



Government of Nepal  
*Commission for the Investigation of Abuse of The Authority*  
*Tangal. Kathmandu*  
Date of first Publication: 13<sup>th</sup> Kartik, 2077 (29<sup>th</sup> October, 2020)  
**CIAA-EOI-02-2077-078**

1. Government of Nepal (GoN) has allocated fund *toward the cost of Consulting Services For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA* 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 **Commission for the Investigation of Abuse of The Authority (CIAA)** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: *For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA*
3. **Interested eligible consultants** may obtain further information and EOI document free of cost at the address *Commission for the Investigation of Abuse of The Authority (CIAA), Tangal, Kathmandu* during office hours on or before **27<sup>th</sup> Kartik, 2077** or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website <http://ciaa.gov.np/> Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be submitted online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) at *Commission for the Investigation of Abuse of The Authority (CIAA), Tangal, Kathmandu* on or before **12:00 hrs 28<sup>th</sup> Kartik, 2077 (13<sup>th</sup> November, 2020)**. The opening of EOI shall be **done on 13:00 hrs 28<sup>th</sup> Kartik, 2077 (13<sup>th</sup> November, 2020)**.
5. 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.
6. EOI will be assessed based on *Qualification 40%, Experience 45%, and Capacity 15%* 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.
7. Minimum score to pass the EOI is **65**.
8. *The interested consultants are requested to create online Egp account from PPMO Office , Tahachal, Kathmandu.*

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: CIAA-EOI-02-2077-78**

**Method of Consulting Service: National**

**Project Name : Consulting Services For Providing Support Services Including  
Upgradation, Operation and Maintenance of Office Automation System and  
Other Software Applications in CIAA ; CIAA-EOI-02-2077-78**

**EOI : CIAA-EOI-02-2077-78**

**Office Name: Commission for the Investigation of Abuse of Authority (CIAA),  
Tangal**

**Office Address: Tangal, Kathmandu Kathmandu Kathmandu**

**Funding agency : Government Budget**



## **Abbreviations**

CV	-	Curriculum Vitae
DO	-	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

## **Table of Contents**

Section I.	A. Request for Expression of Interest	5
Section II.	B. Instructions for submission of Expression of Interest	7
Section III.	C. Objective of Consultancy Services or Brief TOR	9
Section IV.	D. Evaluation of Consultant's EOI Application	17
Section V.	E. EOI Forms and Formats	20

## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Commission for the Investigation of Abuse of Authority (CIAA), Tangal

Date: 29-10-2020 15:00

Name of Project: Consulting Services For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA ; CIAA-EOI-02-2077-78

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting Services For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA ; CIAA-EOI-02-2077-78 and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Commission for the Investigation of Abuse of Authority (CIAA), Tangal now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Consulting Services For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA ; CIAA-EOI-02-2077-78
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Commission for the Investigation of Abuse of Authority (CIAA), Tangal, Commission for the Investigation of Abuse of Authority (CIAA), Tangal  
Tangal, Kathmandu  
Kathmandu, Kathmandu  
Province Three  
Nepal during office hours on or before 13-11-2020 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website <http://ciaa.gov.np>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) Commission for the Investigation of Abuse of Authority (CIAA), Tangal  
Tangal, Kathmandu  
Kathmandu, Kathmandu  
Province Three  
Nepal on or before 13-11-2020 12:00
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 40.0 %, Experience 45.0 %, and Capacity 15.0 % 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 65

## **B. Instructions for Submission of Expression of**



# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 12 months. Expected date of commencement of the assignment is 01-02-2021.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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).
8. 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.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Consulting Services For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA ; CIAA-EOI-02-2077-78. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
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.

## **C. Objective of Consultancy Services or Brief TOR**

## Terms of References and Scope of Services

### Consulting Services for Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA

#### 1.0 Project Background

The Commission for the Investigation of Abuse of Authority (CIAA), is an apex constitutional body to curb corruption and its tentacles in the country. Constitution of Nepal 2072 part 21 article 238 and article 239 has empowered CIAA to investigate and probe cases against the persons holding any public office and their associates who are indulged in the abuse of authority by way of corruption.

The Office Automation System (OAS) is the most important software application in CIAA. The OAS is developed using **PHP [laravel framework] and MySQL** and is in implementation phase. The software was developed by M/S Young Minds (P) Ltd., Kathmandu. The primary objective of OAS is to make less paper to paperless by automating its all business processes. OAS application is used to perform all works related Complaint Registration, Registration of outgoing Letters, Screening, Preliminary Investigation and Detail Investigation, Tameli, Report Generation ( Daily, Weekly, Monthly and Annual) and so on. In addition to OAS, different Software applications running under CIAA are Website, Mobile Application of CIAA, Tameli Management System, Library Management system, Gate Pass Management System etc.

CIAA is in seek of reputed Nepalese consultant to provide the regular support and maintenance for softwares in CIAA who is experienced in **PHP [laravel framework] and MySQL** in order to resolve the existing issues in OAS. This support is solely funded by Government of Nepal.

#### 2.0 Objectives

The objective of this assignment are:

- To solicit providing Support services for continuous and smooth running, maintenance and operation of Office Automation System & Other Software Applications that exist in CIAA.
- To support and maintain the applications in Data center (DC) site located at CIAA, Tangal, Kathmandu, Data Center, located at NITC (National Information Technology Center ), Singhadurbar and Data Recovery Site located at Hetauda.
- To provide continuous support and maintenance of all Outreach Offices under CIAA.

#### 3.0 CIAA ICT Applications and Corresponding Databases

At Present CIAA has centralized web based applications and systems for all software applications. The applications under CIAA with the databases are as follows:

S.N	Name of the Software Application	Purpose	Programming language	Database	Type
1.	Office Automation System (OAS)	To maintain record of Regular activities of CIAA	PHP (laravel framework)	MySQL	Web application
2.	Website	To provide general information of CIAA	PHP (laravel framework)	MySQL	Web Application
3.	Library Management System	To maintain record of library	PHP	MySQL	Web Application



#### 4.0 Scope of Work

The scope of work for the Consultant whose support is being sought by CIAA is thus to work for CIAA in solving the issues related to OAS, Website and others application's support service in **PHP [Laravel framework] and MySQL**. The major works responsibility of the Consultant shall be but not limited to is as mentioned below:

a) Modification in system:

- The Consultant shall make **modification** as per the need of the Clients.
- **The Consultant shall make all the changes as per attached document .**
- The Consultant shall provide the upgraded source code with necessary modifications made during maintenance of software as and when required by the client.
- The Consultant shall make the necessary changes to the databases to incorporate the possible future changes made by the government in related acts, rules.
- The consultant shall assure the copyright of CIAA for the source code modification.

b) System analysis, System debugging, System Security:

- The Consultant shall prompt response the client to debug any problems raised in the application within an hour.
- The Consultant shall provide the details of the work flow of source code, database and the software applications.
- The Consultant shall design and implement both application and database level security in the software for OAS and WEBSITE running under CIAA.
- The Consultant shall monitor software applications and their related databases, data integrity and data discipline and trace our data discrepancies, abnormal data, their cause etc. and report to the Section Chief of the IT Section.

c) Provide support for the smooth operation and maintenance of the OAS and WEBSITE:

- **The Consultant shall deploy two full time programmers in CIAA who can make changes in the software at no time during office hours. The minimum qualification of the programmer shall be of bachelor level. The programmers shall be fully experienced in PHP [Laravel Framework] & MySQL .**
- **In unavoidable situation, the Consultant shall replace the personnel with one having similar or higher CV otherwise the payment shall be deducted on the daily basis.**
- The Consultant shall be responsible for full-fledged support in managing the OAS and WEBSITE applications for contract period .
- The Consultant shall provide installation, maintenance and operation support of the application with databases.
- The Consultant, in necessary, shall make emergency visit to the sections under CIAA for the solutions of the problems as well interact with the under offices through Anydesk/Teamviewer etc..

d) Maintenance of Data, Data Security , Data Replication and Data integrity:

- The Consultant shall be responsible for the maintenance of software with database in Data Center (DC) site and Data Recovery (DR) Site.
- **The Consultant shall set the stand-by database to service, rectify problem by maintaining the database in operation and set the database to operation during the crash of live system.**
- The Consultant shall set DR database operational at the time of disaster in DC and resume databases in DC after rectification of problem.
- The Consultant shall be responsible for installation and administration of the software applications and related database.



- e) The outputs of this work are:
- The daily, weekly, monthly and yearly report as per provided format.
  - The report required for different sections as per provided format.
  - The upgradation of system as per provided in the attached report.

## 5.0 Capacity Building and Transfer of Knowledge

- The consultant shall handover the system credentials (super admin and other user credentials) of web application and database of **PHP [laravel framework] and MySQL**.
- The consultant shall also provide the server login credentials if available.
- The consultant shall impart the detail flow of source code and database.
- The consultant shall provide the session regarding the software and database deployment in Operating System.
- The consultant shall provide the session regarding storage allocation both in Operating System and Software application.
- The consultant shall provide session regarding database anomalies.
- The consultant shall provide training regarding capacity building to IT Director and Computer Engineers in ITC Section.

## 6.0 Training Requirement

- The Consultant shall provide the training to the Seven ( 7) officials of IT Section regarding updated workflow and implementation of OAS.
- The Consultant shall provide the training as per need and asked by the IT Section after any update or changes in the workflow.

## 7.0 Required Competencies of consultancy

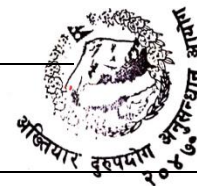
- a) The Consulting firm shall have experience in the field of software development and support in **PHP [laravel framework] and MySQL**.
- b) The total minimum **estimated key staff inputs is** as detailed below in the table for key personnel. The key personnel's shall provide support within office hours. The key personnel's shall provide support at off hours as per request of ITC section.

The breakdown of estimated staff input is given below.

S.N	Key Personnel	Inputs for the Assignment
1		
1.1	Team Leader/ Senior Programmer [1 nos]	0.4 mm
1.2	Software Designer & Analyst [1 nos]	0.24 mm
1.3	Software Developer [ 2 nos ]	2*1 mm
1.4	Software Debugger [1 nos]	0.33 mm
1.5	Database Administrator [1 nos]	0.4 mm
1.6	System Administrator [1 nos]	0.13 mm

The qualification and job responsibilities of consultant's key personnel will include, but not necessarily be limited to the following:

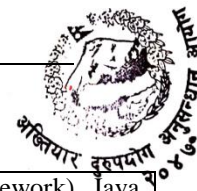
1.	Team Leader/ Senior Programmer [1 nos]		
	i.	Educational Qualification	
		• Minimum	Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent and Master's Degree computer Engineering/Computer Science/IT Engineering/IT/Management or equivalent (Preferable)
	ii.	Specific	



		<b>Experience</b>	
		<ul style="list-style-type: none"> <li>Experience in Related Field.</li> </ul>	Minimum 6 (Six) years in programming with web interface applications.
		<ul style="list-style-type: none"> <li>Experience in the Proposed Field of Expertise</li> </ul>	Completed at least 3 (three) projects related to Web based Automation Applications, as Senior programmer or Senior Manager.
	iii	<b>Job Description</b>	<ul style="list-style-type: none"> <li>Supervise and coordinate the activities of the team members.</li> <li>Review running OAS and other software applications in CIAA and prepare system analysis report.</li> <li>Liaison with client and report progress on the work.</li> <li>Supervise the software development (if necessary) and software maintenance and support works.</li> <li>Prepare operating manual and software architecture document.</li> <li>Prepare draft &amp; final reports and make presentation to client.</li> </ul>

2	<b>Software Designer &amp; Analyst– 1 Nos</b>		
	i.	<b>Educational Qualification</b>	
		<ul style="list-style-type: none"> <li>Minimum</li> </ul>	Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent and Master's Degree computer Engineering/Computer Science/IT Engineering/IT/Management or equivalent (Preferable)
	ii.	<b>Specific Experience</b>	
		<ul style="list-style-type: none"> <li>Experience in Related Field</li> </ul>	Minimum 1 (one) years in Software Analysis, Design & Documentation.
		<ul style="list-style-type: none"> <li>Experience in the Proposed Field of Expertise</li> </ul>	Completed at least 2 (two) projects related to Software Analysis & Design.
	iii	<b>Job Description</b>	<ul style="list-style-type: none"> <li>Review running OAS, WEBSITE and other system applications.</li> <li>Review and redesign the workflow of OAS and other applications as per requirements.</li> <li>Prepare detailed documentation for the OAS and other software applications.</li> <li>Assist team leader in analysis, design and documentations.</li> </ul>

3	<b>Software Developer - 2 Nos</b>		
	i.	<b>Educational Qualification</b>	
		<ul style="list-style-type: none"> <li>Minimum</li> </ul>	Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent and Master's Degree computer Engineering/Computer Science/IT Engineering/IT/Management or equivalent (Preferable)
	ii.	<b>Specific Experience</b>	



		<ul style="list-style-type: none"> <li>Experience in Related Field</li> </ul>	Minimum 1 (One) years in web based programming using PHP ( laravel framework), Java script, AJAX, CSS etc.
		<ul style="list-style-type: none"> <li>Experience in the Proposed Field of Expertise</li> </ul>	Completed at least two projects related to web based software application system using PHP (laravel framework) & mysql.
	iii .	<b>Job Description</b>	<ul style="list-style-type: none"> <li>Shall be deployed as full time programmer within office hours as full time staff in CIAA who can make changes in the software at no time.</li> <li>Must stay Solve and fix the problem immediately.</li> <li>Shall make necessary modification in the system as per requirement.</li> <li>Assist team leader in preparation of various documents.</li> </ul>

<b>4 .</b>	<b>Software Debugger – 1 Nos</b>		
	i.	<b>Educational Qualification</b>	
		<ul style="list-style-type: none"> <li>Minimum</li> </ul>	Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent and Master's Degree computer Engineering/Computer Science/IT Engineering/IT/Management or equivalent (Preferable)
	ii.	<b>Specific Experience</b>	
		<ul style="list-style-type: none"> <li>Experience in Related Field</li> </ul>	Minimum 1 (One) software Debugging.
		<ul style="list-style-type: none"> <li>Experience in the Proposed Field of Expertise</li> </ul>	Completed at least 2 (two) projects related to system debugging.
	iii .	<b>Job Description</b>	<ul style="list-style-type: none"> <li>Review running OAS and other software applications.</li> <li>Debug programs by testing for and fixing errors, sign and program as per requirements or as requested by the CIAA officials.</li> <li>Prepare detailed documentation for the software testing and ensure quality assurance.</li> <li>Assist team leader in preparation of various documents.</li> </ul>

<b>5 .</b>	<b>Database Administrator -1 Nos.</b>		
	i.	<b>Educational Qualification</b>	
		<ul style="list-style-type: none"> <li>Minimum</li> </ul>	Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent and Master's Degree computer Engineering/Computer Science/IT Engineering/IT/Management or equivalent (Preferable)
	ii.	<b>Specific Experience</b>	
		<ul style="list-style-type: none"> <li>Experience in Related</li> </ul>	Minimum 1 (one) years in database programming in mysql, PostgreSQL etc.



		Field	
		<ul style="list-style-type: none"> <li>Experience in the Proposed Field of Expertise</li> </ul>	Completed at least 2(two) projects related to web applications with database mysql etc.
	iii	<b>Job Description</b>	<ul style="list-style-type: none"> <li>Review running OAS and other software applications system database.</li> <li>Design database structures of data of running Database system.</li> <li>Prepare program and modules for web services for database interface.</li> <li>Prepare detailed documentation for the database system.</li> <li>Assist team leader in preparation of various documents.</li> </ul>

<b>6</b>	<b>System Administrator – 1 Nos</b>		
	i.	<b>Educational Qualification</b>	
		<ul style="list-style-type: none"> <li>Minimum</li> </ul>	Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent and Master's Degree computer Engineering/Computer Science/IT Engineering/IT/Management or equivalent (Preferable)
	ii.	<b>Specific Experience</b>	
		<ul style="list-style-type: none"> <li>Experience in Related Field</li> </ul>	Minimum 1 (one) years in Windows or linux operating system etc.
		<ul style="list-style-type: none"> <li>Experience in the Proposed Field of Expertise</li> </ul>	Completed at least 2 (two) projects related to installation, deployment, configuration and support and maintenance of windows/linux /koha operating system.
	iii	<b>Job Description</b>	<ul style="list-style-type: none"> <li>Review running OAS and WEBSITE operating system.</li> <li>Shall solve any storage related issues or any system related issues in no time.</li> <li>Prepare detailed documentation for the system configuration and deployment.</li> <li>Assist team leader in preparation of various documents.</li> </ul>

### 8.0 Responsibilities of CLIENT:

The responsibilities of CLIENT will be as follows:

CLIENT shall make payment to CONSULTANT as per payment schedule probably on monthly basis. The deduction on the payment will be made upon the delay of the responses are made on ratio basis. The consultancy firm is fully responsible for all taxes imposed by the relevant laws of GoN.

- CLIENT shall be responsible for any administrative and managerial help required for the CONSULTANT.
- CLIENT shall provide access to servers as per required to CONSULTANT.
- CLIENT shall provide office space to the Consultant's deployed staff to CIAA.

### 9.0 Time for Commencement and Completion

The duration of service shall be from ....., and shall provide the service for ..... and is extendable as per the requirements of the CIAA on mutual understanding. The CONSULTANT shall provide the Services within one week from award of the contract and continue till the end of ..... or any other period as may be subsequently agreed by the parties in writing.



The Client shall believe high level of service from the Consultant regarding the smooth operation of various software application of CIAA. The client in its sole discretion may terminate any or all of the services mentioned in the contract by not less than fourteen (14) days written notice of termination at any time, without giving any reason if found service unsatisfactory to the CONSULTANT .

### 10.0 Reporting Requirement and Performance Requirement

S.N.	Activities	Reports & Deliveries
1	The Consultant shall provide the detail design of the software running under CIAA. The detail design includes the flow chart of the source code, Database design (Data Flow Diagram (DFD) including possible all level that describes the data design and Entity Relationship Diagram (ERD)).	3 (Three) copies of Inception Reports and Formats including soft copies by end of 1 <sup>st</sup> Month 3 (Three) copies of System Analysis Report by end of 2 <sup>nd</sup> month. 3 (Three) copies of System Analysis draft and final report after the completion of support.
2	The Consultant shall provide the clients, the details of the work activities performed monthly. The Consultant shall provide the detail manual of the work activities describing the process he/she follows for the solution applied.	3 (Three) copies interim report of monthly reports by starting of each month. 3 (Three) copies draft and final report of monthly reports by starting of each month.
3	The Consultant shall perform the monthly presentation regarding the status, achievements, work progress, remaining works, solutions.	The presentation must be scheduled on the last Friday of the Nepali Month Calendar.
4	The Consultant shall submit the daily attendance sheet and the daily log report describing the work activities performed	The report must be submitted monthly for payment.

### 11.0 Obligations of the Contracting Agent

- Meet all costs as per contract.
- Ensure the Consultant's compliance with the delivery schedule and other provisions of the contract.
- Provide technical and quality control support in software problems.
- Provide comments and feedback on deliverables.

### 12.0 Confidentiality

The Consultant firm shall not disclose any information part or whole collected in this assignment during the term of this assignment and thereafter to anyone who is not authorized by CIAA to access the same information. The Consultant shall envisages the use of the software with proper authentication system. The consultant shall assist in creation and operation of the authentication system for the software.

## **D. Evaluation of Consultant's EOI Application**

# 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

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [2075/76 Fiscal year] (for National consulting firm only)	
3	VAT/PAN Registration (for National consulting firm only)	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	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.	
10	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.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Team Leader (1 No.): Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent Database Administrator (1 No.): Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent Software Developer (2 No.): Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering/IT System Administrator (1 No.): Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering/IT
2	Experience of Key Experts	Team Leader: General Experience in IT related works after Bachelor Degree in IT Software Developer: General Experience in IT related works after Bachelor Degree in IT Database Administrator: General Experience in IT related works after Bachelor Degree in IT System Administrator: General Experience in IT related works after Bachelor Degree in IT

Score: 40.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm in IT projects (hardware & Software) within last 7 years	?7 years
2	Specific Experience of Firm in Software Development / software support e.tc within last 7 years.	?2 projects

**Score: 45.0**

#### **C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity: Average Annual Turnover of best 3 year of last Seven fiscal year	<NRs. 1000000 : 0 Points ? NRs. 1000000 & < 2000000: 5 Points ? NRs. 2000000 & < 3000000: 10 Points ? NRs. 3000000: 15 Points

**Score: 15.0**

**Minimum score to pass the EOI is: 65**

Note : 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 such consultant's proposal shall be excluded during the evaluation.

## **E. EOI Forms & Formats**

## **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

## Standard EOI Document

### 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.<sup>1</sup>
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

---

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

**Standard EOI Document**

business and our 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):**



**Standard EOI Document**

**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.)*

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Standard EOI Document**

**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) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**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)*

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

**Standard EOI Document**

**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

--

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

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

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

---

<sup>3</sup> 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)*

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

(Please insert more rows as necessary)



**EXPRESSION OF INTERESTS  
(EOI)**

**EOI No.: CIAA-EOI-02-2077-78**

**Consulting Services  
For  
Providing Support Services Including Upgradation, Operation and Maintenance of  
Office Automation System and Other Software Applications in CIAA**

Commission for the Investigation of Abuse of Authority (CIAA)  
Tangal, Kathmandu

**Financing Agency:  
Government of Nepal**

**2020**



## ***Standard EOI Document***

### **Abbreviations**

CV	-	Curriculum Vitae
DO	-	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

## Standard EOI Document

### Contents

<b>A.</b>	<b><i>Instructions for submission of Expression of Interest</i></b>	<b>5</b>
<b>B.</b>	<b><i>Objective of Consultancy Services or Brief TOR</i></b>	<b>6</b>
<b>C.</b>	<b><i>Evaluation of Consultant's EOI Application</i></b>	<b>7</b>
<b>D.</b>	<b><i>EOI Forms &amp; Formats</i></b>	<b>8</b>
1.	Letter of Application	9
2.	Applicant's Information Form	11
3.	Experience	12
4.	Capacity	15
5.	Key Experts (Include details of Key Experts only)	17

## Standard EOI Document



Government of Nepal  
*Commission for the Investigation of Abuse of The Authority*  
Date of first Publication: 13<sup>th</sup> Kartik, 2077 (29<sup>th</sup> October, 2020)  
EOI No: CIAA-EOI-02-2077-078

1. Government of Nepal (GoN) has allocated fund *toward the cost of Consulting Services For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA* 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 **Commission for the Investigation of Abuse of The Authority (CIAA)** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: *For Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA*
3. **Interested eligible consultants** may obtain further information and EOI document free of cost at the address *Commission for the Investigation of Abuse of The Authority (CIAA), Tangal, Kathmandu* during office hours on or before 27<sup>th</sup> **Kartik, 2077** or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website <http://ciaa.gov.np/> Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be submitted online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) at *Commission for the Investigation of Abuse of The Authority (CIAA), Tangal, Kathmandu* on or before **12:00 hrs 28<sup>th</sup> Kartik, 2077 (13<sup>th</sup> November, 2020)**. The opening of EOI shall be done on **13:00 hrs 28<sup>th</sup> Kartik, 2077 (13<sup>th</sup> November, 2020)**.
5. 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.
6. EOI will be assessed based on **Qualification 40%, Experience 45%, and Capacity 15%** 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.
7. Minimum score to pass the EOI is **65**.
8. *The interested consultants are requested to create online EGP account from PPMO office , Tahachal, Kathmandu.*

## Standard EOI Document

### A. 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 and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm/ company/ organization**.
4. The assignment has been scheduled for a period of **12 (twelve) months**. Expected date of commencement of the assignment is **1<sup>st</sup> Poush, 2077 (16<sup>th</sup> Dec, 2020)**.
5. A Consultant will be selected in accordance with the **Quality and Cost Based solution (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 in sealed envelope and should be clearly marked as “EOI Application for Short-listing for the **Consulting Services for Providing Support Services Including Upgradation, Operation and Maintenance of Office Automation System and Other Software Applications in CIAA**. The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the “**Request for Expression of Interest**”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

***Standard EOI Document***

**B. Objective of Consultancy Services or Brief TOR**

- *As per attached document.*

## Standard EOI Document

### C. 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.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration ( <i>for National consulting firm only</i> )	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission [2075/76 Fiscal year] ( <i>for National consulting firm only</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.	
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>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	<i>*As per attached document</i>	40
<i>Experience of Key Experts</i>	<i>*As per attached document</i>	
<b>B. Experience</b>		
<i>General of consulting firm</i>	<i>*As per attached document</i>	45
<i>Specific experience of consulting firm within last 7 years.</i>	<i>*As per attached document</i>	
<b>C. Capacity</b>		
<i>Financial Capacity</i>	<i>*As per attached document</i>	15

**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.

## **Standard EOI Document**

### **D. 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

## Standard EOI Document

### 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.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

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



**Standard EOI Document**

*[Phone, Fax, Email]*

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
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):**

## **Standard EOI Document**

### **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.)*

## Standard EOI Document

### 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.						

## Standard EOI Document

### 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) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**3(C). Geographic Experience [not applicable]**

**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)*

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

## Standard EOI Document

### 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.)

#### Notes on Financial Capacity of Firm:

1. Average Annual Turnover of firm/JV shall be average of annual turnover of best 3 (three) fiscal years out of last 7 (seven) fiscal years.
2. The firm and/or JV shall have to submit notary public attested tax clearance certificate of each fiscal year, supposed to be evaluated for EOI evaluation. Submission of audit report or any other tables shall not be considered for EOI evaluation. Notary public signature shall be verified, if required.
3. In case of JV business, the firm and/or JV shall have to submit notary public attested tax clearance certificate of each fiscal year along with the JV agreement of that business, supposed to be counted for EOI evaluation.
4. In case of JV, average annual turnover of the JV shall be evaluated considering % of financial liability as stated in the JV agreement for the EOI. If the JV agreement is submitted without mentioning the % of financial liability, the marks for financial capacity shall be evaluated to zero.
5. For the evaluation of financial capacity, inflation adjustment shall be done using overall wholesale price index (WPI computed at the end of last fiscal year) published by Nepal Rastra Bank.

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup> [Not Applicable]**

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

<sup>3</sup> 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)



## Standard EOI Document

### Evaluation Criteria for Expression of Interest (EOI) For

Consulting Services for Providing Support Services Including Operation and Maintenance of Office Automation System and other Software Applications of CIAA

#### 1.0 Qualification and Experience of Key Staff

Maximum marks:40

##### 1.1 Academic Qualification of Key personnel

Maximum Marks: 10

S.No.	Description		Marks	No of Key Personnel	Full Marks
1.1.a	Team Leader	Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent	2	1	2
1.1.b	Database Administrator	Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering /IT or equivalent	2	1	2
1.1.c	Software Developer	Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering/IT	2	2	4
1.1.f	System Administrator	Minimum Bachelor's Degree in Computer Engineering/ Computer Science/IT Engineering/IT	2	1	2
Total 1.1					10

##### 1.2 Experience of Key personnel

Maximum Marks: 30

S.No.	Description		Marks	No of Key personnel	Full marks
1.2.a	Team Leader	General Experience in IT related works after Bachelor Degree in IT	<6 Years =0	1	5
			≥6 years =5		
1.2.c	Software Developer	General Experience in IT related works after Bachelor Degree in IT	<1 years =0	2	15
			≥1 years = 7.5		
1.2.d	Database Administrator	General Experience in IT related works after Bachelor Degree in IT	<1 years =0	1	5
			≥1 years = 5		
1.2.f	System Administrator	General Experience in IT related works after Bachelor Degree in IT	<1 years =0	1	5
			≥1 years =5		
Total 1.2					30
Total 1.0					40

## Standard EOI Document

Notes on Qualification and Experience of Key Staff :

1. The proposed key personnel shall declare himself / herself that he / she is willing to be involved in this proposed consulting service and his / her part time involvement in any other project/ jobs does not affect the scheduling and execution of this consulting service if this consulting service is awarded to the firm hiring that proposed key personnel. Any marks allocated to the proposed key personnel shall not be awarded if he/she does not submit declaration regarding abovementioned content through separate letter with signature of the proposed key personnel. Furthermore, in case of any written complaints registered at CIAA by any other consulting firm/JV, regarding the submission of fraudulent declaration, with supporting documents and proofs, the proposed key personnel shall not be considered in the evaluation process.
2. CV of each professional key personnel shall be submitted with signature of professional key personnel and authorized representative of the firm/JV. **The failure in submission of CV of key personnel shall be not included in evaluation.**
3. CV of personnel shall clearly mention his/her e-mail address and mobile number.
4. The firm/JV shall have to submit the NEC registration certificate for engineer professionals.
5. The work experience for all key personnel shall be mentioned in following format:

Name of Project	Name of Client	Start Date-Completion Date	Name of Firm involved with as (Single/ JV)
Scope of Project			
Position held			
Description of Duties (including technologies/ programming language or frameworks used)			

### 2.0 Experience of Consulting Firm

Maximum marks: 45

S.No.	Description	Marks	Full marks
2.1	General Experience of the Firm in IT projects (hardware & Software) within last 7 years	<7years = 0	20
		≥7 years = 20	
2.2	Specific Experience of Firm in Software Development / software support e.tc within last 7 years.	< 2 projects = 0	25
		≥2 projects = 25	
Total 2.0			45

### 3.0 Financial Capacity of Firm

Maximum marks:15

S.No.	Description	Details	Marks	Full marks
3.1	Average Annuual Turnover of best 3 year of last Seven fiscal year	<NRs. 1000000	0	15
		≥ NRs. 1000000 & < 2000000	5	
		≥ NRs. 2000000 & < 3000000	10	
		≥ NRs. 3000000	15	
Total 3.0				15
Grand Total				100
Pass Marks				65