

INVITATION
for
EXPRESSION OF INTEREST

Design, Development, Installation and Commissioning
of
On-line Data Collection and Dissemination System Software
(ODCDSS)

Nepal Rastra Bank
General Services Department
Baluwatar, Kathmandu, Nepal

November 2011

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Nepal Rastra Bank
General Services Department
Baluwatar, Kathmandu, Nepal

Request for the Expression of Interest (EoI)

First date of Publication: 12 November 2011

Last date of Submission: 31st day of the first date of the publication (before 14:00 hrs NST).

Project: Design, Development, Installation and Commissioning of On-line Data Collection and Dissemination System Software (ODCDSS) for Nepal Rastra Bank.

Financing: Budget of Nepal Rastra Bank

Established in 1955 under Nepal Rastra Bank Act, Nepal Rastra Bank is the apex body in the financial sector of Nepal. It is an autonomous body, governed by its Board of Directors as mentioned in the Act. The Central Office of the Bank is located at Baluwatar. In addition to the Central Office, Nepal Rastra Bank (NRB) carries out business activities in eight further offices including Banking Office in Thapathali, Kathmandu and 7 NRB Offices outside Kathmandu valley. The 7 NRB Offices are located in principal cities namely Biratnagar, Janakpur, Birgunj, Pokhara, Siddharthanagar, Nepalgunj and Dhangadhi. NRB is responsible for all central banking activities. These include formulation and implementation of monetary policy, regulation and supervision of commercial banks and financial institutions, management of foreign exchange reserves, printing and issuing of notes, acting as a banker and advisor for the government and government agencies, and banker to Commercial Banks and Financial Institutions (BFIs).

NRB Performs a broad range of traditional central banking activities including the data collection from BFIs and Foreign Exchange License Holders (FELHs) licensed by NRB for regulatory and supervisory purposes. NRB also collects necessary data from various government agencies for the purpose of monetary management. NRB compiles those data and generates several types of reports for internal purpose as well as for disseminating relevant information to the public and other stakeholders.

This procurement is for the design, development, installation and commissioning of a state-of-the-art ODCDSS. The selected Firm shall be responsible for the successful system implementation for live operation following system cutover till the period of one year warranty.

1. Interested national 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 shall be available at the General Services Department upon payment of Rs.5,000 (Rupees Five Thousands only), which is non-

refundable, till 30th day of the first day of the publication of this notice during office hours.

2. EoI Documents duly completed in English should be submitted on or before the **31st day** of the first date of the publication of this notice at **14:00 hrs NST** in a sealed envelope. In case of public holiday on 31st day, applications may be submitted during the same hours on the next working day.
3. Application Forms should be duly filled up and signed by the authorized person with the Firm/Company's official seal affixed.
4. Information submitted by the Applicants shall be treated as confidential and the application shall not be returned.
5. Application shall be opened in the presence of attending applicants or their authorized representatives at 15:00 hrs NST 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 15:00 hrs NST on the next working day.
6. NRB, however, reserves the right to open documents in absence of the Firm/Company's authorized representatives as well.
7. NRB also reserves the right to accept or reject any or all applications.
8. Application received after the due date shall not be entertained.
9. Name of short-listed applicant shall 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 NRB's website: <http://www.nrb.org.np>.
12. The Applicants may submit EoI Form downloaded from website along with original receipt of Form purchase at the time of submission.

Letter of Application

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

Date:

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

Re: Design, Development, Installation and Commissioning of On-line Data Collection and Dissemination System Software (ODCDSS)

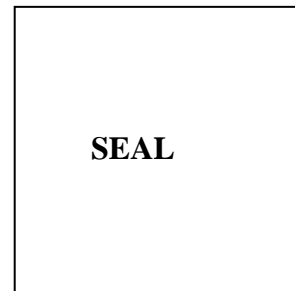
1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the EoI requirements and information provided, the undersigned hereby applies for EoI to bid on the Design, Development, Installation and Commissioning of ODCDSS for NRB.
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.
 - d. Intellectual Property Right (IPR) and other relevant patent rights of the software and IT related products, if any.
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 shall 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 shall 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 shall be subject to verification of all information submitted for EoI shortlisting 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) shall 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 of On-line Data Collection and Dissemination System Software for Nepal Rastra Bank.

Background Information

Established in 1955 under Nepal Rastra Bank Act, Nepal Rastra Bank (NRB) is the apex body in the financial sector of Nepal. It is an autonomous body, governed by its Board of Directors as mentioned in the Act. The Central Office of NRB is located at Baluwatar. In addition to the Central Office, NRB carries out business activities in eight further offices including Banking Office in Thapathali, Kathmandu and 7 NRB Offices outside Kathmandu valley. The 7 NRB Offices are located in principal cities namely Biratnagar, Janakpur, Birgunj, Pokhara, Siddharthanagar, Nepalgunj and Dhangadhi. NRB is responsible for all central banking activities. These include formulation and implementation of monetary policy, regulation and supervision of commercial banks and financial institutions, management of foreign exchange reserves, printing and issuing of notes, acting as a banker and advisor for the government and government agencies, and banker to Commercial Banks and Financial Institutions (BFIs).

NRB Performs a broad range of traditional central banking activities including the data collection from BFIs and Foreign Exchange License Holders (FELHs) licensed by NRB for regulatory and supervisory purposes. NRB also collects necessary data from various government agencies for the purpose of monetary management. NRB compiles those data and generates several types of reports for internal purpose as well as for disseminating relevant information to the public and other stakeholders.

Broad Scope of Work

This procurement is for the design, development, installation and commissioning of a state-of-the-art ODCDSS. The selected Firm/Company shall be responsible for analyzing the requirements, designing, developing and implementing the ODCDSS system as well as live operation of the system within the time frame stated in the document.

The broad scope of this procurement includes:-

- a. Requirement study and analysis, designing the solution and proposing system architecture, developing, installing, testing and implementation of the ODCDSS,
- b. Specify required hardware, networking architecture and other infrastructures to support the ODCDSS,
- c. All Technical and Operational documentations of the ODCDSS,
- d. Operational and technical training for the staff of NRB, BFIs, FELHs and other stakeholders,
- e. One year warranty after system cut-over,
- f. Post-warranty Annual Maintenance Contract (AMC) and ongoing support of the ODCDSS.
- g. Business Continuity Plan to run the system in case of disasters.
- h. Provision of data warehousing and data mining.

The major features of ODCDSS are as follows:

- a. Secure (authentication, encryption, integrity, non-repudiation, etc.) data collection, storage, processing and dissemination from/to all related entities like BFIs, FELHs (Money Changers, Money Remittance/Transferor, Hospitals, Hotels, Recreation Centers, Airlines, Cargo Operators, Couriers, Travel and Tour Operators etc.), licensed Co-Operatives/NGOs, Office of The Comptroller General, Inland Revenue Department, Department of Commerce and Industry, Custom Department/offices, Consulate General's Office (Kolkata, India), Company Registrar's Office, Securities Board of Nepal, Insurance Board etc;
- b. ODCDSS should maintain authenticity of the information by the maker-checker and audit trail concepts;
- c. Ad-hoc queries in the database;
- d. Statistical reports (reports received and processed by entities/types; entities not submitting the reports in the stipulated date; total reports received in a given period etc.);
- e. Tools for analysis of data (detail strategic, tactical and rule based as per international best practices);
- f. Workflow, Task Assignment and Tracking of Tasks for internal processing of collected data as well as for data dissemination;
- g. Tools for various report writing;
- h. Browser based user-friendly interface and file upload mechanism for batch processors,
- i. Notification (such as Return confirmation, incomplete return, submission delay warning, etc.) system to the registered users;
- j. ODCDSS solution should be based on secure web-based architecture and it should be supported through a robust Object Relational Data Base Management System (ORDBMS), which can handle large volume of data;
- k. Should support both Nepali (Bikram Sambat) and English (Gregorian) Calendar;
- l. Solution should be secured with reporting, data archiving, audit trail, backup management and other functionality;
- m. Should provide interface to existing software and ongoing GL System of NRB for data gathering and processing;

It is anticipated that selected Firms/Companies shall be in constant consultation with NRB during analysis, design, development, implementation and training to ensure the right track of the solution for catering to specific user needs. The selected Firms/Companies 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 6 months for study and analysis, design, development, testing, training and commissioning plus 3 months of live operation followed by 1 year warranty.

Source of Funding

The Budget of Nepal Rastra Bank.

Eligibility Criteria

1. Firm/Company should be in existence for at least five years and must be in the business of secure (mainly authentication, encryption, integrity, non-repudiation etc.) web based software design, development, installation and commissioning the software products during the said period.
2. Firm/Company must have successfully designed, developed, installed and commissioned at least two Secure (Authentication, Encryption, Integrity and Non-repudiation) On-line Data Collection and Processing related Software or Core Banking Application or Secure Web Based Software.
3. Firm/Company must have, at least one, successfully designed, developed, installed and commissioned such secure web based software in Central Bank or Bank and Financial Institution (BFI) or Government Agency or Government Corporation or Public Limited Organization and must be successfully operating for at least one year on the last date of EoI submission.
4. Firm/Company must have average annual turnover of Rs.10 million during the past 3 years.
5. Firm/Company must have minimum net worth of Rs.2.5 million during the past 3 years.
6. The Firm/Company must be capable of providing enough manpower, financial resources and equipment to perform the entire scope of work mentioned herein.
7. Partnership Firms or Companies registered under concerned department of GoN can submit EoI.
8. In case of Joint Venture, the role and responsibility of each partner should be clearly furnished.
9. For the short-listing purpose, specific (technical) experience of the lead Firm/Company and financial strength of both Lead and associate Firm/Company would be considered.
10. Short-listing of Firms/Companies shall be based primarily on the evaluation of information/documents included in the EoI template.
11. Firms/Companies may submit the list of third-party support (i.e., Sub-consulting Firms/Sub-contractor), if it is required for this project.
12. Firms/Companies, either Single or member of Joint Venture 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.
13. In addition to authenticated hard copy, the Firm/Company must submit information/documents in soft copy.

Applicant Information

1. Applicant Details

1.1	Applicant Details	Remarks
1.1.1	a. Address of Applicant b. Registration Number - Firm/company Registration No. - PAN registration certificate No. - PAN/VAT registration certificate No. c. Address of main office d. Details of partners/promoters / directors e. Date of incorporation of the company f. Copy of MoU in case of JV g. Power of attorney to sign on behalf of JV	In the Joint Venture (JV) bid, all above details of all partners, associates, agent etc.
1.1.2.	Telephone No. Mobile No.	
1.1.3.	Fax No.	
1.1.4.	Email	
1.1.5	Website	
1.1.6.	Contact Names	
1.2.	Person Authorized to Submit EoI	
1.2.1	Name / Surname	
1.2.2	Position	
1.2.3	Contact: Address : Telephone No. : Mobile No.: Fax No.: Email:	

1.3.	Person for Communication (if different from 1.2)		
1.3.1	Name / Surname		
1.3.2	Position		
1.3.3	Contact: Address: Telephone No.: Mobile No.: Fax No.: Email:		

2. Financial Strength of the Applicant

2.1	Financial Strength* (For each member in case of Joint Venture)	
2.1.1	Annual Turnover for last 3 years	
	Fiscal Year	Turnover (.....)
	2008 (2065/66)	
	2009 (2066/67)	
	2010 (2067/68)	
2.1.2	Net Worth for last 3 years	
	Fiscal Year	Net Worth (.....)
	2008 (2065/66)	
	2009 (2066/67)	
	2010 (2067/68)	

*as per audited financial statements

3. Technical Experience/Capabilities of the Applicant

List all the similar projects completed within the past five years and provide following information for each of these projects:

(Please use this separate sheet for each project)

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 commissioning 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 and training)	
Itemize work sub-contracted under this project (e.g. if applicable installation, maintenance and training)	
Average number of work force	
Available equipments for the project	
If available, please provide website address of the project completed	
Client Certificate for the project	
Details of Intellectual Property Right (IPR) or other relevant patent rights, if any.	
Additional information, if any may be provided in separate sheets	

Note:

The Certificate of Specific Work Experience of the Firm/Company must be attached with EoI Application Form, which must be issued by respective Clients and must include, among other things, name and nature of assignment, location of the assignment completed, duration (mm-yyyy) and period (Date) of the assignment, duration of stay/work in the assignment, assignment value etc.

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 structure
- Organizational infrastructure including locations of offices worldwide
- Total number of employees
- List of items/services sold or offered
- List of clients
- List of clients currently using proposed or similar software, if any
- List of two relevant major Projects carried out
- Brief description of each Project along with contract value and
- Company profile, Work experience, available technical manpower.

4. Personnel Capabilities

Please give description (including Academic Qualification, Training and Work Experience) of the Key Staff who are going to be directly involved in the proposed job. Applicants should provide the names of at least 4 Key Staff 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 Staff 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:

Note:

The Firm/Company should submit attested copies of academic qualification, training and experiences of Key Staff proposed for this Project. The Certificate of Training should indicate the subject of training, date, period of training, location etc. The Certificate of Specific Work Experience of the Key Staff must be issued by respective Clients and must include, among other things, name and nature of assignment, location of the assignment completed, duration (mm-yyyy) and date of the assignment, duration of stay/work in the assignment, assignment value etc.

5. 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)

6. Submission of Application Form

6.1 Required 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's Registration Certificate.
2. Copy of Business License Certificate (an authorization letter to conduct business), if applicable.
3. Copy of Memorandum and Article of Association of the Firm/Company.
4. Copy of Memorandum of Understanding (MOU) indicating the objectives and functions of the Firm/Company.
5. Copy of Citizenship/Identification of partners/board of directors of a Firm/Company.
6. Copy of PAN and VAT registration certificate.
7. Tax clearance certificate or Tax return submission proof for F/Y 2067/068.
8. Original EoI Form purchase receipt provided by NRB.
9. Copy of experience certificate/s for self designed, developed, commissioned, supported or owned secure (viz., authentication, encryption, integrity, non-repudiation etc.) web based **On-line Data Collection and Processing related Software or Core Banking Application or other Secure Web-based Software** within immediate last five years.
10. **Self Declaration Letter** must be submitted by the Firm/Company, mentioning its—
 - eligibility to bid,
 - enough technical knowhow,
 - Appropriate skill,
 - Adequate resources and financial capability,
 - Competence and strength,
 - Expertise in the system design, development and implementation process,

- No record or involvement in criminal/fraudulent/illegal activities,
 - Compliance to any applicable legal instruments.
11. All documents to be submitted with Application must have been attested by Applicant Firm/Company. Documents provided by other government and non-government agencies like: Certificate of Incorporation, Article of Association (AoA), Memorandum of Understanding (MoU) and Certificate of Experience must be attested by a Notary Public.
 12. The Firm/Company must submit copy of Authorization Letter mentioning name, designation and specimen of signature.
 13. An official seal must be affixed with authorized signature.
 14. 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.
 15. All duplicate documents (except mentioned in point 11) to be submitted with Application must have been attested by a Notary Public or Applicant Firm/Company.
 16. All the documents of this EoI should be indexed with page number and a checklist must be attached in the first page that shows the page numbers of the submitted documents clearly.
 17. All information and Documentations are also to be provided electronically via email or on a CD.

6.2 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 : 977-1-4414955

Email : procurement@nrb.org.np

hpkaphle@nrb.org.np

6.3 Last Date for Submission:

Hard copy should be submitted at above said office on or before 14:00 hrs NST on **12 December 2011 in a sealed envelop.**

6.4 Envelope Marking

EoI for Design, Development, Installation and Commissioning of On-line Data Collection and Dissemination System Software (ODCDSS) for NRB.

6.5 Language of EoI documents as well as all other correspondence shall be in English.

7. Shortlisting Criteria

Application shall be assessed on the basis of the following criteria and abovementioned particulars. Therefore, Firms/Companies should submit necessary details that would help evaluation. Only those Firms/Companies, who have been short-listed, shall be duly informed in writing after evaluation. Experience of successful design, develop, commissioning and support of Secure (viz., authentication, encryption, integrity, non-repudiation, etc.) web based application of **On-line Data Collection and Processing related Software or Core Banking Software or Other Secure Web-based Software** within last five years.

Short-listing shall be based on pass/fail criteria as per abovementioned qualification, experience and capacity of the Firm/Company.

a. Qualification

Educational Qualification, Training and Work Experience of at least 4 Key Staff.

b. Operational Experience

At least 5 years experience of operations in the business of Information Technology.

c. Specific Experience

1. Experience of successful design, develop, commissioning and support of Secure (viz., authentication, encryption, integrity, non-repudiation, etc.) web based **On-line Data Collection and Processing related Software or Core Banking Software or Other Secure Web-based Software** in at least two organization within last five years.
2. Firm/Company must have, at least one, successfully designed, developed, installed and commissioned such secure web based software in central bank or bank and financial institution (BFI) or government agency or government corporation or public limited organization and must be successfully operating for at least one year on the last date of EoI submission.

d. Financial Strength

Net worth and Turnover of Firm/Company.

Note:

The Firm/Company should submit audited financial statements for the last three fiscal years.

8. Disclaimer

- a. Each prospective Firm/Company should conduct its 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.
- b. Neither NRB, nor their employees shall have any liability to any prospective 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.
- c. 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 Firm/Company who submits the EoI.

- d. 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.
- e. Neither NRB nor their employees shall have any liability in case of non-receipt of any correspondence from them to the Firm/Company due to delays.
- f. The applicable laws for the purpose of this EoI are the laws of Nepal.
- g. The Firms/Companies are expected to know the prevailing Act, rules and directives, practices related to this assignment and requirements of NRB.

Acronym

BFIs	Bank and Financial Institutions
CD	Compact Disk
EoI	Expression of Interest
F/Y	Fiscal Year
FELHs	Foreign Exchange License Holders
GoN	Government of Nepal
IT	Information Technology
JV	Joint Venture
MoU	Memorandum of Understanding
NRB	Nepal Rastra Bank
ODCDSS	On-line Data Collection and Dissemination System Software
PAN	Permanent Account Number
RFP	Request for Proposal
VAT	Value Added Tax