

**INVITATION  
OF  
EXPRESSION OF INTEREST**

for

**Supply, Installation and Commissioning (Implementation) of  
an Integrated General Ledger System for  
the Nepal Rastra Bank (the Central Bank of Nepal)**

April, 2010

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

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Nepal Rastra Bank  
**General Services Department**  
Baluwatar, Kathmandu, Nepal  
**Request for Expression of Interest (EOI)**

***First date of publication 12.04.2010***

Project : Supply, Installation and Commissioning (Implementation) of an Integrated General Ledger (GL) System  
Financing: Budget of the Nepal Rastra Bank (NRB)

NRB plans to implement an integrated GL system for the management and settlement of all transactions and accounts held at NRB. The GL System will be able to take over all responsibility and functionality for general ledger, Banks & Financial Institutions' accounts, Government's accounts and other organizations' accounts.

This procurement is for the implementation of a fully automated state-of-the-art GL System, as well as the associated processing technical architectures. The selected software supplier will be responsible for the successful system integration including three full months of responsibility for live operation following system cutover.

1. Interested firms 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. 5,000.00 (Rupees Five Thousands) only which is non-refundable.
2. EOI Documents duly completed in English should be submitted on or before the 45th day of the first date of the publication of this notice during office hours in a sealed envelope. In case of public holiday on 45th day, applications shall be submitted at 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's 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 46th day from the first date of publication of this notice. In case of public holiday on the 46th day, applications shall be opened at the same hours on the next working day.
6. The Bank, however, reserves the right to open the documents in the absence of the bidding firm's 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:

To:

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

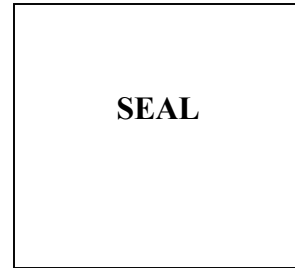
**Re: Supply, Installation and Commissioning (Implementation) of an Integrated General Ledger (GL) System**

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 Supply, Installation and Commissioning (Implementation) of an Integrated General Ledger (GL) System 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 (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).
3. Your agency and its authorized representatives 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 any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information:  
Contact 1 - Name. Address, Telephone No, Fax, E-mail  
Contact 2 - Name. Address, Telephone No, Fax, 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. your agency 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. your Agency 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 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)

## **Request for Expression of Interest (EOI)**

Subject : Supply, Installation and Commissioning (Implementation) of  
an Integrated General Ledger (GL) System for  
the Nepal Rastra Bank (NRB), the Central Bank of Nepal

### **Background Information**

Established in 1955 under the Nepal Rastra Bank Act, NRB is the apex institution in the financial sector of Nepal. The central office of the bank is located at Baluwatar, Kathmandu. There are seven offices beside Kathmandu, which are located in principal cities namely Biratnagar, Janakpur, Birgunj, Pokhara, Bhairahawa, Nepalgunj and Dhangadi.

The Bank is responsible for all central banking activities. These include formulation and implementation of monetary policy, regulation and supervision of commercial banks and financial institutions, the management of foreign exchange reserves, the printing and issuing of notes, acting as a banker for government and government agencies, banks & financial institutions and other organizations.

### **Broad Scope of Work:**

NRB plans to implement a GL system for the management and settlement of all transactions and accounts held at NRB. The GL System will be able to take over all responsibility and functionality for general ledger, Banks & Financial Institutions' accounts, Government's accounts and other organizations' accounts.

The system will provide these main services:

- ☛ Start of Day, with system open/close/suspend functions,
- ☛ Online entry of dual-sided transactions,
- ☛ Batch posting of transactions during the online day,
- ☛ Online balancing facilities,
- ☛ Normal contingent of batch reporting, including daily accounts statements,
- ☛ Automated batch interfaces to and from existing relevant applications, CDS/SSSS application (to be acquired and implemented in the near future) and ACH system (to be operated by NCHL).

This procurement is for the implementation of a fully automated state-of-the-art GL System, as well as the associated processing technical architectures. The selected software supplier will be responsible for the successful system integration including three full months of responsibility for live operation following system cutover.

The scope of this procurement includes:-

- ☛ specification and documentation of the required communications and processing architecture to support GL System implementation;
- ☛ acquisition and installation of additional required technical architecture(s), if needed, at both the primary site and backup site; (specially required servers)
- ☛ development, testing and implementation of the required GL system;
- ☛ business continuity planning (BCP)

- disaster recovery planning (DRP)
- the training of the NRB staff (both technical and operational);
- initial operation of the GL system for a period of three months after cut-over; and
- support services for up to one year after cut-over.

### **Terms of Supply**

Approximate expected delivery time 12 months. Final delivery schedule will be agreed between parties

### **Source of Funding**

Budget of the Nepal Rastra Bank.

### **Eligibility Criteria**

The invitation is open to National as well as International bidders. Bidders from outside Nepal will be required to provide documents regarding support by local agent from established Nepali firms who are in existence for at least three years. Such local partners should be in the business of supply, installation and commissioning (implementing) the general ledger system and or similar type of banking software products during the relevant period.

### **Bidders, who meet the criteria as listed below may apply**

1. Bidders (software developers and suppliers only) who have successfully supported GL System implementation at least in one Central Bank within the last ten years.
2. Minimum of five years relevant experiences in supply, installation and implementing the GL Systems.
3. Average annual turnover of 50 million US\$ during the past 3 years.
4. Minimum paid-up capital 1 million US\$.

The selected Bidder must be capable of providing enough manpower, financial resources and equipment to perform the entire scope of work mentioned herein.

- ❖ ***EOIs may be submitted by sole propriatory, a partnership firm, a company and joint venture registered under the Company Act, 2063 in Nepal or a joint stock/joint venture company registered outside Nepal under prevailing rules and regulations.*** For the short listing purposes, the combined experience of the lead and associate firm would be considered although the qualifications of the lead firm will be given greater weightage. Whereas the firm, company is free to submit additional information, in hard and/or soft copy, short-listing will be based primarily on an evaluation of information included in the EOI template.
- ❖ In case of consortium bidder, the role and responsibility of each partner should be furnished.
- ❖ Bidders are also required to submit the list of third-party software, if it is required for this project.
- ❖ Unless otherwise specified, a national/international firm, as a lead firm, associate or partner can only be nominated 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**

1.1	<b>Name of the Applicant</b>	
1.1.1	If a Consortium/Joint venture, name of all partners a. Address of office responding to this EOI : (Lead member in case of consortium) b. Address of main office: c. Address of local office (Nepal): d. Details of/partners/promoters/directors e. Date of incorporation of the company f. Copy of MoU in case of Consortium g. Power of attorney to sign of behalf of consortium	
1.1.2.	Telephone	
1.1.3.	Fax	
1.1.4.	Email	
1.1.5	Website	
1.1.6.	Contact Names: (Nepal and abroad)	
1.2.	<b>Person Authorized to Submit the EOI</b>	
1.2.1	Name Surname	
1.2.2	Position	
1.2.3	Contacts: address telephone No. fax email	
1.3.	<b>Person for Communication (if different from Paragraph 2)</b>	
1.3.1	Name Surname	
1.3.2	Position	
1.3.3	Contacts: address telephone No. fax email	

**2. Financial Capability of the Applicant**

2.1	<b>Financial Capability*</b> (for each member in case of Consortium)	
2.1.1	Annual Turnover for the last 3 years	
	<b>Year</b>	<b>Turnover (Rs in million)</b>
	2007	
	2008	
	2009	
2.1.2	Net Worth for the last 3 years	
	<b>Year</b>	<b>Net Worth (Rs in million)</b>
	2007	
	2008	
	2009	
	*certificates as proof of statements (audited financial statements)	

### 3. Technical Capabilities of the Applicant

3.1	List no more than five GL (core banking) projects completed within the past five years and provide for <b>each</b> of these projects the following information: (Please use this separate sheet for each project)	
	List of Similar Projects	
	Project name and location:	
	Name of GL software	
	List of modules 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 GL system supplied, installation and implementation completed within the expected schedule? If no, describe nature and duration of delay.	
	State if the project had cost overruns; if so, describe its nature and state amount.	
	Itemize work performed in this project by the firm (e.g. supply, 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 informations

##### 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 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, whose qualifications, training and experience records should be provided.

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, US\$ equivalent)

**d. Submission of Applications**

<b>1. EOI to be Addressed to :</b>	Executive Director Nepal Rastra Bank General Services Department Baluwatar, Kathmandu Nepal.
Phone:	977-1-4411834
Fax No.:	977-1-4414955
Email :	glprocurement@nrb.org.np
<b>Last Date for Submission</b>	<b>Hard copy should be submitted at our office on or before 00 pm on 00-00.2010 in a sealed envelope.</b>
Envelope Marking	EOI for Supply, Installation and Commissioning of an Integrated General Ledger System for the Nepal Rastra Bank.
<b>2. Language</b>	EOI documents as well as all other correspondence will be in English.
<b>3. For Further Information</b>	Executive Director Nepal Rastra Bank General Services Department Baluwatar, Kathmandu Nepal.
Phone:	977-1-4411834
Fax No.:	977-1-4414955
Email :	glprocurement@nrb.org.np

**e. Submission of Documents**

In addition to the documents mentioned elsewhere in this document, the applicant should also consist of the following documents:

1. Copy of Company/Firm Registration Certificate
2. ISO Certificate
3. The name and address of the local agent, if any. In the event of submission of the application by the local agent of the Applicant, such local agent shall submit with the application letter from the Applicant duly designating it as the Applicant's authorized agent in Nepal to act for and on its behalf. The Applicant should also submit the registration certificate of its local agent registered as company, firm or

body corporate (legal person) and Permanent Account Number (PAN) registration certificate.

4. The Applicant shall read and sign all the pages of the EOI application and documents. Each page must be signed by the authorized official. An official seal must be affixed with such signature.
5. All the documents to be submitted with the Application must have been attested by the notary public.

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

**5. Disclaimer**

1. Each prospective Bidder should conduct his own investigations 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 Bidder 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 Bidders 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 Invitations. Such changes would be with prior intimation on the web site.
5. Neither NRB nor their employees will have any liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays.
6. The applicable laws for the purpose are the laws of Nepal.
7. The bidders are expected to know the relevant rules and regulation applicable for this project.

## **Selection Criteria**

Application will be assessed on the basis of the following minimum pass-fail Selection Criteria:

### **1 General Experiences**

- a. Supply of GL System to at least one central bank.
- b. Business and software development experiences.

### **2 Financial Capabilities**

- a. Average Annual turnover in past three years.
- b. Net Worth in past three years.

### **3 Technical Capabilities**

- a. No. of different GL software supplied
- b. No of modules in GL software
- c. Architecture of the GL System (web based)
- d. Data based management system (Object Relational)

### **4 Personnel Capabilities**

- a. No of permanent staff
- b. Quality of staffs and their experiences
- c. Related training and qualification.

### **5 Association with Local Companies/Agents**

- a. No. of Associations
- b. Experience of Local Companies/Agents
- c. No of permanent Staffs with Local Companies/Agents
- d. Quality of staffs and their experiences in Local Companies/Agents

### **6 Training and Knowledge Transfer**

- a. No. of training program conducted