



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services

For

**(Software Development for Online GSP AND REX
Automation)**

Expression of Interest (EOI)

Issued By:

Trade and Export Promotion Centre
Pulchowk, Lalitpur
P.O. Box 825, Kathmandu.

Feb 19, 2021



Expression of Interest (EOI)

Title of Consulting Services: Software Development for Online GSP AND REX Automation

Method of Consulting Service: National Competitive Bidding

Project Name: Software Development for Online GSP AND REX Statement on Origin

EOI: *TEPC/02/2021*

Office Name : Trade and Export Promotion Centre

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Issued on: *[Insert publication date]*

Financing Agency: Government Budget



Abbreviations

CO	-	Certificates of Origin
CV	-	Curriculum Vitae
EA	-	Executive Agency
EBA	-	Everything But Arms
EU	-	European Union
EOI	-	Expression of Interest
GON	-	Government of Nepal
GSP	-	Generalized System Preferences
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
REX	-	Registered Exporter System
TOR	-	Terms of Reference
VAT	-	Value Added Tax



Contents

A.	Request for Expression of Interest.....	6
B.	Instructions for submission of Expression of Interest.....	8
C.	Objective of Consultancy Services or Brief TOR.....	10
	1. Background.....	10
	2. Objectives	10
	3. Introduction of Generalized System of Preferences	10
	4. Objectives of GSP:	11
	5. GSP Implementation Modality	11
	6. GSP implementation Modality: Evidence	12
	7. GSP Facility under Rules of Origin:	12
	8. GSP Rules of Origin.....	12
	9. Scope of Services	12
	10. Consulting.....	14
	11. Functional Features.....	15
	12. Methodology.....	16
	13. Non-Functional Requirements.....	16
	14. Expected Result of the Project:.....	20
	15. Deliverables of the Project.....	20
	16. Work Schedule.....	21
	17. Remuneration.....	21



A. Request for Expression of Interest

1. Government of Nepal (GoN) has allocated fund toward the cost of Application Software Development for "Online GSP and EU's REX System Automation" 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 Trade and Export Promotion Center (TEPC) now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Development of the for Software for Online GSP and EU's REX system on Statement on Origin automation in order to facilitate by paperless system in trade documentation of GSP Certificates of Origin Form A..
3. Consultant shall develop Software for Online GSP Form A AND EU's REX Statement on Origin Automation within 4 months.
4. The instruction to the Consultant prescribed formats, evaluation criteria, scope of work, duration of study, and other details of the project will be mentioned in the Terms of Reference ("ToR").
5. The selection procedure of the Consultant will be governed by the prevailing laws of Nepal, namely the Public Procurement Act, 2007 (2063 BS) & Public Procurement Regulation, 2007 (2064 BS). The received EOI shall be evaluated on the following grounds:

Details of Qualifying Criteria

<i>Description</i>	<i>Marks out of 100</i>
<i>Qualification and Experience of the Key Experts</i>	<i>90</i>
<i>Capacity of the consulting Firm</i>	<i>10</i>

6. The EOI documents including the ToR may be downloaded from the website of Public Procurement Monitoring Office (www.bolpatra.gov.np/egp). Required documents should be submitted by 5 pm NPT within 15 days of the first publication of the EOI notice.
7. The EOI shall be submitted in the following ways:
8. Expressions of interest (EOI) shall be delivered online through e-GP system www.bolpatra.gov.np/egp (preferred way). OR Duly completed EOI documents in hard copy should be submitted or received via registered post to the address mentioned below:



Government of Nepal
Ministry of Industry, Commerce and Supplies
Trade and Export Promotion Centre
Pulchowk, Lalitpur
Tel: 977-1-5525898/5532642

9. In case the day of submission of the EOI falls on a public holiday, it should then be submitted by 5:00 PM NPT on the following working day.
10. Only shortlisted Consultants will be invited further to respond to the Request for Proposal ("RFP") notice from the TEPC. TEPC reserves the right to accept or reject any or all of the received EOI Documents with or without giving any reasons whatsoever. Up to (6) top ranked firms obtaining at least (70%) marks in the EOI evaluation process will be listed as pre-qualified firms. Further Information or clarification can be obtained by visiting the TEPC website (www.tepc.gov.np) or by contacting the TEPC office between 10 am to 5 pm NPT.
11. Pre-qualified firms will be notified within 15 days after the EOI Submission deadline with a request for Technical and Financial proposals (RFP). Further selection during the RFP process will be in accordance with the Quality and Cost Based Selection procedure ("QCBS") as described in Public Procurement Act, 2007 (2063 BS) & Public Procurement Regulation, 2007 (2064 BS) .



B. Instructions for submission of Expression of Interest

1. Expression of Interest must be submitted by a Sole firm or Joint Venture (JV) 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 5 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 45 days. Expected date of commencement of the assignment is [April 21, 2021].
6. A Consultant will be selected in accordance with the Quality and Cost-Based Selection
7. Expression of Interest should contain following information:
8. A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
9. Applicants shall provide the following information in the respective formats given in the EOI document:
 - a. EOI Form: Letter of Application (Form 1)
 - b. EOI Form: Applicant's Information (Form 2)
 - c. EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - d. EOI Form: Capacity Details (Form 4)
 - e. EOI Form: Key Experts List (form 5).
10. 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.
11. 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 Software Development for Online GSP and REX system automation". 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.



12. 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

1. Background

Export promotion plays an important role in the economic development of Nepal. Trade and Export Promotion Centre (TEPC) is only the government national organization for the promotion of foreign trade in general -- and export trade in particular. The TEPC recognizes the rapidly changing international trade environment and is, therefore, engaged in launching export promotional activities by facilitating services and guidance on a wide range of trade and trade related matters. These include the identification of new markets for exportable products, follow up regarding trade procedures, and addressing requirements for international trade transactions of the business community and facilitate on market access by issuing the Generalized System of Preferences (GSP) Form A and Registered Exporter System (REX) particularly for European Union, Norway, Turkey and Switzerland.

The European Union (EU) has automated the Generalized System of Preference (GSP) under REX System in order to facilitate by paperless system in trade documentation of GSP Certificates of Origin Form A. TEPC as the competent agency for the REX system is providing the REX numbers to the exporters from Nepal who wants to export their product to EU countries. After the exporters receive the REX number in the system, they are eligible to self-declare their products following the rules of Origin and apply for the preferential tariff. Before the exporter were obliged to fill in the hard copy and submit in exportation into the Customs Offices of the importing destination in order to get preference benefits applied by the developed countries to the developing and least developed countries.

2. Objectives

As TEPC is providing the REX number in the EU's REX system it does not have the access to the exporters database enlisted in REX system and need to put the record of these databases and the self-declaration made by exporters while exporting to the EU. On the other hand also in order to facilitate the trade similar to the EU's REX System by automation of issuance of GSP Form A to the Nepalese exporters for other GSP preference giving countries as well, Trade and Export Promotion Centre (TEPC) in its fiscal year 2077/078 has a program with approved budget for Software Development for Online GSP and REX system automation. The GSP Form A issuance system has sought to be automated and developed by hiring the "Consulting Services of National Firm for build/implementation of the system". The objective of the consulting service is to develop the system both for keeping records of databases of REX and automation system of GSP Form A issuance.

Non-preferential COs, also known as "ordinary COs," indicates that the goods do not qualify for reduced tariffs or tariff-free treatment under trade arrangements between countries, while preferential COs declare that they do.

3. Introduction of Generalized System of Preferences

The Generalized Systems of Preference (GSP) is a preferential tariff system which provides tariff reduction on various products. The concept of GSP is very different from the concept of



"most favored nation" (MFN). MFN status provides equal treatment in the case of tariff being imposed by a nation but in case of GSP differential tariff could be imposed by a nation on various countries depending upon factors such as whether it is a developed country or a developing country. Both the rules come under the purview of WTO. The GSP instituted in 1971 under the aegis of UNCTAD, has contributed over the years to creating an enabling trading environment for developing countries. The following 13 countries grant GSP preferences: Australia, Belarus, Canada, the European Union, Iceland, Japan, Kazakhstan, New Zealand, Norway, the Russian Federation, Switzerland, Turkey and the United States of America.

The objective of UNCTAD's support on GSP and other preferential arrangements is to help developing countries - particularly LDCs - to increase utilization of GSP and other trade preferences and in turn promote productive capacity development and increased trade. Such support includes raising awareness and enhancing understanding among exporters and government officials in beneficiary countries of the trading opportunities available under the schemes; strengthening understanding of technical and administrative regulations and laws governing preferential market access, particularly rules of origin; and disseminating relevant information for users of GSP and other preferential schemes. Support is also provided to providers of preferences in improving their preferential schemes.

4. Objectives of GSP:

The main objective of GSPs:

- i. To give development support to developing countries and least developed countries by promoting exports from them into the developed countries.
- ii. It provides opportunities for many of the world's development support to developing countries and least developed countries to use trade to grow their economies.

5. GSP Implementation Modality

The EU has EBA (Everything But Arms): the special arrangement for least developed countries, providing them with duty-free, quota-free access for all products except arms and ammunition.

The US government selects a group of poor countries and a set of products and offers these countries lower-than-normal tariffs than it applies to imports from all other World Trade Organization (WTO) countries. There are eight mandatory and seven discretionary criteria for GSP eligibility. Mandatory criteria include a beneficiary not being a communist country and committing to end the worst forms of child labor. Discretionary criteria include the level of economic development and assurances on market access. The United States Trade Representative (USTR) makes annual reviews about the types of commodities to be selected under GSP and the countries to be benefited. The products covered under GSP are mainly agricultural products including animal husbandry, meat and fisheries and handicraft products.



6. GSP implementation Modality: Evidence

Usually a GSP Certificate of Origin Form A stamped by the competent authorities in the beneficiary country is required. In certain cases a so-called “invoice declaration” may be used. Except Australia, Canada and New Zealand, all the GSP preference giving countries require GSP Certificate of Origin Form A for benefitting from GSP preference facility. In Australia, the exporter need to include the Origin of the goods by the exporter in details with raw materials and processed goods calculated in the Commercial Invoice. Also written consent may be required to prove alternately. For Canada, the exporter can declare the origin of the exported goods in the Invoice itself or in separate about the origin of the materials in the goods exported. Export to New Zealand generally doesn't require Certificate of Origin, however the exporter may show the proof of origin during the importation. The exports to Japan, the USA and Australia, all other GSP preference giving countries may require GSP form A as the proof of verification declared by the exporter as well as endorsed by the competent authority during export in the last export point in Customs Office. In the USA, government official endorsement may not be required. In Australia, the goods in packing list as well as basic floor price minimum value of the total products may be required to show. The GSP Form A is accompanied by Air Way Bill or Bill of Lading including Invoice during export.

In the EU, the GSP Form A has been replaced by the REX System where the exporter has to be registered into the EU's database system and then after its authorization from the EU, the exporter would prepare Statement on Origin each time they prepare export invoice.

7. GSP Facility under Rules of Origin:

The parts and semi-finished goods originating in The EU, Australia, Canada, Japan, New Zealand, and Russian Federation consider them as the originating status in the beneficiary countries so, they are liable for the preference upon exports. Most of the preference giving countries have reduced duty rates for the exports from the GSP countries or either duty free

8. GSP Rules of Origin

Rules of origin is the most important part of the GSP System. The implementation of trade policy measures often requires differentiation in the treatment of goods coming from different countries. Examples of such trade policy measures are the application of preferential rates of duty, anti-dumping duty, import licensing requirements, quotas, embargoes, and so on.

- i. Wholly Obtained Criterion
- ii. Value Added Criterion

9. Scope of Services

As stated TEPC, as the national trade promotion organization has been conducting trade promotion activities and facilitating the exporters by providing the REX number and also issuing the GSP Form A for exports in order to get the preferential tariff provided by the



developed countries. As TEPC is providing the REX number in the EU REX system it does not have the access to the exporters database enlisted in REX system and need to put the record of these databases and the self-declaration made by exporters while exporting to EU. On the other hand, for other GSP providing countries, till now the GSP Form A has been issued in paper and the process would take time consuming during paper-based issuance with the same repetition. Along with the database for the REX system, the GSP Form A issuing system is to be automated in order that the system will be lodged into the relevant agencies before actually having to be present in person in order to issue it.

This project will therefore

- i. Accept Pre-Application Form as per the application to register into the system.
- ii. One Time User Log in & Password
- iii. Application for Online GSP and REX SO with submission of (EXIM CODE CERTIFICATE) On Every Time of Export
- iv. Application for Online GSP
- v. Application for Online REX SO
- vi. Develop API to connect with other Government Portals such as
 - a. EXIM Code Certificate
 - b. ASYCUDA World via Nepal National Single Window
 - c. Nepal Trade Information Portal.

It is the liability of TEPC (client) to arrange all the necessary procedure to allow vendor for the connection of API with the concerned government authorities within the development time period.

- vii. Develop API to connect with the EU's REX System which is accepting Statement of Origin issued and as declared by the exporter. It is the liability of TEPC (client) to arrange all the necessary procedure to allow vendor for the connection of API with the concerned government authorities within the development time period.
- viii. Develop API to connect with Nepalese commercial banks to realize all the charges to be paid to TEPC with respect to issuance of GSP Form A.
- ix. Develop online GSP Form A and REX system Statement of Origin Portal and database management system.
- x. The system should be interfaced with the Nepal National Single Window System.
- xi. The developer (vendor) is liable to deploy GSP Form A and REX SO Online Automation System in the Government of Nepal's cloud. It is the liability of the TEPC to facilitate the vendor for the deployment of the system in the Government cloud.



- xii. It is the liability of the vendor to provide the support and maintenance services to TEPC free of cost for one year.
- xiii. It is the liability of the vendor to provide i. system administration training ii. user training to TEPC and end-users.
- xiv. The vendor is liable to deliver all the source code of the system to TEPC.

10. Experiences

a. Consulting firm/organization's qualification

- i. Firm Registration Certificate
- ii. VAT/PAN Registration Certificate
- iii. The company should have cleared all the tax and dues (Fiscal Year 2076/77 or latest)
- iv. 7 (Seven) years of experience as per the Public Procurement Regulation 2064, Rule 70 (3) (3) in the consulting, design and development of automation software
- v. In depth understanding of policy framework, trade opportunities, practices of Nepal
- vi. Working relations with the government agencies, private sector organizations and other stakeholders involved in the area of trade and exports, software development of manual work flow system
- vii. Prior knowledge of EU's GSP under REX system, EXIM code and Nepal National Single Window



b. Expert Team Qualifications and Experience

The qualification of the expert team of the consultant and their experience on respective discipline should be as follows:

S. No	Consult Team	Qualification	Minimum Experience (Years)	No. of Projects	No.	Time Period (days)
1	Team Leader	Bachelor Degree in Computer Engineering / Computer Science/Computer Application/ Information Management/IT/CSIT from a Recognized University	5	5	1	45
2	Software/ Web developer	Bachelor Degree in Computer Engineering /Computer Science/Computer Application/ Information Management/IT/CSIT from a Recognized University from a Recognized University	3	4	5	45
3	Database Manager	Bachelor Degree in Computer Engineering / Computer Science/Computer Application/ Information Management/IT/CSIT from a Recognized University	3	4	2	45
4	Network Manager	Bachelor Degree in Computer Engineering /IT/CSIT (Specialized training in Computer Networking) from a Recognized University	3	4	2	20
5	QA	Bachelor Degree in Computer Engineering /IT/CSIT from a Recognized University	3	4	1	25

11. Functional Features

The software system must include the following features

- i. Format of Pre-application for GSP & REX SO (One-time Submission) for Registration with the EXIM code registration system Application Program Interface (API) mechanism from the Department of Customs
- ii. Record in archive all these documents: The system of record of GSP automation for GSP issuing for the export purpose of all the Products (other than Carpet) and for export of Carpet and EU's REX system Statement of Origin.
- iii. One Time User Log in & Password: The System will do Registration and give the user log in and password for the company/industry
- iv. Application for Online GSP and REX SO with submission of (EXIM Code Certificate) (On Every Time of Export).Integration with the EXIM Code System API mechanism in order to retrieve the database.
- v. Application for Online GSP
- vi. Application for Online REX SO. Integration with the EXIM Code System will provide the API mechanism in order to retrieve the database.



- vii. Decision by TEPC's Expert Committee
- viii. The System will produce GSP and REX SO form filled as per the request and also keep it in TEPC and forward the same to Customs Department Office, Bank and other related organizations including the exporting company itself.

12. Methodology

- i. Identify the possible architecture of the systems and its various required components.
- ii. Develop a context diagram of each of the components.
- iii. Identify actors and use cases of various components.
- iv. Elicitation of requirements: Different elicitation techniques should be used to collect the requirements; these may include stakeholder and expert interviews, meetings, observation, different inquiry methods and surveys.
- v. Design Phase: This phase include ER Diagram of the system, User Interface design and Test Case development for the system
- vi. Development Phase : Database Construction, Coding of modules, and various module documentation of the system
- vii. Testing and Integration : Testing and Integration report of the system
- viii. Development Model: The consultant firm should use agile methodology for the software development.
- ix. Network Requirements: The system will effectively run on all TCP/IP enabled internet where suitable bandwidth is available.
- x. Database: Relational Database Management System
- xi. Programming Framework : MVC framework

13. Non-Functional Requirements

a. Architecture Requirement

Proposed architecture should support open standards. It should be scalable and should ensure the performance during all times. Peak load should be considered as 100000 (One hundred thousand) concurrent users. There should not be any kind of lag while using the system during data entry or during the report generation. Architecture should be scalable when the number of user increases without doing the code level modification. It should be flexible enough to support plug in and plug out of the modules as per future requirement. Architecture should be



highly secure as it contains very sensitive government data.

b. Application Security Controls

The application shall include, at minimum, the following security controls:

- i. Data input validation controls
- ii. Data process validation controls
- iii. A message authentication system for sensitive forms/data requiring high data integrity during data transmission (if any)
- iv. Data output validation controls
- v. Strict access restriction to program source libraries.
- vi. Enforcement and implementation of formal change controls procedures

Data encryption during exchange of data should be implemented

c. Web Security Controls

- i. The information relating to users of the system shall be secured by devising appropriate level of controls.
- ii. The data about users shall be stored on in a RDBMS. A browser-based interface shall be provided to users for managing their passwords and other identification credentials. Features such as minimum password length, minimum number of numeric characters, forced password change with optional grace login, non- dictionary words; password history etc. shall be implemented
- iii. The solution shall restrict access for specific users to only certain resources in the solution based on their role definition.
- iv. The solution shall provide scalable access services, including scalability in terms of number of users, user groups, resources, and access control policies.
- v. The solution shall provide a robust and customizable security solution and shall be based on a platform that should grow with additional application deployment and scales as user traffic grows, while providing the highest level of reliability is required.
- vi. The solution shall provide for load balancing to enable a fully scalable solution. It shall enable continued service on failure of one or more of component parts.
- vii. The solution shall provide the ability to securely store critical data within user related databases so that database administrators or any unauthorized users do not have access to such items as passwords and other critical documents of any oration.
- viii. The solution shall provide for session settings such as idle or max session time-outs,



concurrent sessions and other session control settings.

- ix. The solution shall examine all traffic to all services / pages being protected by the solution. All access attempts to the web server / application shall be intercepted and examined for authentication and authorization requirements.
- x. The solution shall be capable of comprehensive logging of the traffic through the network and applications. It shall be capable of logging unauthorized access attempts in to the network and the internal resources, and attempts to login that fail. It shall be capable of notifying appropriate parties including the department users/ security administrators etc. of suspicious activity.
- xi. The solution shall provide a way of controlling changes to configuration, if a major change to configuration is made then a way of recording this change shall be provided with the possibility of rolling back through previous configurations in the case of problems.
- xii. The portal environment, including the documents uploaded by the users, shall be adequately protected against viruses. All documents uploaded by the users shall be subjected virus scan before accepting
- xiii. The system shall provide two layers of access control over the creation/ modification of user profiles. For the first login by a user, the system shall prompt the user to change his password. When a user logs-in, the system shall display the date & time of last login.
- xiv. The system shall maintain a log of all the activities carried out by a user along with a date and time stamp.
- xv. The database shall support and implement encryption capabilities while transferring data over networks, and shall have ability to encrypt data stored in the database at the column level.
- xvi. The critical data in the database shall be stored in encrypted format.

d. Other Non-Functional Requirement

- i. The system must be responsive and user friendly
- ii. The application must support Multi Languages
- iii. The language to interact/interface will be Nepali Unicode in addition to English.
- iv. The system must follow all the standards and guidelines provided by GEA

e. Performance

The performance of a system constitutes of the response time of the system to any request from the client, the load on the system for executing any request, the number of concurrent



requests that a system can handle, etc.

Following performance metrics must be met by the developed solution:

Service	Max Response Time (in seconds)
User Authentication & Authorization	1
Page Navigation and Load	2
Report Generation in Grid Layout	8
Export to CSV/XLSX/PDF	8

f. Availability

Availability is the percentage of time a service or resource is fully available for its intended use. Even during scheduled maintenance, proper message must be provided by the system to the end-user about the maintenance duration and reason.

System must have 24/7/365 uptime with an SLA of 99.9%, other than planned maintenance downtime.

g. Reliability

Reliability defines how likely it is for the software to work without failure for a given period of time. Reliability decreases because of bugs in the code, hardware failures, or problems with other system components. To measure software reliability, one should count the percentage of operations that are completed correctly or track the average period of time the system runs before failing.

h. Application Maintainability

Simplified maintainability is the key to sustainable software solution and for the same proper care must be taken to comment the code-base with a standard format, to document the process/business flow and provide the end-users with adequate trainings and along with comprehensive guides. Code commenting standard must be defined and followed throughout the code base. Vendor must produce technical, functional and TOT guides for the training sessions, which would be used as reference material during future troubleshooting.

i. Audit

Any action performed in the application must be logged for the purpose of auditing in the future.



All audit logs must be immutable and validation mechanism must be put in place to ascertain the authenticity of the audit log. This is to validate that the audit log hasn't been tampered from backend via database queries.

After validation of the final report the commissioning should be done with the real-time data available and shown without flaws

14. Expected Result of the Project:

- i. TEPC will own the Online GSP Form A issuing competent authority.
- ii. The revenue levy amount shall be payable through online banking system. The amount to be levied are as following:
 - a. For Carpet exports, GSP Form A = Rs. 10
 - i. For exports of carpet above 80 knots category at the rate of Rs. 3/sq.m = Rs. ...
 - ii. For exports of carpet above 80 knots category at the rate of Rs. 5/sq.m = Rs. ...
 - b. For Other products exports, GSP Form A = Rs. 25

15. Deliverables of the Project

The report and deliverables should be submitted as follows:

- i. Inception Report
- ii. System Requirement Specification document (SRS).
- iii. System Design Document (SDD).
- iv. Develop the system
- v. The developed system shall also be enabled with feature to sign business process interactions digitally using digital signature and the data should be fully compatible and ready to interface with the Nepal National Single Window (NNSW).
- vi. Perform various testing activities and perform User Acceptance Test (UAT) and Operational Acceptance Test (OAT).
- vii. Perform stress testing, facilitate the VAPT and do the required rectification as required.
- viii. Preparation of required documentation.
- ix. Provide transfer of knowledge.
- x. Provide technical support for system with operation support for one year.



- xi. Carry out all the activities as per the standards and guidelines provided by GEA.
- xii. Final Report and Commissioning

16. Work Schedule

The overall design and development of the software will be for 45 days beginning from the award of the consultancy to the selected consultant after the completion of the Request for Proposal (RFP) Process. In the assigned time frame, the consultant firm should conduct feasibility study, design and development of the automation system of current manual CO process and data collection from other relevant public and private sectors must be discussed with TEPC, relevant ministries, authority agencies after the agreement is signed.

- I. **Inception Report:** Project concept in the form of Inception Report must be submitted within 7 days after signing the contract.
- II. **SRS and SDD document:** Software requirement specification and overall system design document must be submitted within 7 days after signing the contract
- III. **First Milestone:** Design and Development of the system in appropriate programing framework and RDMS database design with appropriate database technologies within 14 days of award date.
- IV. **Second Milestone:** Enabling the feature of sign business process interactions digitally using digital signature and the data should be fully compatible and ready to interface with the Nepal National Single Window in the developed system with in the 21 days of the award date.
- V. **Third Milestone:** Testing of the system with real time data in the real scenario basis with in the 28 days of the award date.
- VI. **Fourth Milestone:** Deploying to the Server provided by TEPC with tuning to fine and error free environment with completion of all level of unit, stress testing and user acceptance testing within 35 days of award date
- VII. **Presentation and Training:** Presentation on the automation flow process and live demonstration of the software with training to the stakeholders and users within 42 days beginning from the award date.
- VIII. **Final Report:** Final report of all development, testing, quality assurances, deploying and user manual needs to be submitted within 45 days beginning from the award date. The Final report must incorporate TEPC, relevant ministries/departments/agencies, stakeholders' comments

17. Remuneration

TEPC shall pay to Consultant a fixed fee to be negotiated and agreed upon with the selected Consultant. The fee shall be payable on percentage based on milestones and final report submission



18. Taxation

The consultancy firm is fully responsible for all taxes imposed by the relevant laws of the Government of Nepal (GoN).

19. Confidentiality

The consultancy firm shall not disclose the information collected in this assignment during the term of this assignment and thereafter to anyone who is not authorized by TEPC.

20. Time Period of the Project Commissioning:

The project should be completed within 45 days of the signing in of the contract with TEPC.

21. Project Ownership and Coverage Area:

The project will be owned by TEPC after commissioning. All the exporters of Nepal can request to apply for this GSP Certificate of Origin as per the format shown in annex 1.



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.

<u>i) Eligibility & Completeness Test</u>	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance of (2076/77)	
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	



ii) EOI Evaluation Criteria	Minimum Requirement	Score
A. Qualification		
<i>Qualification of Key Experts</i>		60
<i>Experience of Key Experts</i>		
B. Experience		
<i>General Experience of consulting firm</i>	10	30
<i>Specific experience of consulting firm within last 5 years.</i>	10	
<i>Similar Geographical experience of consulting firm</i>	10	
C. Capacity		
<i>Financial Capacity</i>	10	10



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



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,

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}**.

Attached to this letter are photocopies of original documents defining:

- a. the Applicant's legal status;
- b. the principal place of business;

[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.

[Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]



[Phone, Fax, Email]

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.

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.

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 :



Applicant's Information Form

1. Name of Firm/Company:
2. Type of Constitution (*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.)



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)
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(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)

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>



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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.)



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)



F. Annex

1. Form A

1. Goods consigned from (Exporter's business name, address, country)			Reference No		
2. Goods consigned to (Consignee's name, address, country)			GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A		
3. Means of transport and route (as far as known)			Issued in (country) See notes overleaf		
4. For official use					
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages, description of goods	8. Origin criterion (see Notes overleaf)	9. Gross weight or other quantity	10. Number and date of invoices
11. Certification hereby certified, on the basis of control carried out, the declaration by the exporter is correct. Place and date, signature and stamp of certifying authority			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to (importing country) Place and date, signature of authorized signatory		



