

**INVITATION  
OF  
the EXPRESSION OF INTEREST  
for  
Design, Development, Installation and  
Commissioning (Implementation) of  
Financial Information Unit Intelligence System Software (FIUISS)**

**for  
the Nepal Rastra Bank (the Central Bank of Nepal)**

**June, 2010**

**Nepal Rastra Bank  
General Services Department  
Baluwatar, Kathmandu  
Nepal.**

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**Acronym:**

AML	Anti-money Laundering
CFT	Combating the Financial Terrorism
EOI	Expression of Interest
FIU	Financial Information Unit
FIUISS	Financial Information Unit Intelligence System Software
MoU	Memorandum of Understanding
NRB	Nepal Rastra Bank
RFP	Request for Proposal
BFI	Banks and Financial Institutions
GoN	Government of Nepal
JV	Joint Venture

# Advertisement

General Services Department  
Baluwatar, Kathmandu, Nepal

## Request for the Expression of Interest (EOI)

**First date of publication : . . .13.07.2010**  
**Last date of Submission: Within 30th**  
**day of first publication (office hour)**

**Project :** Design, development, Installation and Commissioning (Implementation) of Financial Information Unit Intelligence System Software (FIUISS) for the Nepal Rastra Bank.

**Financing:** Budget of the Nepal Rastra Bank (NRB)

Financial Information Unit (FIU) was established under NRB in accordance with the section 9 of the "Sampati Suddhikaran (Money laundering) Nibaran Ain, 2064" to obtain financial activities report and information from various reporting agencies. The data so received by the FIU is systematized, analyzed and disseminated to AML Investigation Department, GoN and other related agencies for further investigation and prosecution.

This procurement is for the design, development and implementation of a state-of-the-art FIUISS. The selected software vendor will be responsible for the successful system implementation responsibility for live operation following system cutover till the period of warranty.

1. Interested national/international consulting firm/company can purchase application forms upon submission of a written application addressed to the Executive Director, Nepal Rastra Bank, General Services Department, Baluwatar, Kathmandu, Nepal during office hours from the first date of the publication of this notice. Forms will be available at the General Services Department upon payment of Rs. 5000 (Rupees Five Thousands) only, which is non-refundable.
2. EOI Documents duly completed in English should be submitted on or before the **30th day** of the first date of the publication of this notice during office hours in a sealed envelope. In case of public holiday on 30th day, applications may be submitted during the office hours on the next working day.
3. Application forms should be duly filled up and signed by the authorized person with the vendor's official seal.
4. Information submitted by the applicants will be treated as confidential and the application will not be returned.
5. Application will be opened in the presence of attending applicants or their authorized representatives at 14:00 hrs on the 31st day from the first date of publication of this notice. In case of public holiday on the 31st day, applications shall be opened at 2.00 p.m. on the next working day.
6. The Bank, however, reserves the right to open the documents in the absence of the consulting firm/companys ' authorized representatives as well.
7. The Bank also reserves the right to accept or reject any or all applications.
8. Application received after the due date will not be entertained.
9. Name of short-listed applicant will be made public and informed.
10. Other related information may be obtained from Nepal Rastra Bank, General Services Department, Baluwatar, Kathmandu during office hours.
11. The EOI notice and related documents can be viewed at this Bank's website: <http://www.nrb.org.np>.

## Letter of application

[letterhead paper of the Applicant including full postal address, telephone, facsimile and electronic mail]

Date:

The Executive Director  
Nepal Rastra Bank  
General Services Department  
Baluwatar, Kathmandu  
Nepal.

### Re: Design, Development, Installation and Commissioning (Implementation) of Financial Information Unit Intelligence System Software (FIUISS)

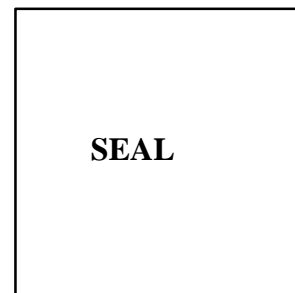
1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the EOI requirements and information provided, the undersigned hereby applies for EOI to bid on the Design, Development, Installation and Commissioning (Implementation) of FIUISS for the Nepal Rastra Bank, the central bank of Nepal.
2. Attached to this letter are copies of original documents defining;
  - a. the Applicant's legal status;
  - b. the principal place of business; and
  - c. the place of incorporation/registration, or the place of registration and the nationality of the proprietor/partners/shareholders.
3. NRB, its authorized representatives or any legally competent agencies are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our other Agencies and Clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to NRB, related agency or its authorized representative to ask the applicant any supporting information and documents deemed necessary or verify statements and information provided with this application, such as the resources, experience and competence of the Applicant etc. The applicant will furnish all the information and documents as demanded.
4. NRB, related agency or its authorized representative may contact the following persons for further information:

Contact 1	Contact 2
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Mobile No:	Mobile No:
Fax:	Fax:
E-mail:	E-mail:

5. This application is made with the full understanding that:
- a. bids by EOI Applicants will be subject to verification of all information submitted for EOI short-listed at the time of bidding.
  - b. NRB reserves the right to:
    - ~~///~~ amend the scope and value of contract to be bid under this project; in which event, Request for Proposal (RFP) will be invited only from those Applicants who meet the amended EOI requirements; and
    - ~~///~~ reject or accept any application, cancel the EOI process and reject all applications.
  - c. NRB shall not be liable for any such actions set under 5(b) as mentioned above.
6. The undersigned hereby also declares that the statements made and the information/documents provided by us in this EOI are unconditional and complete, true and correct in every detail and accept that any misinterpretation contained in it may lead to our disqualification.

Yours faithfully,

(Signature of Authorized Signatory)



(Name, Title and Address of the Applicant)

**Terms of Reference of**  
**Request for Expression of Interest (EOI)**

**Subject :**     **Design, Development, Installation and Commissioning (Implementation) of Financial Information Unit Intelligence System Software for the Nepal Rastra Bank (NRB), the Central Bank of Nepal.**

**Background Information**

Established in 1955 under the Nepal Rastra Bank Act, NRB is an apex body in the financial sector of Nepal. The central office of the bank is located at Baluwatar, Kathmandu.

Financial Information Unit (FIU) was established under NRB in accordance with the section 9 of the "Sampati Suddhikaran (Money Laundering) Nibaran Ain, 2064". FIU obtains report/information on financial activities, processes it and discloses it to the Anti-Money Laundering Investigation Department and other relevant authorities for further investigation and prosecution. FIU is taking on the role of financial regulators responsible for enforcing compliance with anti-money laundering and anti-terrorist financing laws, regulation and guidelines.

The FIUISS is basic instrument for conducting its functions. NRB is expecting that it will improve efficiency and effectiveness of data collection, profiling, matching, analyzing, work flow management, reporting to subjective authorities etc. FIUISS should enable the working staff to face challenges encountered by the ongoing transformation in the AML and CFT.

**Broad Scope of Work:**

This procurement is for the design, development and implementation of a state-of-the-art FIUISS. The selected software vendor will be responsible for analyzing the requirements, designing, developing and implementing the FIUISS system as well as live operation of the system within the time frame stated in the document.

The broad scope of this procurement includes:-

- ~~✍~~ Analyzing (Feasibility and System), designing the solution and proposing system architecture, developing, installing, testing and implementation of the FIUISS,
- ~~✍~~ Specification of the required hardware, networking architecture and other infrastructures to support the FIUISS,
- ~~✍~~ All technical and operational documentation of the FIUISS,
- ~~✍~~ Training (Operational and Technical) of staffs of NRB, reporting institutions and law enforcement agencies in operating the system,
- ~~✍~~ Post-implementation warrantee, Annual Maintenance Contract (AMC) and ongoing support of the FIUISS.
- ~~✍~~ Include the Business Continuity Plan to run the system in case of disasters.

Some of the features of FIUISS are as follows:

- ~~✍~~ Secure data collection and reply capabilities from/to all related entities like BFIs, casinos, money changers, money remittance/transferor companies, insurance companies and business persons, co-operatives, stock market, securities brokers and other securities business persons, precious metals or stones (gold, silver, gems, diamond etc.) businesspersons, real estate brokers, lawyers, accountants, auditors and other professionals as well as from/to international organizations/FIUs/agencies and about 20 governmental departments comprising of many more branches including 75+ Land Revenue Office, Tax offices, Custom Offices, Immigration, Nepal Police, Office of the Company Registrar, postal bank etc.

- ❌ FIUISS should maintain authenticity of the information by the maker-checker and audit trail concepts.
- ❌ Ad-hoc queries in the database.
- ❌ Matching of transactions.
- ❌ Statistical reports (reports received and processed by entities/types etc; entities not submitting the reports in the data range; total reports received in a given period; total cases generated in the period etc).
- ❌ Tools for analysis of data (detail strategic, tactical and rule based as per practices in international sector)
- ❌ Profiling of data.
- ❌ Fully customizable risk scoring.
- ❌ Workflow, Task Assignment and Tracking of Tasks.
- ❌ Document management of cases.
- ❌ Tools for report writing.
- ❌ Browser based user-friendly interface and file upload mechanism for batch processors.
- ❌ Messaging system to the registered users.
- ❌ End-user should be electronically informed about the data they submitted which did not have required fields, so that they can re-submit the data.
- ❌ FIUISS solution should be based on secured web-based architecture and it should be supported through a robust Relational Data Base Management System, which can handle large volume of data.
- ❌ Should support both Nepali (Bikram Sambat) and English (Gregorian) date.
- ❌ Solution should be secured with Reporting, Data Archiving, Audit Trail, Backup Management and other functionality.

It is anticipated that selected vendor will be in constant consultation with the bank's FIU during analysis, design, development, implementation and training to ensure the right track of the solution for catering to specific user needs. The selected vendor must be capable of providing enough manpower, financial resources and equipment to perform the entire scope of work mentioned herein.

### **Terms of Supply**

Approximate expected delivery time is 9 months; 3 months for design and 6 months for development, testing, training and implementation.

### **Source of Funding**

Budget of the Nepal Rastra Bank.

### **Eligibility Criteria**

1. Consulting firm/company should be in existence for at least three years, and must be in the business of secure web based software design, development, installation and commissioning (implementing) the software products during the said period.
2. Consulting firm/company must have successfully designed, developed, installed and commissioned (implementation) the secure web based software for at least two government agencies or corporations or public limited organizations.
3. Consulting firm/company must have average annual turnover of 5 million rupees during the past 3 years.
4. Consulting firm/company must have minimum net worth of one million rupees.
5. The Consulting firm/company must be capable of and commit/present for providing enough manpower, financial resources and equipment to perform the entire scope of work mentioned herein.

6. Registered/licensed firm or a company may submit EoI. For the short-listing purposes, the combined experience of the lead and associate consulting firm/company would be considered, although the qualifications of the lead consulting firm/company will be given greater weightage. In addition to authenticated hard copy, the consulting firm/company must submit information in soft copy.
7. Short-listing will be based primarily on the evaluation of information/documents included in the EOI template.
8. In case of joint venture consulting firm/company, the role and responsibility of each partner should be furnished.
9. Consulting firm/company are also required to submit the list of third-party support, if it is required for this project.
10. A consulting firm/company either single or joint venture or local partner or associate can apply only in one EOI. To avoid confusion and possible elimination after short-listing, lead firms of association or joint ventures are strongly advised to confirm relationships (exclusive or non-exclusive) with selected associates or partner prior to expressing interest.

**1. Applicant Details**

<b>1.1</b>	<b>Name of the Applicant</b>	<b>Details</b>	<b>Remarks</b>
1.1.1	a. Address of office responding to this EOI b. Address of main office: c. Details of/partners/promoters/directors d. Date of incorporation of the company e. Copy of MoU in case of JV f. Power of attorney to sign on behalf of JV		<b>In the JV bid, all above details of all partners, associates, agent etc.</b>
1.1.2.	Telephone no Mobile no		
1.1.3.	Fax		
1.1.4.	Email		
1.1.5	Website		
1.1.6.	Contact Names		
<b>1.2.</b>	<b>Person Authorized to Submit the EOI</b>		
1.2.1	Name / Surname		
1.2.2	Position		
1.2.3	Contacts Address Telephone No. Mobile No Fax Email		
<b>1.3.</b>	<b>Person for Communication (if different from 1.2)</b>		
1.3.1	Name / Surname		
1.3.2	Position		
1.3.3	Contacts Address Telephone No. Mobile No Fax Email		

**2. Financial Capability of the Applicant**

<b>2.1</b>	<b>Financial Capability* (For each member in case of JV)</b>	
2.1.1	Annual Turnover for the last 3 years	
	<b>Year</b>	<b>Turnover (.....)</b>
	2007	
	2008	
	2009	
2.1.2	Net Worth for the last 3 years	
	<b>Year</b>	<b>Net Worth (.....)</b>
	2007	
	2008	
	2009	
	*as per audited financial statements	

**3. Technical Capabilities of the Applicant**

3.1	<b>List all the similar projects completed within the past three years and provide for each of these projects the following information: (Please use this separate sheet for each project)</b>	
	List of Similar Projects	
	Project name and location	
	Name of software	
	Details of functionality within software	
	Overall cost of Project	
	Client's Owner's references: Names/ Company/ Title, Telephone number/ Fax number, email address, website	
	Date of commencement, Date of Completion or current status	
	Was the system Analysis, design, development, Testing, installation and implementation completed within the expected schedule? If no, describe nature and duration of delay	
	State if the project had cost overrun; if so, describe its nature and state amount	
	Itemize work performed in this project by the firm (e.g. analysis, design, development, testing, installation, maintenance & training)	
	Itemize work sub-contracted under this project (e.g. if applicable installation, maintenance & training)	
	Average number of work force	
	Available equipments for the project	
	If available, please provide website address of the finished project	
	Client Certificate for the project	
	Additional information, if any may be provided in separate sheets	

#### 4. The EOI should also comprise of the following information

##### a. Description of Business

For each of the items in the list given below, the Applicants should provide a brief paragraph or description of the requested verifiable information. Where lists are requested, please only provide a list without any description:

- ~~///~~ Kind of business
- ~~///~~ History of the company/business
- ~~///~~ Field(s) of specialization
- ~~///~~ Organizational affiliation(s)
- ~~///~~ Organizational infrastructure including locations of offices worldwide
- ~~///~~ Total number of employees
- ~~///~~ List of items/services sold or offered
- ~~///~~ List of clients
- ~~///~~ List of two relevant major Projects carried out
- ~~///~~ Brief description of each Project along with contract value
- ~~///~~ Company profile, Work experience, Available technical manpower of Local Partner/Service Center who will be providing local services in Nepal.

##### b. Personnel Capabilities

Please give description of the personnel/experts who are going to be directly involved in the proposed job. Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets for each candidate

Applicants may propose alternative management and implementation arrangements requiring different key personnel/experts with their qualifications, training and experience records.

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

### **c. Litigation History**

Applicants shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of client, causes of litigation and matter in dispute	Disputed amount (current value)

### **d. Submission of Applications**

Information available from and EOI to be Addressed to:	Executive Director Nepal Rastra Bank General Services Department Baluwatar, Kathmandu Nepal.
Phone:	977-1-4411834
Fax No.:	977-1-4414955
Email :	<a href="mailto:gsd@nrb.org.np">gsd@nrb.org.np</a>
Last Date for Submission	Hard copy should be submitted at above said office on or before <b><u>5.00 pm on 11.08.2010 in a sealed envelop.</u></b>
Envelope Marking	EOI for Design, Development, Installation and Commissioning (Implementation) of FIUISS for the Nepal Rastra Bank.
Language	EOI documents as well as all other correspondence will be in English.

### **e. Submission of Documents**

In addition to the documents mentioned elsewhere in this EOI, the applicant should also submit the following documents along with this EOI:

1. Copy of Company/Firm/Proprietor's Registration Certificate
2. Copy of Business License Certificate (an authorization letter to conduct business)
3. Copy of the registration document that shows the objectives and functions of the consulting firm/company.
4. Copy of citizenship/passport of proprietor, partners, or board of directors of a company.
5. Statement presenting the competence of personnel/experts going to work in this project.
6. Copy of VAT registration certificate to Nepali consulting firm/company.
7. Tax clearance certificate or Tax detail submission proof for at least F/Y 2065/066 to Nepali consulting firm/company.
8. Original bid purchase receipt provided by the bank.
9. Copy of experience certificate/s for self developed two secure web based software, issued by two government agencies or corporations or public limited organizations, as per this EOI mentioning that the consulting firm/company has successfully designed,

- developed, commissioned, implemented and supported secured web-based applications with client digital-id authentication within the last three years.
10. Self declaration letter mentioning its eligibility to bid, enough technical know how, skill, resources and financial capability, competence and strength, its fairness in the system design, development and implementation process, no record or involvement in criminal/fraudulent/illegal activities, compliance to any applicable legal instruments.

?? **The Applicant shall read and the applicant or its authorized official must sign on each and every page of the EOI application and documents.**

?? **An official seal must be affixed with such signature.**

?? **The proposal must contain no interlineations or overwriting except as necessary to correct errors. In each correction, the applicant or authorized official himself/herself must sign to give it validity.**

?? **Except the original documents, all the duplicate documents to be submitted with the Application must have been attested by the notary public.**

**Note:** All information and Documentations are also to be provided electronically via email or on a CD.

**5. Disclaimer**

1. Each prospective consulting firm/company should conduct his own study and analysis and check the accuracy, reliability and completeness of the information in this EOI and obtain independent advice from appropriate source before submission of this EOI and later RFP, if short-listed.
2. Neither NRB, nor their employees will have any liability to any prospective consulting firm/company or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI.
3. NRB reserves the right to reject any or all of the EOIs submitted in response to this EOI document at any stage without assigning any reasons whatsoever. NRB also reserves the right to hold, or withdraw or cancel the process at any stage under intimation to the consulting firm/company who submit the EOI.
4. NRB also reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present Invitation and call for fresh Invitation.
5. Neither NRB nor their employees will have any liability in case of non-receipt of any correspondence from them to the consulting firm/company due to delays.
6. The applicable laws for the purpose are the laws of Nepal.
7. The consulting firms/companys are expected to know the relevant Act, rules and directives, practices and requirements from the FIU, NRB.

