Expression of Interest (EOI)

Development of National Portal Mobile APP, Enterprise Repository with Federated approach, National Portal Enhancement, Help Desk Support and Service

National Consulting Service

**Project Name:** Development of National Portal Mobile APP, enterprise repository with federated approach, National Portal enhancement, Help Desk Support and Service  
**EOI:** EOI # NITC/C/NCS-1-074/75  
**Office Name:** National Information Technology Center  
**Office Address:** Singha Durbar, Kathmandu  
**Issued on:** 23 October, 2017

Financing Agency: National Information Technology Center, GoN
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A. Request for Expression of Interest

Government of Nepal
National Information Technology Center

23 October, 2017

Name of Project: Development of National Portal Mobile APP, enterprise repository with federated approach, National Portal enhancement, Help Desk Support and Service.

1. Government of Nepal (GoN) has allocated fund toward the cost of Development of National Portal Mobile APP, enterprise repository with federated approach, National Portal enhancement, Help Desk Support and Service and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National Consulting Service.

2. The National Information Technology Center now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Development of National Portal Mobile APP, enterprise repository with federated approach, National Portal enhancement, Help Desk Support and Service.

3. Interested eligible consultants may obtain further information and EOI document free of cost at the address National Information Technology Center during office hours on or before 06 November, 2017 or visit e-GP system www.bolpatra.gov.np or visit the client’s website www.nitc.gov.np.

4. Consultants may associate with other consultants to enhance their qualifications.

5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np or manually to the address National Information Technology Center, Singhadurbar, Kathmandu on or before 12:00 noon of 07 November, 2017.

6. 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 mentioned.

7. EOI will be assessed based on Qualification 50 percent, Experience 40 percent and Capacity 10 percent of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.

8. Minimum score to pass the EOI is 70.

Address:

Name of the Client: National Information Technology Center
Address: Singhadurbar, Kathmandu
Telephone: +977-1-4211917, 4211710, 4211527   Facsimile: +977-1-4243362
E-mail: info@nitc.gov.np  Website: www.nitc.gov.np
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/company/organization.

4. The assignment has been scheduled for a period between 10 January 2018 to 09 July 2018. Expected date of commencement of the assignment is 10 January 2018.

5. A Consultant will be selected in accordance with the quality and cost based selection method.

6. 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) & 3(C))
       • EOI Form: Capacity Details (Form 4)
       • EOI Form: Key Experts List (Form 5).

7. 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.

8. 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 Development of National Portal Mobile APP, enterprise repository with federated approach, National Portal enhancement, Help Desk Support and Service. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms/instructions/guideline provided by the system.

9. 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.
C. Objective of Consultancy Services or Brief TOR

Development of National Portal Mobile APP, Enterprise Repository with Federated Approach, National Portal Enhancement, Help Desk Support and Service

- Background:

National Information Technology Center (NITC) is an IT implementing agency of government with a view to implement and operate as per IT Policy of Nepal (2000) and revised version of 2010, under the Ministry of Science and Technology (MOST), strengthening the capacity of Government Institution for the development of ICT sector in the country as well as harnessing these technologies to meet key developmental challenges including those relating to governance reform and catalyzing economic growth for poverty reduction.

NITC has been providing ICT consultation and infrastructure for hosting the application and services of various government institutions including Ministries/Departments and Agencies. It also acts as an ICT advisory body for all the government agencies facilitating the development and implementation of ICT applications and encourages for acquiring the standards developed by Government of Nepal such as GEA/Ne-GIF, etc.

In the present scenario, many developed and underdeveloped countries have changed the way of delivering government services through the use of ICT. Leading countries like South Korea and Singapore has speed up their working efficiency by prioritizing the use of better technology for citizen-centric governance. Similarly, Government of Nepal can follow the same way to fasten the developing process by providing the government services in a convenient, efficient and transparent manner. For this Government of Nepal, NITC has already developed and hosted the national portal as a national service delivery gateway in web and has implemented Enterprise Service Bus (ESB) to perform the service level integration of e-services being designed and developed by various government agencies of Nepal into it.

The National Portal of the Government of Nepal is developed on a web platform and all the citizens of Nepal is able to access it through web. However more features addition in National Portal, Content Management System and e-services need to be integrated in the National Portal in order to make this more interactive and user friendly for Citizens, Business and other Government agencies and to uplift Nepal in e-Government Development and Readiness Index. To keep pace with the latest trends, development of mobile applications and social media strategy is inevitable. Similarly, the national portal being the digital face of the nation shall be able to embrace the geo-political changes and evolution. For this, federated approach has become mandatory to include future needs and aspirations of the federal states and provinces and the citizens living in them.
Objective:

The objective of this assignment is an endeavor to provide easy access of National Portal and National Service Delivery Gateway to government employee, citizens and business community people. For this, enhancement of National Portal and development of mobile applications and presence in social media have been envisaged and more e-services will be integrated. It will make the portal more citizen-centric and materialize the government, business and citizen centric service delivery model i.e. G2G, G2B and G2C acting as information and service hub. With federated approach, national portal is keen to embrace future needs and aspirations of the agencies, business and citizens under federal structure. With the introduction of ready- to- serve help desk, the agencies will be able to be the part of the national portal disseminating their updated information to the target audience and the general public.

Benefit of Development of National Portal Mobile APP, enterprise repository with federated approach, National Portal enhancement, Help Desk Support and Service:

- Broaden user reach by making mobile applications

Over the years, use of mobile phone; particularly Smartphone is on the rise. As per latest study of Nepal Telecommunication Authority (NTA), tele-density in Nepal is around 80%, mobile density is 71%, and internet usage is 26%. NTA further estimates that out of the 26% internet users, only 2% users’ access internet through fixed line and rest 98% uses Wi-Fi or mobile connection. Also as per Gartner report globally the mobile and tablet usage is going to be increased by 77% this year. This study clearly shows that the actual user base concentration is in National Portal which we need to capture to broaden user reach. For this, mobile applications have become more promising platforms for G2G, G2B and G2C services.

- Value added Features for users

Several value added features and subscription based services will be implemented in National Portal which will be the first choice for the user to publish, search and retrieve the information, services provided by state apparatus of the government of Nepal to its citizen, business communities and government employees.

- Federated approach for reflecting the true face of Nepal

Due to the recent constitution and political changes, the national portal needs to be revamped in order to reflect the federal structure of Nepal. Information regarding federal provinces and future services provided by the provincial governments to its citizens, the portal needs to be customized accordingly.
- Round the year support System

By establishing a fully functional helpdesk, the government agencies will have continuous support to publish and disseminate their up-to-date information to the target audience and general public throughout the year.

- **Scope of Services**

The selected consultant must perform the following tasks, in order to achieve above mentioned objectives:

1. **National Portal Annual Maintenance Service (AMC)**

   i. **Web Portal Management**

   The consultant is required to ensure the smooth running of the existing national portal web application and dependent services. The current portal is built on JAVA Spring Framework. The consultant should ensure seamless functioning of the available menus, external links, web API based e-services, search engine, session-based user activities and other business flow. The user experience shall remain intact across different browsers and screen sizes including portable devices.

   ii. **Database management**

   The consultant is required to ensure smooth functioning of the database that records agency user details, dynamic content mapping information, roles and access controls, user activity trails and entire portal transactions. The current portal uses Oracle 12c relational database. The consultant should ensure scheduled backups, necessary reports and documentation, configuration changes or migration, user and roles management, database access control, regular security assessment and mitigation, prepare supplementary reports and timely installation of third party tools required by the employer.

   iii. **CMS Management**

   The consultant is required to ensure smooth functioning of the customized Content Management System currently used by the national portal. The CMS should be flexible enough to incorporate new contents, agencies, users and roles. The agency wise business flow should remain intact and perform seamlessly while creating, updating or deleting contents or users. The system should gracefully allow implementation of new federal structure while introducing federal and local agencies without going any major architectural changes.

   iv. **API Management**

   The national portal of the government of Nepal is a centralized window for variety of electronic services provided by the government agencies to the general public and other agency users. The e-services are based on Web APIs availed by the respective agencies. The consultant should be responsible for managing those APIs. The service consumption from the portal should adapt to evolving e-services provided by the agencies. The consultant should regularly monitor the performance and configuration changes in the APIs. In case of changes
in the web services, the consultant should co-ordinate with the employer and the corresponding agency to make necessary configuration in order to smooth functioning of the e-services.

v. Server Management and Security

The national portal [www.nepal.gov.np](http://www.nepal.gov.np) is hosted in a Linux (RHEL 6) environment residing over a VM (Virtual Machine) stack inside Government Integrated Data Center (GIDC), Singhadurbar. The VM hosts the JAVA portal, Oracle database and Document Storage System (Alfresco). The consultant should be responsible for managing server access control, maintaining backups, installing security certificates (SSL), monitoring server security threats and performance and take any necessary actions on time to mitigate any vulnerability or service outage.

vi. Document Storage and Security

The national portal uses Alfresco 3.4.d Community Edition to store data/media files and HTMLs in the Storage Server. The consultant shall be responsible in managing the storage system including access control, scheduled backups, data encryption and security, vulnerability assessment and mitigation.

2. National Portal Content Management Help Desk Service

The Consultant is required to maintain a help desk for content management in the national portal with a dedicated help desk resource at Client’s venue. The help desk will perform following tasks:

- Register Ministries/Departments/Agencies and their users in Content Management System.
- Assign respective content creation/update page to respective agencies users.
- Provide necessary training to the NITC and Ministries/Departments/Agencies users.
- Coordinate with agencies of Government of Nepal (Ministries/Departments/Agencies) to create and update contents in the portal and any other support required by the agencies to do the same
- Maintain Log book and records of content updates in the national portal
- Continuously assess the relevance of the existing contents and update accordingly
- Any other tasks assigned by the client regarding national portal content updating.

3. Mobile App Development

The Consultant is required to develop mobile applications for the national portal and make it available on both Android and iOS stores (Playstore and Appstore). The Mobile apps should include the following information:

- E-Services from Agencies available in the national portal
- Citizen centric value-added Subscription (Name, Mobile No, login via Facebook account) based services:
  - Disaster Report including photo/GPS (Alert to specified Agency),
  - Call for Rescue (Alert to specified agency)
  - Report Epidemic (Alert to specified agency)
  - Report a Crime/Abuse (Alert to specified agency),
  - Road Closure notice (Alert to specified agency),
**The subscription based services will be available only upon registration to the national portal app.**

- Police records (Most Wanted, Missing/found persons, Interpol notices, Lost/found vehicles)
- Agencies contents from existing national portal
- Traffic requests to public alerts
- Airport permitted goods check list
- Terms of use for subscribed user
- Search Functionality
- Help Section for application
- Frequently Asked Questions (FAQs)

Agency users should be available to login into the mobile app via available login credentials from the existing portal. Limited information may be stored in the mobile device itself so that the performance of the application is optimal and light weight. The mobile app should at least be 3 tiers token based application (Front End Interface, API layer, and Database layer).

**Other tasks for the Consultant**

- Create and manage Appstore/Playstore profile on behalf of the client
- Publish the apps
- Prepare necessary technical documentations for usage

**4. Enterprise Repository with Federated Approach and Other Enhancement Areas**

A common framework for portal to federal agencies including multimedia and animations introducing federal states

*Including:*
  - Online services in that federal state
  - Courts
  - State Directory
  - State government’s online presence on social media
  - Online applications and forms
  - Electoral and Voter’s information /online service
  - Public Calendar
  - Events/Disaster Archives (video footage, research library)
  - Agency wise information search feature

The Consultant is required to develop the framework manageable through custom CMS. The interface should display as a custom portal for the assigned federal state in the following URL format: [www.nepal.gov.np/STATE_AgencyName](http://www.nepal.gov.np/STATE_AgencyName)
The framework should support unlimited number of custom portals for any number of added states.

- Report/Complain to Ministry (GUNASO) – Select Ministry, Type Message, Attach file/photo, send to specified agency
- Use @Ministry/@Agency feature to communicate between agency users (logged in users) to help coordination for any public purpose
- Post notices as alerts by Ministry/Agency
- Face book and Twitter Page
- Additional e-services
- Kids e-Learning (Grade wise e-Library)

5. Implement GEA Compliance Security Standards in National Portal

- Implement GEA Compliance Security Standards in National Portal as per GEA Security Architecture in:
  - Application Layer
  - Database Layer
  - CMS Layer

6. Prepare Technical Documentation

The Consultant is required to prepare detail documentation of the project including:

- Software Requirement Specification (SRS)
- Technical Documentation including mockups and designs
- Report with Source Code Organization
- Test Case Report
- User manual for NITC and Agency users
- Project Completion Report
- Project Correspondence Documents

7. User Training and Capacity Development

User Training and Capacity Development will be conducted by the Consultant for NITC Officers, agencies IT focal persons, Agencies’ Information Officers, Agencies Spokesperson, at different stages of project execution.

8. Agency Survey (Ministries and Constitutional Bodies) and content discussion and implementation

The Consultant will be required to make necessary visits to the ministries and constitutional bodies of Government of Nepal and finalize the contents (information’s) and e-services owned by respective agencies, their departments and offices that can be
Basic Data and previous work related study

Since this assignment is based on upgradation of National Portal, CMS hosted and owned by NITC, the consultant selected for the assignment should analyze the existing source code of National Portal. The consultant should present the plan and strategy for the quality delivery of service and activities performed during assignment should not affect the features, functionality, information and services in currently available in production environment.

Knowledge or technology transfer

The consultant should clearly mention the plan in the EOI for performing the knowledge and technology transfer session to NITC Technical team. Consultant should provide technical training on system architecture to maximum of 25 people including core technical team from NITC and other Government Agencies. Consultant should clearly mention the training strategy and training plan for the same in EOI.

Qualification, Experience and estimated inputs of Key Personnel

Qualification and experience of the consulting company

- Should have at least 7 years of software development and consulting experience in Nepal’s IT Industry.
- Should have worked in at least 2 Government or public organizations in last 3 years.
- Should have developed at least two enterprise level applications for Government of Nepal in last 5 years.
- Should have designed and developed more than one e-Government Portal for Government of Nepal.
- Should demonstrate extensive work experience and profile in e-service integration between various Government Agencies which should belong to G2G, G2B and G2G services.
- Should have developed at least two enterprise level application for public organizations or Government Organizations with single contract value of more than 6 Million (excluding VAT).
- Should have performed Information Security Audit and suggested recommendations in more than 5 public institutions.
- Should have Average Annual Turnover of the firm for last 5 years equal to 9 Million NRS.

Qualification and experience of the key personnel

a. Project Manager/ Team Leader (1 with input 6 Person Months)

- Should have Master’s degree in Computer Engineering/ IT/ Msc IT or Equivalent.
- Should demonstrate more than 8 years of Project Management Experience in
executing ICT development projects.
- Should have at least 5 years of consulting experience in Nepal’s IT Industry in developing web applications, MIS, e-Government System, etc.
- Should demonstrate experience and knowledge working with Government or public organizations and followed GEA and Ne-GIF standards and implementations in developing applications.
- Should have executed service integration of more than 5 e-Services through middleware.
- Should have developed Information Security Standards and performed Information System Audit.

b. **Solution Architect (1 with input 5 Person Months)**

- Should have Master’s degree in Computer Engineering/ IT/ Msc IT or Equivalent.
- Should have more than 5 years of experience in software development
- Should have experience in system design for at least 2 e-Government Portal involving mockup and wireframe design.
- Should have experience in Enterprise Architecture and Enterprise Solution Implementation.
- Should have excellent communication skills and proficiency in creating instant mockups to reflect client’s requirement
- Should have experience of designing more than 5 Web service integration with G2C, G2G and G2B.

c. **UI Designer (1 with 3 Person Month)**

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have more than 5 years of experience in executing e-Governance Project for Government and Public Institutions.
- Should have experience in designing more than 2 e-Government Portal involving mockup and wireframe design.
- Should have experience of designing more than 5 Web service integration with G2C, G2G and G2B.

d. **Database Expert (1 with 6 Person Months)**

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have more than 5 years of experience in developing e-Governance Project for Government and Public Institutions.
- Should have more than 5 years of experience in designing Database System for enterprise applications.
- Should have experience in development of more than 2 e-Government Portal following GEA and Ne-GIF standard.
- Should have experience of developing and integrating more than 5 Web service with
G2C, G2G and G2B.

\[ e. \quad \textbf{Web Developer (3 with 3 Person Months)} \]

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have more than 5 years of experience in developing e-Governance Project for Government and Public Institutions.
- Should have experience in development of more than 2 e-Government Portal following GEA and Ne-GIF standard.
- Should have experience of developing and integrating more than 5 Web service with G2C, G2G and G2B.

\[ f. \quad \textbf{Programmer (1 with 6 Person Months)} \]

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have more than 5 years of experience in developing e-Governance Project for Government and Public Institutions.
- Should have experience in development of more than 2 e-Government Portal following GEA and Ne-GIF standard.
- Should have experience of developing and integrating more than 5 Webservice with G2C, G2G and G2B.

\[ g. \quad \textbf{Mobile App Developer (2 with 3 Person Months)} \]

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should be fluent in object-oriented programming languages such as Java, Objective-C and C++.
- Should have more than 2 years of experience in programming
- Should have hands on knowledge on cross platform mobile application development for common app workable in both android and iOS platforms
- Should be able to implement application programming interfaces (APIs) to support mobile functionality
- Should be able to create appstore/playstore pages and publish the applications as and when required

\[ h. \quad \textbf{Help Desk Personnel (1 with 6 Person Months)} \]

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have experience working as helpdesk personnel for at least 2 e-Government portals following GEA and NE-GIF standards.
- Should have fluency in communication (Nepali and English) both oral and written.
- Should have good knowledge in handling CMS and programming knowledge in HTML and CSS.
- Should have experience in provide system operational training to agencies users.
i. **System and Security Expert (1 with 4 Person Months)**

- Should have bachelor’s degree in IT
- Should have at least 4 years of experience in system administration including data center infrastructure setup, configuration, network security, and support.
- Should have strong knowledge on virtualization and management tools like Vshpere, Citrix, VMwares, VNC
- Should be able to setup security policies for server and network devices independently.
- Should have a strong grasp of server security (e.g. firewalls, SSL and intrusion detection systems)
- Should have Red Hat Certified Engineer (RHCE) certification
- Should have strong knowledge of platforms and OS like Windows, Linux
- Should have profound knowledge on GEA Security Standards.

j. **Mobile API developer (1 with 3 Person Months)**

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should be able to migrate and adapt existing web applications to the leading mobile API platforms.
- Should have experience of developing and integrating more than 5 Web service/Web APIs with G2C, G2G and G2B.

k. **Technical Writer (1 with 2 Person Months)**

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should be highly familiar on Software Development Life Cycle, Database Management, Object Oriented Programming language and Agile Concept
- Should have excellent verbal, written and interpersonal skills
- Should have good experience on technical documentation such as Software Requirement Specifications, Design Documents, Database Entity Relationship Diagrams, training manuals, visual aids, etc.
- Should have excellent knowledge in MS Word, Excel, Visio, Project Planning Tools
- Should have excellent typing skills in both English and Nepali
- Should be able to translate Nepali to English and vice versa
- Should have experience of technical documentation for at least 2 e-Government applications complying GEA and NE-GIF standards.

l. **Quality Analyst (2 with 3 Person Months)**

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have more than 5 years of experience in testing and documentation of e-Governance Project for Government and Public Institutions.
- Should have experience in preparing test strategy, test case reports and executing test cases in more than 2 e-Government Portal following GEA and Ne-GIF standard
- Should have experience of preparing test strategy, test case reports and executing test cases more than 5 Web service with G2C, G2G and G2B.

  \textit{m. Content Management Specialist (1 with 6 Person Months)}

- Should have Bachelor’s degree in Computer Engineering/ Electronics Engineering/ IT or Equivalent.
- Should have more than 5 years of experience in content management in Government Web Portal.
- Should have experience in preparing content mapping sheet and content update logbook.
- Should have experience of content import and export functionality using CMS.

\section*{9. Duration of Services and Time Schedule}

The consultant should propose the time schedule and activity schedule for stipulated time frame of 8 months after signing the contract.

\section*{10. Reporting Requirement}

During the assignment period, the consultant should submit the monthly status report to NITC as a part of status reporting. In addition to this consultant should prepare and submit the final report to NITC after completion of assignment along with list of required deliverables mentioned in (Section 5) of Scope of Work.

\section*{11. Local Services, Personnel, Equipment and Physical Facilities etc. to be provided by the Client}

During the assignment period, NITC will provide the workspace for the consultant. Beside this, NITC will facilitate the consultant to visit and arrange meeting with implementing agencies for e-service who can assist consultant in performing the assignment.
D. 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.

<table>
<thead>
<tr>
<th>i) Eligibility &amp; Completeness Test</th>
<th>Compliance</th>
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<tbody>
<tr>
<td>Copy of Registration of the company/firm</td>
<td>Yes</td>
</tr>
<tr>
<td>VAT/PAN Registration</td>
<td>Yes</td>
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<tr>
<td>Tax Clearance [2072/73]</td>
<td>Yes</td>
</tr>
<tr>
<td>EOI Form 1: Letter of Application</td>
<td>Yes</td>
</tr>
<tr>
<td>EOI Form 2: Applicant’s Information Form</td>
<td>Yes</td>
</tr>
<tr>
<td>EOI Form 3: Experience (3(A) and 3(B))</td>
<td>Yes</td>
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<tr>
<td>EOI Form 4: Capacity</td>
<td>Yes</td>
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<td>EOI Form 5: Qualification of Key Experts</td>
<td>Yes</td>
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<th>ii) EOI Evaluation Criteria</th>
<th>Weightage</th>
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<tr>
<td>A. Qualification</td>
<td></td>
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<tr>
<td>Qualification of Key Experts</td>
<td>50%</td>
</tr>
<tr>
<td>Experience of Key Experts in similar assignments</td>
<td></td>
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<tr>
<td>B. Experience</td>
<td></td>
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<tr>
<td>General Experience of consulting firm</td>
<td>40%</td>
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<tr>
<td>Specific experience of consulting firm within last 7 years.</td>
<td></td>
</tr>
<tr>
<td>C. Capacity</td>
<td></td>
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<tr>
<td>Financial Capacity</td>
<td>10%</td>
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E. EOI Forms & Formats

Form 1. Letter of Application
Form 2. Applicant’s information
Form 3. Experience (General and Specific)
Form 4. Capacity
Form 5. Qualification of Key Experts
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.¹

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

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.
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):
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.)
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*
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</table>
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)

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in current NRs; US$ or Euro)²:</th>
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<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
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<tr>
<td>Location within country:</td>
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<tr>
<td>Name of Client:</td>
<td>Total No. of person-months of the assignment:</td>
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<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):</td>
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<tr>
<td>Start date (month/year):</td>
<td>No. of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
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<tr>
<td>Completion date (month/year):</td>
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<tr>
<td>Name of joint venture partner or sub-Consultants, if any:</td>
<td>Narrative description of Project:</td>
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<td>Description of actual services provided in the assignment:</td>
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</table>

Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.

Firm’s Name: ____________________________________________
3(C). Geographic Experience

Experience of working in similar geographic region or country
(In case of joint venture of two or more firms to be filled separately for each constituent member)

<table>
<thead>
<tr>
<th>No</th>
<th>Name of the Project</th>
<th>Location (Country/ Region)</th>
<th>Execution Year and Duration</th>
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4. Capacity

4(A). Financial Capacity
(In case of joint venture of two or more firms to be filled separately for each constituent member)

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<th>Amount Currency</th>
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- Average Annual Turnover

(Note: Supporting documents for Average Turnover should be submitted for the above.)
4(B). Infrastructure/equipment related to the proposed assignment

<table>
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<th>No</th>
<th>Infrastructure/equipment Required</th>
<th>Requirements Description</th>
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5. **Key Experts** *(Include details of Key Experts only)*

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

<table>
<thead>
<tr>
<th>SN</th>
<th>Name</th>
<th>Position</th>
<th>Highest Qualification</th>
<th>Work Experience (in year)</th>
<th>Specific Work Experience (in year)</th>
<th>Nationality</th>
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*(Please insert more rows as necessary)*