



Expression of Interest (EOI)

**Title of Consulting Services: Consulting Service for
NRB Network Redesigning and Reengineering**

Method of Consulting Service
National

Project Name: *Consulting Service for NRB Network Redesigning and Reengineering*

EOI: *NRB/ASMD/EOI/01/2083/84*

Office Name: *Nepal Rastra Bank*

Office Address: *Baluwatar, Kathmandu, Nepal*

Issued on: *2026/09/03*

Financing Agency: Internal Resources



Abbreviations

NRB	Nepal Rastra Bank
DC	Data Center
DR	Disaster Recovery
VLAN	Virtual Local Area Network
HA	High Availability
WAN	Wide Area Network
IT	Information Technology
CCNA	Cisco Certified Network Associate
JNCIA	Juniper Networks Certified Associate
LAN	Local Area Network
VPN	Virtual Private Network
SD-WAN	Software Defined Wide Area Network
CV	Curriculum Vitae
DP	Development Partner
EA	Executive Agency
EOI	Expression Of Interest
GON	Government Of Nepal
PAN	Permanent Account Number
PPA	Public Procurement Act
PPR	Public Procurement Regulation
TOR	Terms Of Reference
VAT	Value Added Tax



Contents

A. Request for Expression of Interest.....	4
B. Instructions for submission of Expression of Interest.....	5
C. Objective of Consultancy Services or Brief TOR.....	9
D. Evaluation of Consultant's EOI Application	10
E. EOI Forms & Formats	12
1. Letter of Application	13
2. Applicant's Information Form.....	15
3. Experience	16
4. Capacity.....	19
5. Key Experts (Include details of Key Experts only).....	21



A. Request for Expression of Interest

Nepal Rastra Bank
Assets and Service Management Department
Baluwatar, Kathmandu, Nepal

Date of first publication: 2026/08/14 (2083/04/29)

Date of second publication: 2026/09/03 (2083/05/18)

Name of Project: *Consulting Service for NRB Network Redesigning and Reengineering*

EOI No.: NRB/ASMD/EOI/01/2083/84

1. Nepal Rastra Bank has allocated fund ***toward the cost of Consulting Service for NRB Network Redesigning and Reengineering*** 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 ***Nepal Rastra Bank*** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: ***Consulting Service for NRB Network Redesigning and Reengineering***.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Software Unit, Assets and Service Management Department, Nepal Rastra Bank, Baluwatar, Kathmandu** during office hours on or before **2026/09/21 12:00 hrs** or visit the client’s website ***<https://www.nrb.org.np/category/domestic-tenders/>***.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually to the address **Software Unit, Assets and Service Management Department, Nepal Rastra Bank, Baluwatar, Kathmandu** on or before **2026/09/21, 12:00 hrs**.
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 stipulated.
7. EOI will be assessed based on ***Qualification 30%, Experience 60%, and Capacity 10%*** 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 **60**.



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 and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee 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 of **23 weeks**. Expected date of commencement of the assignment is .
5. A Consultant will be selected in accordance with the **Quality and Cost Based Selection (QCBS)** 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 **by mail(postal) / by hand / by courier in sealed envelope**.
9. The sealed envelope shall be clearly marked as “EOI Application for Short-listing for the **Consulting Service for NRB Network Redesigning and Reengineering**. The Envelope shall also clearly indicate the **name and address of the Applicant**.¹
10. 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.
11. Notwithstanding anything contained in this Expression of Interest (EOI), any provisions inconsistent with the latest amendments to the Public Procurement (Second Amendment) Act, 2083 shall automatically be superseded by the provisions of the prevailing Act.

¹ In case of option "electronically only" delete this paragraph



C. Objective of Consultancy Services or Brief TOR

Term of References For NRB Network Redesigning and Reengineering

1. Background

Nepal Rastra Bank (NRB), the Central Bank of Nepal, was established in 1956 under the Nepal Rastra Bank Act, 1955 to discharge the central bank responsibilities including development of the embryonic domestic financial sector. The central office is located in Baluwatar. In addition to the Central Office, NRB carries out business activities in eleven further locations, including Thapathali, Babarmahal, and Tripureshwor in Kathmandu Valley, and eight in the principal cities, namely Biratnagar, Janakpur, Birgunj, Pokhara, Siddharthanagar, Nepalgunj, Dhangadhi, and Surkhet.

NRB network infrastructure was first established more than 25 years ago. Over the period, the network has been modernized and updated periodically to incorporate technology and architecture that was available at the time. While most of the infrastructure has been upgraded, there are some of the old network infrastructures still in existence. Therefore, there is a need to modernize NRB network infrastructure to meet current and future operation, security and performance demands.

The main aim of this project is to re-engineer the entire NRB network to support and improve operational efficiency and high availability.

2. Objectives

- a). Identify the strengths and weaknesses of existing physical network infrastructure.
- b). Design a modern, scalable and redundant network architecture aligned with best practices.

3. Scope of work

- a) Study existing network infrastructure:
 - i. Prepare detailed diagram of existing entire NRB network including DC, DR, all offices and inter-office network.
 - ii. Identify problems and weaknesses in existing network architecture.
- b) Redesign network architecture in order to address existing issues as well as incorporate recent technological development.
- c) Recommend naming convention for network infrastructure.
- d) Recommend Virtual Local Area Network (VLAN) and IP address scheme.
- e) Provide report on performance and bandwidth of network cables including fiber cables of NRB offices in Baluwatar and Thapathali.
- f) Recommend Network Rack visibility with corresponding diagram.
- g) High Availability:
 - i. Study status of High Availability (HA) in existing network infrastructure.
 - ii. Recommend optimized HA configuration of existing network devices that support HA.



- iii. Recommend HA for necessary network infrastructure.
- h) DR Drill:
 - i. Prepare readiness report for network level DR drill.
 - ii. Recommend necessary changes to existing infrastructure in accordance with readiness report of network level DR drill.
- i) Recommend procedure for migration of network infrastructure.
- j) Identify network devices being used that need replacement for any reason including End-of-life.
- k) Recommend new devices and technology, including Data Center and network monitoring tools.
- l) Prepare detailed diagram of entire NRB network including DC, DR, all offices and inter-office network incorporating the recommended changes.
- m) Prepare vendor-neutral operational and maintenance guidelines for network devices (switch, router and firewall), including monitoring, preventive maintenance, configuration management, backup and recovery.

4. Minimum Eligibility Criteria

The consulting firm should have:

- a) Minimum experience of 3 years in network design and network engineering.
- b) In the last 3 years, successful completion of at least 3 projects related to network engineering or new network setup in high-availability architecture with redundant core and edge components, multi-site WAN connectivity, with at least 200 active network devices in each project.

Note: The consulting firm should provide the required documents verifying the minimum eligibility criteria.

5. Experience of Key Experts

The firm/company shall at least have a professional team with following qualification and experience for the proposed project:

S.N.	Particulars	Minimum Required Number of Staff to be Deployed	Minimum Educational Qualification/ Certification	Minimum Experience
1.	Project Manager	1	Bachelor's Degree or higher in IT related field, And, with valid Network related Certification. (Eg: CCNA, JNCIA, etc.)	At least 5 years of industry experience on project management related to network designing and engineering. Hands-on experience leading at least 2 projects related to network designing and engineering in the last 3 years in the role of Project Manager.
2.	Network Engineer	1	Bachelor's Degree in IT related field.	At least 4 years of industry experience in managing or maintaining LAN, WAN infrastructure and its operation. Hands-on experience working in at

Standard EOI Document



				least 2 network related projects in the last 3 years in the role of Network Engineer.
3.	Network Administrator	2	Bachelor's Degree in IT related field.	At least 3 years of industry experience in working with LAN, WAN infrastructure and its operation.

Note: The consulting firm should propose additional staffs for the projects, if required without additional costs.

6. Deliverables and Timing

The key deliverables of this engagement include:

S. N.	Deliverables	Estimated time (in weeks)	Timeline after Contract Signing (in weeks)
1.	An inception report outlining the methodology and work plan.	1	1
2.	A detailed port-level network diagram of the existing infrastructure.	16	17
3.	Readiness report for network level DR drill along with necessary changes to existing infrastructure.	2	19
4.	A detailed port-level network design document incorporating the recommended/proposed network with implementation plan.	2	21
5.	Operational and maintenance guidelines for network devices.	2	23

Note: The calculation of timeline is based on 5-day work week, 8 hours a day.

7. Knowledge Transfer

The consulting firm must provide the knowledge transfer session on at least the following topics in two sessions (1.5 hour each) per day for 9 days (6 people per session). The bidder shall conduct the sessions at their own cost. (Venue, logistics, food and beverages will be managed by NRB).

- Switching, Routing and VLAN configuration in existing Network Infrastructure.
- VPN configuration.
- HA configuration of network devices.
- SD-WAN Technology.
- DC-DR Infrastructure and Network monitoring.

8. Reporting

The consulting firm will report to the IT Department. Regular progress meetings will be scheduled to ensure alignment.

9. Confidentiality



The deliverables shall be the property of Nepal Rastra Bank. It shall be the duty of the NRB Network Redesigning and Reengineering consulting firm to maintain the confidentiality of any data, information, documents, systems, and processes accessed or obtained during the course of engagement. The consulting firm and its staff, during the consultancy or thereafter, shall not disclose, share or otherwise communicate such information to any third party, except as required by prevailing laws or with the prior written consent from Nepal Rastra Bank. Any violation of confidentiality from the firm or its associated team members shall face legal obligation as per prevailing laws.

10. Intellectual Property Rights

All the information and documents including drafts generated during the project will be the intellectual property of NRB.



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.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance and Tax Return Submission (<i>for Fiscal Year 2081/82</i>)	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>	30%	30%
<i>Experience of Key Experts</i>	70%	
B. Experience		
<i>General of consulting firm</i>	65%	60%
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>	30%	
<i>Similar Geographical experience of consulting firm</i>	5%	
C. Capacity		
Minimum average annual turnover of last three years NPR. 2 Million, more turnover preferable	100%	10%

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

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.²
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

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document



Company/firm has not been declared ineligible.

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
1.						
2.						
3.						
4.						
5.						
6.						
7.						



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)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ³ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

³ Consultant should state value in the currency as mentioned in the contract



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)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			



4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years

(Note: Supporting documents for Average Turnover should be submitted for the above.)

**4(B). Infrastructure/equipment related to the proposed assignment⁴**

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

⁴ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document



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)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)