now invites proposals to provide the consulting services for design, development, testing and installation of planning management information system as per notice.
3. The Request for Proposal (RFP) has been issued to the all-eligible consulting firms.
4. A consultant will be selected under Least Cost based Selection Method and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract.
6. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

.....
Deepak Prasad Khatiwada
Chief Administrative Officer

Section 2. Information to Consultants¹

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
 - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
 - a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
 - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
 - 1.7.2 Any previous or ongoing participation in relation to the assignment by the

¹ This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions

consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

- 1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
 - b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
 - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
 - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying

the source of inquiry) to all invited consultants who intend to submit proposals.

- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

Technical Proposal

- 3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
 - ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
 - iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
 - iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
 - v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
 - vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
 - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client

(Section 3C).

- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- viii. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 The Financial Proposal should include all duties, taxes and other levies , and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

- 4.3 For each proposal, the consultants shall prepare the TP & FP as indicated in the Data Sheet.
- 4.4 The Technical Proposal shall be placed in a sealed envelope clearly marked **“Technical Proposal,”** and the Financial Proposal in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and warning: **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”**
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client’s Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of Technical Proposals (QCBS,QBS,FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Public Opening and Evaluation of Financial Proposals (LCBS Only)

- 5.4 The financial proposal opened pursuant to Section 34 of PPA 2063, shall be evaluated for least cost method is applied to select proposal as per notice, the proposal of a proponent having the lowest cost out of the proponents having obtained minimum marks prescribed for being successful in the technical proposal be selected as PPA 2063, 35(1)(Gha).
- 5.5. The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.
- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or

were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an

evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

- 6.5 The negotiations will conclude with a review of the draft form of the contract. . If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 7 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted

the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly,
 - b. distortion or misrepresentation of facts
 - c. engaging or being involved in corrupt or fraudulent practice
 - d. interference in participation of other prospective bidders.
 - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
 - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

- 10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:
- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
 - b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
 - c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
 - d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
 - e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
 - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

Information to Consultants

DATA SHEET

Clause Reference

1.1	The name of the Client is: Bhimeshwar Municipality, Dolakha The method of selection is: LCBS
1.2	The name, objectives, and description of the assignment are: As per ToR
1.3	A pre-proposal conference will be held: No The name(s), address(es), and telephone numbers of the Client's official (s) are: Name: Mr. Deepak Prasad Khatriwada Address: Bhimeshwar Municipality, Dolakha
1.4	The Client will provide the following inputs: NA
1.10	The clauses on fraud and corruption in the Contract are: The consultant will be Black listed.
2.1	Clarifications may be requested 7 days before the submission date The address for requesting clarifications is: Bhimeshwar Municipality, Dolakha Email: ict.bhimeshwar@gmail.com
3.1	Proposals should be submitted in the following language(s): English
3.3	(i) Short listed consultants/entity may associate with other short-listed consultants: NO (ii) The estimated number of professional staff-months required for the assignment is: 3 (iii) Available Budget for Fixed Budget Assignment: NA (iv) The minimum required experience of proposed professional staff is: Attached in separate table. (vi) Reports that are part of the assignment must be written in the following language(s): English
3.4	(vii) Training is a specific component of this assignment: Yes (viii) Additional information in the Technical Proposal includes: NA

3.9	Proposals must remain valid for 90 days after the submission date																																			
4.3	Consultants must submit an original copy of each proposal: Yes																																			
4.4	The proposal submission address: Bhimeshwor Municipality, Dolakha Information on the outer envelope should also include: contract no., Name of firm, date of submission.																																			
4.5	Proposals must be submitted no later than: As per notice.																																			
5.1	The address to send information to the Client is: Bhimeshwor Municipality, Dolakha																																			
5.3	<p>The number of points to be given under each of the evaluation criteria are:</p> <p>(A) Financial capacity (Avg. Annual Turnover of best 3 years of last 5 fiscal years-five lakhs) of firm. [5] Points</p> <p>(B) General Experience of firm. [10] Points</p> <table><tr><th>Work Experience</th><th>Score</th></tr><tr><td>Completion of Software development works (service cost minimum of NRs. Five Lakhs including VAT)</td><td><1=0 2 points for each job</td></tr></table> <p>Support document of Experience: GoN, Development partners and other institutions are considered. [Inspection can be carried out by the office for verification]</p> <p>(C) Specific Experience of firm. [10] Points</p> <table><tr><th>Work Experience</th><th>Score</th></tr><tr><td>Completion of Web Based Application System [With MIS] (service cost minimum of NRs. Five Lakh including VAT)</td><td><1=0 5 points for each job</td></tr></table> <p>Support document of Experience: GoN, Development partners and other institutions are considered. [Inspection can be carried out by the office for verification]</p> <p>(D) Methodology and service delivery in responding to the Terms of Reference [20] points</p> <table><tr><th>Particulars</th><th>Maximum points</th></tr><tr><td>Understanding to the TOR</td><td>3.0</td></tr><tr><td>Description of activities and output of each task</td><td>9.0</td></tr><tr><td>Relevant Task Schedule</td><td>4.0</td></tr><tr><td>Schedule of Technical Resources (Manpower)</td><td>4.0</td></tr><tr><td>Total not to exceed</td><td>20</td></tr></table> <p>(E) Qualifications and competence of the key staff for the Assignment [50] Points</p> <table><tr><th>Key Personnel</th><th>Score for Academic qualification -16</th><th>Score for Experience-24 (minimum 2 year, <2yrs=0)</th></tr><tr><td>Team Leader / Senior Software / Web Developer</td><td>Bachelor’s degree in IT related field</td><td>Max. score-20, four marks for each year</td></tr><tr><td>UI/UX Designer</td><td>Bachelor’s degree in IT related field</td><td>Max. score-10, two marks for each year</td></tr><tr><td>Database Designer</td><td>Bachelor’s degree in IT related field</td><td>Max. score-10, two marks for each year</td></tr><tr><td>Quality Assurance Analyst</td><td>Bachelor’s degree in IT related field</td><td>Max. score-10, two marks for each year</td></tr></table>	Work Experience	Score	Completion of Software development works (service cost minimum of NRs. Five Lakhs including VAT)	<1=0 2 points for each job	Work Experience	Score	Completion of Web Based Application System [With MIS] (service cost minimum of NRs. Five Lakh including VAT)	<1=0 5 points for each job	Particulars	Maximum points	Understanding to the TOR	3.0	Description of activities and output of each task	9.0	Relevant Task Schedule	4.0	Schedule of Technical Resources (Manpower)	4.0	Total not to exceed	20	Key Personnel	Score for Academic qualification -16	Score for Experience-24 (minimum 2 year, <2yrs=0)	Team Leader / Senior Software / Web Developer	Bachelor’s degree in IT related field	Max. score-20, four marks for each year	UI/UX Designer	Bachelor’s degree in IT related field	Max. score-10, two marks for each year	Database Designer	Bachelor’s degree in IT related field	Max. score-10, two marks for each year	Quality Assurance Analyst	Bachelor’s degree in IT related field	Max. score-10, two marks for each year
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	(E) Suitability of the transfer of knowledge program (Training) [5] Points						
	<table><tr><th>Training</th><th>Evaluation remarks</th><th>Score</th></tr><tr><td>Software Development / Web Development/ Database design / Quality Assurance Analyst (min. 3 days)</td><td>2.5 marks for each training</td><td></td></tr></table>	Training	Evaluation remarks	Score	Software Development / Web Development/ Database design / Quality Assurance Analyst (min. 3 days)	2.5 marks for each training	
	Training	Evaluation remarks	Score				
	Software Development / Web Development/ Database design / Quality Assurance Analyst (min. 3 days)	2.5 marks for each training					
<p style="text-align: right;">Total Points: 100</p> <ul style="list-style-type: none">Provide bio-data and qualification certificate of the mentioned resource persons. The bio-data shall be signed by respective personnel declaring the correctness of the information. Experience of technical person is taken for evaluation only certified by GoN, authorised institution and development partners. <p>A successful firm/JV must secure minimum 70 % of the total score.</p>							
<u>5.8</u>	The fixed Budget Ceiling for the assignment is : NA						
5.10	The selection is based on Least Cost Based Selection (LCBS) method.						
6.1	The address for negotiations is: Bhimeshwor Municipality, Dolakha						
7.6	The assignment is expected to commence within Seven days after signing the Contract.						

Clause ref.3.3 IV & 5.3 III

S. No.	Name of Personnel/Staff	Required no.	Minimum qualification	Minimum Experience	Remarks
1	Team Leader / Senior Software / Web Developer	1	Bachelor's degree in IT related field	Five years experience on related field	
2	UI/UX Designer	1	Bachelor's degree in IT related field	Two years experience on related field	
3	Database Designer	1	Bachelor's degree in IT related field	Two years experience on related field	
4	Quality Assurance Analyst	1	Bachelor's degree in IT related field	Two years experience on related field	

Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.

3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

3B. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No.of Staff:
Address:		No.of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No.of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____



Deepak Prasad Khatiwada
Deepak Prasad Khatiwada
 Chief Administrative Officer

Section 3. Technical Proposal - Standard Forms

3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____
 Reports Due: _____
 Activities Duration: _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	[1st, 2nd, etc. are months from the start of assignment.]												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
1. Draft Report	
2. Final Report	




Deepak Prasad Khatriwada
Chief Administrative Officer

Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal Submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.




Deepak Prasad Khatriwada
Chief Administrative Officer

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



Deepak Prasad Khatriwada
Deepak Prasad Khatriwada
 Chief Administrative Officer

4B. SUMMARY OF COSTS/BILL OF QUANTITIES

S.No	Work Description	Quantity (No.)	Rate (NRs.)	Amount (NRs.)
1	Development of Planning Management Information System			
Total without VAT				
Value Added Tax @ 13%				
Total Amount of financial Proposal				

4C. BREAKDOWN OF PRICE PER ACTIVITY²

S.N.	DESCRIPTION	UNIT	NOS	UNIT RATE (RS)	AMOUNT (RS)	REMARKS
A.	Remuneration					
B.	Miscellaneous					

² The client may choose to request Forms 4C, 4D, 4E and 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyse.

Section 5. Terms of Reference

1. OBJECTIVE AND SCOPE OF WORK

The objective of the consulting services is to develop web based management information system for Planning section of Bhimeshwar Municipality. The consultant is required to perform the following jobs.

- a. Review existing Planning process, (if any)
- b. Choose economically feasible development of information system.
- c. Design appropriate database for information system.
- d. Design and develop information system [Web Based Application]
- e. Testing of the Information System
- f. Consulting firm should host the system developed.

2. Domain Analysis

The consulting individuals or firms, in consultation with Bhimeshwar Municipality, should conduct the domain analysis of:

- 2.1.1. Government Website Development and Management Guidelines, 2078 and Right to Information Act, 2064. This is necessary because the developed application should comply with these Act and Guidelines.
- 2.1.2. Development platform and hosting environment
- 2.1.3. Detailed requirements for the system. Consulting firm will conduct the meeting with Municipality office to develop the detail requirement of web-based application. Consulting firm will discuss the requirement of application and develop the theme to best suit their needs as per cluster basic.

3. System Development

After domain analysis and requirement assessment, the hired consulting firm should involve a system development team and develop a web-based application.

4. Documentation

During the assignment period and upon completion of the system development, the hired consulting form shall deliver following documents:

Documents as prescribed in GEA2.0 mandatory artifacts:

- 3.2.1.1. Project Charter
- 3.2.1.2. Project Management Plan
- 3.2.1.3. User Requirements Specification (SRS/FRS)
- 3.2.1.4. Software Architecture Design Document
- 3.2.1.5. Software Quality Assurance Plan
- 3.2.1.6. Test Plans/Test Cases
- 3.2.1.7. Development Plan
- 3.2.1.8. Code Review Checklist
- 3.2.1.9. Test Report
- 3.2.1.10. User Manual
- 3.2.1.11. Administrative Plan
- 3.2.1.12. Performance Test Summary report
- 3.2.1.13. Support and Maintenance Strategy

3.3.2. A work completion report.

5. System Orientation and Handover

Upon completion of the system development, the consultant shall deliver the following:

1. Conduct orientation to officials from Bhimeshwar Municipality.
2. Conduct a handover to Bhimeshwar Municipality, Office of the Municipal Executive, Charikot, Dolakha. The handover should compulsorily include the updated and functional source code along with the signed document.
3. Conduct technical orientation program to staffs of Bhimeshwar Municipality
4. The Consultant should implement the bug fixes and security path recommended by Nepal Government, Department of Information Technology (DoIT) official IT system standardization report.

6. SCOPE OF WORK:

System developed by the consulting firm should include following components.

A. Rate Analysis

a. Form/Data Entry Section:

- i. Entry of Norms (DoR, DUDBC, DoLI, Department of Archeology and as per needed)
- ii. Basic Rate of Current Fiscal Year (District Rate)
- iii. Material Transportation Sheet
- iv. Rate Analysis Sheet with Full description (Norms No, Specification No, Norms Type, Unit etc)
- v. Rate Analysis Summary Sheet

B. Estimate

a. Form/Data Entry Section:

- i. Detailed Quantity Calculation
- ii. Abstract of Cost
- iii. Bill of Quantities
- iv. Material and Labour breakdown sheet
- v. Work Schedule

b. File Upload Section

- i. Site Photo (During Survey)
- ii. Approved Estimate Sheet

C. Evaluation Sheet

a. Form/Data Entry Section

- i. Detailed Quantity (Measurement) Calculation
- ii. Abstract of Cost
- iii. User's Bill
- iv. Work Completion Report
- v. Material and Labour breakdown sheet

b. File Upload Section

- i. Site Photo (After Final Bill)
- ii. Approved Evaluation Sheet

D. Progress

- a. Work Progress generation (Progress in Linear Basis)
- E. Budget Breakdown
 - a.
- F. Entry of Project List
 - a. Plan/Project Entry
 - i. Manual Entry
 - ii. Template Upload (Eg. Excel and other)

For User Committee related program (UC)

- G. Plan / Program Agreement
 - a. Form/Data Entry Section
 - i. Agreement Format
 - ii. UC Bank Account Opening Letter
 - iii. Agreement Official Decision (Tippani)
 - iv. Work Order
 - b. File Upload Section
 - i. UC Formation minute copy
 - ii. UC Meeting Minute
 - iii. UC formation photo
 - iv. UC member's citizenship
 - v. UC member's self-declaration
 - vi. UC Application for agreement
 - vii. Ward recommendation letter
- H. Mid Term Monitoring
 - a. Form/Data Entry Section
 - i. Monitoring Report Form
 - b. File Upload Section
 - i. Mid-term Photo
- I. Monitoring Report Form
 - a. Form/Data Entry Section
 - i. Payment Release Form
 - b. File Upload Section
 - i. Application for payment
 - ii. Ward recommendation letter
 - iii. Technical Report
 - iv. Bills
 - v. Public Audit minute
 - vi. Work completion photo
 - vii. Declaration form – Source and Material

For Contractor related Program

- J. Tender Notice
 - a. Form/Data Entry Section

- i. Basic Procurement Information Entry Form
 - b. File Upload Section
 - i. Procurement Notice
- K. Letter of Interest for Approval
 - a. LOI Letter
- L. Letter for Agreement
- M. Agreement
 - a. Form/Data Entry Section
 - i. Agreement Form
 - ii. Work Order
 - b. File Upload Section
 - i. Agreement for Approval
 - ii. Performance Bank Guarantee
 - iii. Work Plan
- N. Payment Release (Running and Final)
 - a. Release Letter

And any other components that is related to planning. Detailed work activities shall be finalized before the execution of work)

7 Requirements

7.1 Proposed Technology

The following technology stacks should be required for the development and implementation of the MIS.

- Presentation / Front-end Tier
 - JavaScript based front-end solution, HTML, CSS, jQuery
 - Compatibility with all major Browsers
- Application
 - Any Higher level programming language (with latest Framework)
- Persistence / Database Tier
 - PostgreSQL or MySQL or similar
- Deployment Environment
 - Windows IIS or Linux (Hosting Space will be provided by Municipal Office)
- Recommended Development and Deployment Stack
 - Latest and Stable Architecture
 - Performance Centric
- Data Visualization and Business Intelligence Platform
 - Sustainable platform with better performance and User Interface
 - Supportive of larger volume of data
 - Large sets of visualization tools
 - Compatibility of the components in the software

General Modules

- 7.2.1 **User Module:** The user module allows the creation of users with different user roles within the software system. It provides functionality for user registration,

authentication, and user profile management. User roles can also be defined according to requirement.

The system shall have the user management module where the users of the system should be able to be created and managed by the admin. The users should be able to access the specific features and functionalities based on the roles and rights assigned. The general user types of the system are listed below. Additional users can be added in the future based on the project's requirement:

- Admin Users
- Executive User
- Technical User
 - Approver (Office Head)
 - Reviewer (Senior Engineer)
 - Creator
 - Planning User
- Ward Level User
 - Ward Secretary

The admin users should be able to create users under them and then assign specific roles and rights.

In features level following are the features to be available in the system

- User Creation/ Update and Delete
- User Login
- User Roles and Rights assignment
- Forgot Password
- End-User Registration
- Reset Password
- Deactivate/ Activate user
- Profile Management

- I. **User Access:** The User Access module provides the ability to define user access permission based on their roles or hierarchy within the system. It ensures users can only access the functionalities and data relevant to their assigned roles.
- II. **Entry Components:** The Entry Components module enables the dynamic management of entry components and drop-down lists required for various forms within the software system. It provides flexibility in configuring form fields and options.
- III. **Dashboard:** The Dashboard provides a visual representation of important project metrics, summaries, and key performance indicators. It offers an at-a-glance view of project progress, trends, and insights. Key project metrics and indicators are presented in the form of charts, graphs, and other visual representations.

7.3 Advance Modules

- I. **Form/Data Entry:** The Activity Forms module facilitates the creation of dynamic forms specific to the project's activity list..
- II. **Excel Upload:** The Excel Upload feature enables users to upload

form data from Excel directly into the software system. It allows for bulk data entry and eliminates the need for manual data entry.

- III. **Reporting section:** The Reporting Section provides a comprehensive reporting module based on the input activities. It generates various types of reports, including activity-wise, ward wise, and budget heading, monthly, and fiscal year-wise reports.
- IV. **Excel export feature:** The Excel Export feature enables to export available reports directly to Excel format through the software system. It allows for further analysis, sharing, and data manipulation. Users can choose the desired reports to export to Excel format. The exported Excel files are compatible with common spreadsheet software for easy accessibility and analysis.
- V. **Rejection and re-entry of data:** The Rejection and Re-entry module allows for the direct rejection and re-editing of forms in cases where data mismatches or errors are identified during the verification process.
- VI. **Graphical Reports:** The Graphical Reports feature enhances the reporting section and dashboard by providing visual representations of data through pie charts, bar charts, and other graphical elements

7.4 Security

- 7.4.1 User Verification and Authorization:
- 7.4.2 Implement a robust user verification process and role-based authorization system to control access to system functionalities and data. It protects sensitive data and ensures that only authorized users can perform specific actions within the software system.
- 7.4.3 Data Validation:
- 7.4.4 Implement robust data validation mechanisms to ensure the integrity and validity of user inputs and prevent potential security vulnerabilities. It prevents the injection of malicious code or unauthorized data, reducing the risk of security breaches and data corruption.
- 7.4.5 User Password Encryption:
- 7.4.6 Encrypt user passwords using secure hashing algorithms to protect them from unauthorized access in case of a data breach. It safeguards user credentials and ensures that passwords are not stored or transmitted in plain text format, enhancing overall system security.

7.5 Project Management

7.5.1 Agile Methodology:

We will be adopting an Agile project management approach to enable iterative development, frequent collaboration, and flexibility in responding to changing requirements. It enhances project efficiency, promotes effective communication, and facilitates the timely delivery of software features.

7.6 Testing

7.6.1 Vulnerability Assessment and Penetration Testing (VAPT):

Conduct penetration testing to identify and address potential vulnerabilities by simulating real-world attacks on the software system. It enhances the system's resilience against security threats and ensures the protection of sensitive data from potential breaches.

May be more as per requirement according to the detail study and development.

8 REPORT

- a) The consultants shall submit source code to the Municipal Office.
- b) Work Procedures manual [User Manual]

9 PRESENTATION OF REPORT

- a) The consultant may be asked to present the report at Bhimeshwar Municipality for suggestions.
- b) The system should be demonstrated using real projects.

10 TIME SCHEDULE

The consultant shall commence the work within 3 (Three) months and shall be submitted to Bhimeshwar Municipality, Dolakha to fit in with the schedule as follows:

Final system presentation : Within 12 weeks from the signing of the agreement.

11 MODE OF PAYMENT

A. System Development:

- a) 20% of the contract amount after prototype presentation.
- b) 80% of the contract amount after VAPT of system from Department of IT, GoN, Training to the Municipal Staffs and acceptance by Municipal Office.

B. Annual Maintenance

- a) For the regular and effective functioning of the system.
- b) technical support [on-call support and Online Support]

Annual Maintenance shall be the responsibility of system developer (Consultant) for the next four year after the handover of the system.

For Annual Maintenance Cost:

1. Separate agreement between municipality and system developer (Consultant) shall be done and payment of maintenance job will be at the end of every fiscal year.
2. Rate of Payment will be finalised after negotiation between Municipality and Consulting firm, The final AMC will be maximum of 10% of the price quoted for the system development by the consulting firm.

12 DEFECT LIABILITY

Submission of the final reports does not relieve the consultant from their responsibility to the development of the system. Consulting firm shall be responsible for maintaining the system and should support the municipal staffs regarding use of system for the one year on its own cost.

13 Software Ownership

Consultant should bind on following constraints for software distribution, copyright and subsequence modification:

-
- Bhimeshwar Municipality will have full ownership of the software including all subsequent modification done within the service period.
 - Bhimeshwar Municipality will have the full and sole authority to distribute, copyright, modify and re-engineer the system without binding obligation to any other institution.
 - Source Code and Design Document should be provided to Bhimeshwar Municipality.