



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

**Procurement of Consulting Services**

**For**

**(Software Development for Online Certificates of  
Origin 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 Certificates of Origin Automation**

**Method of Consulting Service: National Competitive Bidding**

**Project Name: Software Development for Online Certificates of Origin Automation**

**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

|     |   |                               |
|-----|---|-------------------------------|
| 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               |



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## A. Request for Expression of Interest

1. Government of Nepal (GoN) has allocated fund toward the cost of Application Software Development for "Online Certificates of Origin (CO)" 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 software system for electronic certificate of origin (eCO), that a user can submit the required documentation online and get an electronic certificate stamped by a competent authority
3. Consultant shall develop Software for Online Certificates of Origin Automation within 50 days.
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>               |

- I. The EOI documents including the ToR may be downloaded from the website of Public Procurement Monitoring Office ([www.bolpatra.gov.np/egp](http://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.

6. The EOI shall be submitted in the following ways:

Expressions of interest (EOI) shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://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

7. 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.
8. 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 (80%) 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](http://www.tepc.gov.np)) or by contacting the TEPC office between 10 am to 5 pm NPT.
9. 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. QCBS method.
8. Expression of Interest should contain following information:
9. A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
10. 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).
11. 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.
12. 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 Certificates of Origin .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.

13. 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 and Context

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. Upon TEPC's request to the Government of Nepal, Ministry of Industry, Commerce and Supplies has been permitted to issue Certificates of Origin to the exporters for the exports of Nepalese products. In this context TEPC has initiated the project for the consulting service is to develop the system for issuing the Certificate of Origin as well as keeping records of databases of Certificate of Origin issuance.

### 2. Introduction

Certificate of origin (CO) is a document declaring in which country a commodity or product is manufactured. The certificate of origin contains information regarding the product, its destination, and the country of export. For example, a product may be marked "**Made in the Nepal**".

The CO is required by many treaty agreements for cross-border trade. The CO is an important form because it can help determine whether certain goods are eligible for import, or whether products are subject to duties.

Customs officials in the importing destination expect the CO to be a separate document from the commercial invoice or packing list. Customs in these countries also expect it to be signed by the exporter, the signature notarized, and the document subsequently signed and stamped by a competent authority. In some cases, the destination customs authority may request proof of review from the authority which issues the CO. The administration in the competent authority certifies the CO which is verifiable.

The proof of review usually amounts to the competent authority's official embossing stamp and a signature of an authorized representative. Some countries are accepting electronically issued CO that have been electronically signed by the authorized representative of the competent authority. A certificate of origin may also be required by the buyer in the documentary requirements stated within a letter of credit. The letter of credit may specify additional certifications or language within that must be noted in order for the certificate of origin to comply with the stated requirements

With an electronic certificate of origin (eCO), you can submit the required documentation online and get an electronic certificate stamped by a competent authority in less than a day or get an expedited paper certificate overnight.

Types of CO: There are two types of COs are

- I. Non-preferential CO
- II. Preferential CO



There is a standardized certificate of origin (CO) form developed by the Government of Nepal, Ministry of Industry, Commerce and Supplies for global trade as shown in the appendix which is filled in by the exporter of goods, has at least the basic details about the product being shipped, a tariff code, the exporter and importer, and the country of origin. The exporter, with knowledge of the specific requirements of border control at the importing country, will document these details, get the CO notarized by the issuing authority and submit the form with the shipment. Detail requirements depend on the type of goods being exported and where they are going.

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. Objectives of CO:**

The main objective of CO is:

- I. To certify that the product to be exported are of its country of origin to the customs in the importing destination according to their Rules of Origin. For example, a product may be marked "**Made in the Nepal**".

### **4. CO Implementation Modality: Documentary Evidence**

Usually a Certificate of Origin Form stamped by the competent authorities in the beneficiary country is required. In certain cases a so-called "invoice declaration" may be used. Where the Generalized System of Preference Certificates of Origin Form A is accepted, there is no need of issuing CO as notified by the Department of Customs, Ministry of Finance of the Government of Nepal. So, the GSP Form A preferential granting countries and territories shown in the annex 1 is waived out with issuing the CO. Where it is required the CO Form is accompanied by Air Way Bill or Bill of Lading including Invoice during export.

### **5. CO status**

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 granted the preferential origin upon exports. Most of the preference giving countries have reduced duty rates to the beneficiary countries.

### **6. Rules of Origin:**

Rules of origin is the most important part of the Certificates of Origin where preferential treatment is granted by the importing destination. The implementation of trade policy measures often requires differentiation in the treatment of products exported by 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. Normally the products are differentiated into two types which is given below.

- I. Products which are Wholly Obtained Criterion
- II. Products produced in Value Added Criterion



## 7. Objectives

- i. To develop the system for issuing the Certificates of Origin.
- ii. Paperless automation of current manual process of online Certificates of Origin.
- iii. Develop the RDBMS for the records of Certificates of Origin issuance.
- iv. Develop API for the communication with Customs Department office, Bank and other related organizations including exporting company itself.

## 8. Scope of Services

TEPC, as the national trade promotion organization has been conducting trade promotion activities and facilitating the exporters in export promotion. Now, TEPC has been designated as a competent authority for issuing CO Form for exports in order to get the preferential tariff provided by the developed countries. TEPC will issue paperless CO along with it a database for the CO automation system. The automated CO Form issuing system developed will be lodged into the relevant agencies before actually having to be present in person in order to issue it. The consultant firm should design, develop and deploy online CO automation system for the TEPC. The software system must be strictly developed from the very beginning identifying the needs and requirement of TEPC for the exporters with coordination with concerned government agencies and the stakeholders within the given time frame without bugs and errors.

This project will therefore

- I. Accept Pre-Application Form as per the application to register into the CO system.
- II. One Time User Log in & Password
- III. Application for Online CO with submission of (EXIM CODE CERTIFICATE) On Every Time of Export
- IV. Application for Online CO.
- V. Uploading mechanism in the webpage/database system as per the Decision by CO Expert Committee.
- 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 CO 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 CO Form.



- IX. The system should be interfaced with the Nepal National Single Window System.
- X. Develop online CO Portal and database management system.
- XI. The developer (vendor) is liable to deploy CO 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.

## 9. Consulting

### a. Consulting firm/organization's qualification

- I. Firm Registration Certificate
- II. VAT/PAN Registration Certificate
- III. 7 (Seven) years of experience may be advantageous in the consulting, design and development of automation software
- IV. The company should have cleared all the tax and required dues to governments of any level (Fiscal Year 2075/76 or latest)
- 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 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/<br>Web<br>developer | Bachelor Degree in Computer Engineering /Computer Science/Computer Application/ Information Management/IT/CSIT from a Recognized University from a Recognized University | 3 | 4 | 4 | 45 |
| 3 | Database<br>Manager           | Bachelor Degree in Computer Engineering / Computer Science/Computer Application/ Information Management/IT/CSIT from a Recognized University                             | 3 | 4 | 2 | 45 |
| 4 | Network<br>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 |

## 10. Functional Features

The software system must include the following features

- I. Online Certificate of Origin Paperless Issuance System(Online Pre-application for Certificate of Origin (One-time Submission) for Registration)
- II. One Time User Log in & Password: The System will do Registration and give the user log in and password for the company/industry
- III. Application for Online Certificate of Origin submission of (EXIM CODE CERTIFICATE) (On Every Time of Export)
- IV. Decision by TEPC's Expert Committee
- V. Certificate of Origin filled as per the request forwarded to Customs Department Office, Bank and other related organizations including the exporting company itself.

## 11. 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

## **12. 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
- VII. 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.

### 13. 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

### 14. 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                              |

### 15. 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.



## 16. 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.

## 17. 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.

## 18. 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

## 19. Expected Result of the Project:

- I. TEPC will own the Online Automation System of Certificate of Origin issuing as a competent authority.
- II. The revenue levy amount shall be payable through online banking system. The amount to be levied are as following:
- III. For an invoice value of Rs. 100, levy amount should be Rs. 0.09

## 20. 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

## 21. 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 14 days after signing the contract
- III. **First Milestone:** Design and Development of the system in appropriate programming framework and RDMS database design with appropriate database technologies within 21 days of award date.
- IV. **Second Milestone:** Testing of the system with real time data in the real scenario basis within the 28 days of the award date
- V. **Third 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



- VI. **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.
- VII. **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

## 22. 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

## 23. Taxation

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

## 24. 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.

## 25. Time Period of the Project Commissioning:

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

## 26. 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 Certificate of Origin as per the format of Certificates of Origin Karyabidhi 2077 (उत्पत्तिको प्रमाणपत्र कार्यविधि, २०७७).



## 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.

| <b><u>i) Eligibility &amp; Completeness Test</u></b>   | <b>Compliance</b> |
|--|-------------------|
| 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   |                   |

| <b>ii) EOI Evaluation Criteria</b>  | <b>Minimum Requirement</b> | <b>Score</b> |
|-------------------------------------|----------------------------|--------------|
| <b>A. Qualification</b>             |                            |              |
| <i>Qualification of Key Experts</i> |                            | 60           |



|  |    |    |
|--|----|----|
|  |    |    |
| <i>Experience of Key Experts</i>                                   |    |    |
| <b>B. Experience</b>   |    |    |
| <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 |    |
| <b>C. Capacity</b>   |    |    |
| <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:

the Applicant's legal status;

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 :**

**For and on behalf of (name of Applicant or partner of a joint venture):**



## Applicant's Information Form

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.)*



### 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:<br>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):<br>Completion date (month/year):  | No. of professional person-months provided   |
| Name of joint venture partner or sub-Consultants, if any:  | Narrative description of Project:  |
| Description of actual services provided in the assignment:<br><b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b> |  |

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<br/>(Country/ Region)</i> | <i>Execution Year<br/>and Duration</i> |
|-----------|----------------------------|---------------------------------------|--|
|           |                            |                                       |  |
|           |                            |                                       |  |
|           |                            |                                       |  |
|           |                            |                                       |  |
|           |                            |                                       |  |



### 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**

**1. Form A**



|   |                                  |   |  |   |                                  |
|---|----------------------------------|---|--|---|----------------------------------|
| 1. Products consigned from (Export's business name, address, country)   |                                  |   | Reference No.<br>Certificate of Origin<br>(Combined Declaration and Certificate)<br>Issued in _____<br>(Country)<br>See Overleaf Notes   |   |                                  |
| 2. Product consigned to (Consignee's name, address, country)  |                                  |   |  |   |                                  |
| 3. Means of transport and route (as far as known)<br>Departure date<br>Vessel's name/Aircraft etc.  |                                  |   | 4. For Official Use<br><input type="checkbox"/> Preferential Treatment Given<br><input type="checkbox"/> Preferential Treatment Not Given<br>(Please state reason/s)<br>Signature of Authorized Signatory of the Importing Party |   |                                  |
| 5. Item Number  | 6. Marks and numbers on packages | 7. Number and type of packages, description of products (including quantity where appropriate and HS number of the importing party) | 8. Origin criteria (See overleaf Notes)  | 9. Gross weight or other quantity and value (FOB) | 10. Number and dates of invoices |
|   |                                  |   |  |   |                                  |
| 11. Declaration by the exporter<br>The undersigned hereby declares that the above details and statement are correct; that all the products were produced in<br>(Nepal)<br>-----<br>----and that they comply with the origin requirements specified for these products in the Rules of Origin for the products exported to<br>-----<br>----<br>(Importing Country) |                                  |   | 12. Certification<br>It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.<br>-----<br>-----<br>Place and date, signature and stamp of certifying authority              |   |                                  |
| 13.<br><input type="checkbox"/> Issued Retroactively <input type="checkbox"/><br>Exhibition<br><input type="checkbox"/> Movement Certificate <input type="checkbox"/><br>Third Party Invoicing  |                                  |   |  |   |                                  |

