

Date: 6 February, 2022

# Request for Proposal (RFP)

Reference No.: Provincial and Local Governance support Programme (PLGSP)

Dear Proposers,

You are requested to submit a proposal for developing:

Consulting Services for Digitization of Physical Personal Information Files of Rastriya Kitabkhana (Nijamati) As per the enclosed Terms of Reference (TOR).

- To enable you to submit a proposal, attached are:
  - i. Instructions to Proposers (Annex I)
  - ii. Terms of Reference (TOR)

(Annex II)

iii. Proposal Submission Form

(Annex III)

iv. Technical Proposal Format

(Annex IV)

v. Price Schedule

(Annex V)

vi. General Condition

(Annex VI)

vii. Statement of Compliance with terms and conditions (Annex VII)

2. Your offer comprising of technical and financial proposals for the task should be submitted in two separate sealed envelopes, should reach the following address no later than 05:00 PM NST on (20 February, 2022) to the Project Coordination Unit . Proposal can be forwarded by mail also.

National Project Manager

Provincial and Local Governance support Programme (PLGSP)

Singh Durbar, Kathmandu

Tel: 01-4257363

3. Proposals that are received by the Provincial and Local Governance support Programme (PLGSP) after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Should you require further clarifications, kindly communicate with the contact person identified in the RFP document as the focal point for queries on this RFP. Provincial and Local Governance support Programme (PLGSP) looks forward to receiving your proposal.

Yours sincerely,

Chiranjivi Timsina National Programme Manager

# Annex I INSTRUCTIONS TO PROPOSERS

#### A. Introduction

### 1. Definitions

- a. "Contract" refers to the agreement that will be signed by and between the PLGSP and the successful proposer, all the attached documents thereto, including the General Terms and conditions and the appendices.
- b. "Day" refers to calendar day.
- c. "Government" refers to the Government of Nepal that will be receiving the services provided/rendered specified under the contract.
- d. "Instructions to Proposers" (Annex I of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- e. "Proposal" refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f. "Proposer" refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by PLGSP through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by PLGSP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- "Services" refers to the entire scope of tasks and deliverables requested by PLGSP under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by PLGSP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j. "Terms of Reference" (ToR) refers to the document included in this RFP as Annex II which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and service expected of the successful proposer.

#### Background

The Provincial and Local Governance Support Programme (PLGSP) is the national flagship programme of the Government of Nepal (GoN) to build institutional, organizational and individual capacity at all levels of government, with special focus on the provincial and local levels. The ultimate goal of the programme is to attain functional, sustainable, inclusive and accountable provincial and local governance. The Programme aims to contribute to delivery of quality services at provincial and local levels, promote better local infrastructure and enhance economic prosperity. Thus, PLGSP will provide a coherent approach to capacity development under the federal system. The Ministry of Federal Affairs and General Administration is the executive agency of the Program.



The PLGSP program intends to build the capacity of local and provincial government and their stakeholders as the institutional capacity of provincial and local government in terms of the number of staff; qualifications of those staff, both in terms of the required technical skills and also in terms of mind-set working under the oversight of a provincial or local government and last but not least, in terms of understanding the roles and mandates of each level of government, needs substantial improvement.

Rastriya Kitabkhana (Nijamati) is a central record-keeping agency for civil personnel working under payroll of Nepal Government. Rastriya Kitabkhana (Nijamati) has designed and deployed a Personnel Information System (PIS) to maintain and keep track of all the activities of civil personnel right from the date of appointment until retirement to death. This PIS is a centralized repository and provides a way for effective and efficient management of up-to-date personnel information of entire civil personnel of the government of Nepal. PIS maintains the vital information of civil personnel as a primary source of information and the data-bank for the Ministry of Federal Affairs and General Administration (MoFAGA) on behalf of Nepal Government.

Rastriya Kitabkhana (Nijamati) manages more than 2 lakh employee's physical record files stored in filing cabinets. With an increasing number of records, retrieval of documents, their security and archiving is becoming challenging.

In addition, for efficient management and access of personnel records of civil employees, the physical files of employees need to be digitized (scanned and archived) and linked with the personnel records in PIS. With regards to PIS, the digitization infers an enhancement of Rastriya Kitabkhana's efficiency in delivering service to civil servants with the support of information technology. Furthermore, it provides an opportunity to systematically protect personal information and be able to use it whenever needed. It is very important to note that with the world rapidly shifting from offline to online model of operation, digitalization is now a strategic action for organizations across domains to work effectively in the globe. Thus, this ToR is prepared for hiring a consultant agency/firm to digitize physical personal information files of Rastriya Kitabkhana (Nijamati).

In the light of above background information, MoFAGA/PLGSP hereby invites proposal by interested Company/ Firms to digitize the paper based (physical documents) of personal records of civil employees to ensure efficiency in management and access of their data in PIS. that essentially go along enclosed Terms of Reference (TOR).

# Objective of the Assignment

The main objective of the consulting service is to digitize the paper based (physical documents) of personal records of civil employees to ensure efficiency in management and access of their data in PIS.

# 2. Cost of proposal

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, PLGSP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### **B.** Solicitation Documents

# 3. Contents of solicitation documents

Proposal must offer services for the each requirement. Proposal offering only part of the requirement will not be accepted. The Proposer is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Proposer's risk and may affect the evaluation of the Proposal as non-responsive.

#### 4. Clarification of solicitation documents

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the procuring PLGSP entity in writing at the organisation's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only):

To: Provincial and Local Governance support Programme (PLGSP), Procurement Unit,

Email:

Subject line of Email:

Website: www.plgsp.gov.np E mail: procurement@plgsp.gov.np

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on 17 February 2022. PLGSP shall upload the response of inquiries in the website by 18 February, 2022. Inquiries received after the above date and time shall not be entertained. Any delay in PLGSP response shall be not used as a reason for extending the deadline for submission, unless PLGSP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Note: This email address is officially designated by (Provincial and Local Governance support Programme (PLGSP). The subject line of the email for query should be same as mentioned above.

PLGSP shall have no obligation to respond nor can PLGSP confirm that the query was officially received, for:

- Inquiries that are sent with the different subject line even to the designated email address.
- Inquiries that are sent to other person/s or address/s, even if they are PLGSP staff.
- Queries for which information is already available in the bidding document.

# Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring PLGSP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment.

In order to afford prospective Proposers reasonable time in which to take the amendments into account in preparing their offers, the procuring PLGSP entity may, at its discretion, extend the deadline for the submission of Proposals.

All amendments to the Solicitation Documents, if any will be uploaded in the website mentioned above.

# C. Preparation of Proposals

# 5. Language of the proposal

The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and the procuring PLGSP entity shall be written in English language, in case and otherwise prescribed in the ToR. Any printed literature furnished by the Proposer may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

# 6. Documents comprising the proposal

The Proposal shall comprise of the following components:

- a) Proposal submission form
- b) Profile of the organization, including organizational structure and policies
- c) Valid registration certificate
- d) VAT certificate
- e) Latest Tax Clearance Certificate
- f) CVs of the proposed team
- g) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements
- h) Price schedule, completed in accordance with clauses 8 and 9,

#### 7. Proposal form

The Proposer shall structure the operational and technical part of its Proposal as follows:

# (a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Proposer's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Proposer should comment on its experience in similar projects and identify the person(s) representing the Proposer in any future dealing with the procuring PLGSP entity.

### (b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Team Leader and Experts) and facilities necessary for the performance of this requirement. It should describe the Proposer's current capabilities/facilities and any plans for their expansion.

### (c) Proposed methodology

This section should demonstrate the Proposer's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point

by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any financial pricing information whatsoever on the services offered. Financial information shall be separated and only contained in the appropriate Price Schedules and submitted in a separate sealed envelope containing the financial proposal.

It is mandatory that the Proposer's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Proposer considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

# 8. Proposal prices

The Proposer shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

# 9. Proposal currencies

All prices shall be quoted in NPR (Nepalese Rupee).

# 10. Period of validity of proposal

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring PLGSP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring PLGSP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring PLGSP entity may solicit the Proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Proposer granting the request will not be required nor permitted to modify its Proposal.

### 11. Format and signing of proposal

Proposal shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorised to bind the Proposer to the contract.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Proposer, in which case such corrections shall be initialled by the person or persons signing the Proposal.

#### 12. Payment

PLGSP shall make payments to the Contractor after acceptance by PLGSP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

# D. Submission of Proposal

# 13. Sealing and marking of proposal 3

(a) The email/ outer envelope shall be: Addressed to:

National Project Manager

Provincial and Local Governance support Programme (PLGSP)

Singh Durbar, Kathmandu, Nepal

Subject mentioned/ Marked with Task: Consulting Services for Digitization of Physical Personal Information Files of Rastriya Kitabkhana (Nijamati)

(b) The proposal shall contain the information specified in Clause 8 (Proposal form) above. The inner envelope shall include the price schedule duly identified as such.

# 14. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:

- (i) They have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and
- (ii) If they are awarded the contract, the contract shall be entered into, by and between PLGSP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to PLGSP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of PLGSP.

Furthermore, neither the lead entity nor the member entities of the joint venture can:

- Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by PLGSP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

In the joint venture, consortium or association, the organization strengths and or eligibility criteria shall be counted from the lead organization only. Failure to present eligibility criteria by the lead organization will subject to disqualification of the proposal.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by PLGSP as the most responsive Proposal that offers the best value for money, PLGSP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

# 15. Deadline for submission of proposal

Proposals must be received by the procuring PLGSP entity at the address specified under clause Sealing and marking of Proposals no later than (20 February, 2022), 5:00 PM Nepal Standard Time (NST). If the deadline for proposal submission fall under public holiday, then the next working day will be added up.

The procuring PLGSP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring PLGSP entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

# 16. Late Proposal

Any Proposal received by the procuring PLGSP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

# 17. Modification and withdrawal of Proposal

The Proposer may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring PLGSP entity prior to the deadline prescribed for submission of Proposal.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposal and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form.

## E. Opening and Evaluation of Proposal

# 18. Opening of proposal

The procuring entity will open the Proposal in the presence of a Committee formed by the Head of the procuring PLGSP entity.

# 19. Clarification of proposal

To assist in the examination, evaluation and comparison of Proposal, the Purchaser may at its discretion, ask the Proposer for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

# 20. Preliminary examination

The Purchaser will examine the Proposal to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the non-conformity.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

#### 21. Evaluation and comparison of proposal

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the Proposal will be opened only for submissions that passed the minimum technical score of 70% (70 points) of the obtainable score of 100 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and RFP.

In the Second Stage, the price proposal of all Proposers that have attained minimum 70% score in the technical evaluation will be compared. The points for the Financial Proposal will be allocated as per the following formula:

(Lowest Bid Offered/ Bid of the firm/ proposer) X Weightage

Note: "Lowest Bid Offered" refers to the lowest price offered by Proposers scoring at least 70% points in technical evaluation.

# Technical Evaluation Criteria

Sun	nmary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
Α	Technical expertise of individual company/ firm	20%	20
В	Proposed Methodology, Approach and Documentation	10%	10
C	Expertise and skills of team leader and other experts	70%	70
			100

# Scoring System of Technical Proposal:

	A. Scoring for technical expertise of Company/ firm	
SN	Evaluation Criteria	Maximum Obtainable Marks
1	Reputation of organisation and staff (competence/ reliability) in the relevant domain	15
3	Successful implementation of such projects	5
	Sub Total	20

SN.	Description	Maximum Obtainable Marks	
SN	Description	Maximum Obtainable Marks	
1	Organization and management of the report)	3	
2	Understanding of assignment, methodology proposed for the activity (clarity and completeness) and presentation		
	2.1 Understanding of the assignment	2	
	2.2 Clear approaches and Methodology	3	
3	Providing working schedule in chronological order	2	
	Sub Total	10	

-	C. Expertise and skills of team leader and other experts	
Tear	m Leader (1)	
SN	Indicators	Sub-Score
1	At least masters degree or equivalent in any field	3
2	At least 3 years years of experience in project team lead, management and coordination of similar projects.	6
- "	Sub Total	9
Sup	ervisor (1)	
SN	Indicators	Sub-Score
1	At least Bachelors or equivalent degree	5
2	At least 1 year experience working as supervisor	8
	Sub Total	13
Veri	fier (2)	
SN	Indicators	Sub-Score

$\mathbf{F}'$	At least intermediate (+2 level) education	6
2	At least of 6 months professional working experience in relevant fields	12
	Sub Total	18
Scar	nning Operator (10)	The same
SN	Indicators Marketing Konstal	Sub-Score
1	At least intermediate (+2 level) education with Computer Training of 6 months	10
3	At least of 6 months professional working experience in relevant fields	20
	Sub Total	30
	Grand Total	70

The proposal appraisal committee of PLGSP, prior to proposal appraisal, shall set up further detailed scoring criteria and range within the set broad scoring criteria as above.

# 22. Award criteria, award of contract

The procuring PLGSP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer or any obligation to inform the affected Proposer or Proposers of the grounds for the Purchaser's action.

# 23. Signing of the contract

Within 7 days of receipt of the contract the successful Proposer shall sign and date the contract and return it to the Purchaser.

### Annex II

Ministry of Federal Affairs and General Administration (MOFAGA)
Provincial and Local Governance Support Program (PLGSP)
Terms of Reference (TOR)

for

# Hiring a Consulting Services for Digitization of Physical Personal Information Files of Rastriya Kitabkhana (Nijamati)

#### 1. Introduction

Rastriya Kitabkhana (Nijamati) is a central record-keeping agency for civil personnel working under payroll of Nepal Government. Rastriya Kitabkhana (Nijamati) has designed and deployed a Personnel Information System (PIS) to maintain and keep track of all the activities of civil personnel right from the date of appointment until retirement to death. This PIS is a centralized repository and provides a way for effective and efficient management of up-to-date personnel information of entire civil personnel of the government of Nepal. PIS maintains the vital information of civil personnel as a primary source of information and the data-bank for the Ministry of Federal Affairs and General Administration (MoFAGA) on behalf of Nepal Government.

Rastriya Kitabkhana (Nijamati) manages more than 2 lakh employee's physical record files stored in filing cabinets. With an increasing number of records, retrieval of documents, their security and archiving is becoming challenging.

In addition, for efficient management and access of personnel records of civil employees, the physical files of employees need to be digitized (scanned and archived) and linked with the personnel records in PIS. With regards to PIS, the digitization infers an enhancement of Rastriya Kitabkhana's efficiency in delivering service to civil servants with the support of information technology. Furthermore, it provides an opportunity to systematically protect personal information and be able to use it whenever needed. It is very important to note that with the world rapidly shifting from offline to online model of operation, digitalization is now a strategic action for organizations across domains to work effectively in the globe. Thus, this ToR is prepared for hiring a consultant agency/firm to digitize physical personal information files of Rastriya Kitabkhana (Nijamati).

### 2. Objective

The main objective of the consulting service is to digitize the paper based (physical documents) of personal records of civil employees to ensure efficiency in management and access of their data in PIS.

# 3. Outcomes

This consulting service is expected to bring following outcomes:

 The paper based (physical documents) of personal records of civil employees will be digitally securely saved and archived;

Management and access of personal records of civil employees will be efficient, and 3.2.

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3.3. Use of the PIS application will be easy and sustainable.

# Scope of work

To fulfill the objectives specified above, the Rastriya Kitabkhana (Nijamati) seeks a qualified and experienced consulting firm ('Consultant') to perform the following as scope of work.

- Consult with the team of Rastriva Kitabkhana (Nijamati) to understand the scope of 4.1. work and requirements to be met in order to achieve deliverable on time.
- Upon consultation, prepare and submit a detailed work plan for assignment that should 4.2. include staff mobilization scheme, time schedule, supervision and monitoring activities to assure quality.
- After the work plan is approved, the consulting firm should 4.3.
  - 4.3.1. Scan paper based Personal files. Details of scanning requirements are mentioned in the requirements section of this ToR.
  - Save the scanned documents in an individual folder with sheet roll number as 4.3.2. folder name in the naming convention mentioned in the requirements section.
  - 4.3.3. Review, verify and validate the scanned documents, report and resolve inconsistencies if any.
  - Report any inconsistencies in physical files to the authority. 4.3.4.
  - 4.3.5. Once the assignment of scanning is completed, the committee comprising official representatives from MoFAGA, Provincial and Local Governance Support Program(PLGSP) and Rastriya Kitabkhana (Nijamati) will validate the scanned images using a random sampling method.
  - If more than 5% of sampled data is found to be mistaken/ incorrect, the 4.3.6. consultant has to reverify all the scanned images and do corrections on them.
- Upon approval of work done, the consulting firm should handover two sets (original 4.4. and backup) of scanned documents to Rastriya Kitabkhana (Nijamati) in the hard drive.
- After handover, the consulting firm should prepare an assignment completion report 4.5. and submit it to MoFAGA/ PLGSP and forwarded to Rastriya Kitabkhana (Nijamati) by MOFAGA/PLGSP.
  - Final payment shall be made after approval of the assignment completion 4.5.1. Rastriya Kitabkhana (Nijamati) in consultation with report by MoFAGA/PLGSP.

# 5. Qualification Criteria and Composition of Consulting Team

- 5.1. The consulting firm should have at least three years of experience of document scanning.
- The consulting firm should have experience of successful implementation of at least two such projects.
  - The experience will not be considered for evaluation unless the experiences are justified by valid supporting documents.
- Rastriya Kitabkhana(Nijamati) is seeking a core team of experts from the consultant for the services.
  - 5.3.1. The team shall comprise (but not limited to) experts as listed in table below. The table below explains the list of experts or positions required, number of experts required and amount of input for each position in the mentioned fields.

S.N.	Expert/ Position	Man (Num of Human resource required)	Man Months (Input required)
1	Team Leader	1	1
2	Supervisor	1	2
3	Verifier	2	4
4	Scanning Operator	10	40
	Total	14	47

- 5.3.1.1. The numbers of professionals mentioned here are the minimum number and as per the workload or increase in work, the consultant has to increase the manpower as per requirement.
- 5.3.1.2. Description of role of each expert is given in following section.
- 5.3.1.3. The attested photocopy of transcript/ mark sheet certificate of academic degrees and supporting documents for work experience must be submitted for each (The experts whose transcript/ marks sheet certificates and supporting documents for work experience have not submitted, he/she will not be eligible for evaluation).
- 5.3.1.4. For each expert, the consulting firm should deliver an updated Curriculum Vitae (CV), that should clearly mention at least of their expertise in the specific field, work experiences, education, professional training including specific training etc.
- 5.3.1.5. The consulting team will work full time under Rastriya Kitabkhana (Nijamati) and will be reporting to the corresponding officer.

# 6. Description of Expert Positions:

The roles and expected qualification of experts or positions mentioned in the table above are explained in this section.

#### 6.1. Team Leader

- 6.1.1. Role: Team leader will plan and allocate resources, coordinate with Rastriya Kitabkhana and other team members, mobilize the team members for the successful execution assignment within the given period. The Team Leader, working as a liaison between the consulting team member and Rastriya Kitabkhana, will also communitate, prepare and deliver the needed documentation and presentation on stipulated time. He/she will be responsible to oversee overall assignment and ensure development and submission of quality event completion reports.
- 6.1.2. Qualification: The team leader should have academic qualification of at least masters degree or equivalent in any field and have experience working as team leader for 3 years. During evaluation, extra credit marks will be provided to individuals that have more professional experience.

# 6.2. Supervisor

- 6.2.1. Role: The Supervisor is responsible for supervising the image scanning performed by the Scanning Operators and checking for any error for correction. The Supervisor is also responsible for preparing the schedule of scanning and operators, mobilizing the operators as per their schedule, ensuring delivery of operators as per schedule and objectives.
- 6.2.2. Qualification: The Supervisor shall have qualification of at least Bachelors or equivalent degree and have experience working as supervisor for 1 year.

#### 6.3. Verifier

- 6.3.1. <u>Role</u>: The Verifier is responsible for verifying the image scanning operation performed by the Scanning Operator and checking for any error for correction and resolving them.
- 6.3.2. Qualification: Verifiers should have qualification of at least intermediate (+2 level) education and professional working experience in relevant fields for 6 months.

#### 6.4. Scanning Operator

- 6.4.1. Role: The Scanning Operator is responsible for scanning personnel files and saving files in each employee's sheet roll number folder.
- 6.4.2. Qualification: Scanning Operators should have at least an intermediate level (+2 level) of education, having 6 months computer training and professional working experience in relevant fields for 6 months.

Besides the above stated key personnel, the consultant shall mobilize all the necessary support staff to get all the jobs stated in the ToR completed successfully. The cost of support staff will not be paid separately.

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# 7. Payment

The MoFAGA/ PLGSP will make the payment in following tranche:

- 20% upon submission of inception report or work plan
- 80% after submission of the assignment completion report.

# 8. Timeline

The consulting team should complete the assignment and submit all documents in four months from contract signing date.

#### 9. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes or charges levied by the GoN at any stage during the execution of the work.

# 10. Requirements:

- 10.1. The consulting firm shall engage the team members to scan approximately 4,56,500, where this approximate number is derived as:
  - Approximately 41,500 employees\* Average 11 pages per employee file.
  - 10.1.2. This number may vary from +/- 15%.
- 10.2. Files to be scanned for each employees is approximately 11 pages, which primarily (depends on availability in physical copies) includes:
  - 10.2.1. Sheet Roll (6 pages)
  - 10.2.2. Citizenship (1 page)
  - 10.2.3. Qualification (1-2 pages)
  - Service events such as appointment (1 page)
  - 10.2.5. Promotion (1-2 pages)
- 10.3. The files to be scanned are mostly in A4 size or US Letter size. However some documents' size may vary.
- 10.4. The document should be scanned in JPEG format.
  - 10.4.1. If multiple copies of the same document are to be scanned, the final product should be named in order.

- The document should be scanned in resolution 300 DPI.
- 10.6. The document should be scanned producing the image not exceeding size 2 MB.
- 10.7. The naming convention for saving a file, should be as follows:

	Naming convention		
File Type	If only one file	If more than one file	
Sheetroll	1.0	1.1, 1.2 etc	
Citizenship	2.0		
Qualification	3.0	3.1, 3.2 etc	
Appointment	4.0	4.1, 4.2 etc	
Promotion	5.0	5.1, 5.2 etc	
Other	6.name of file type		

- 10.8. The file type and its naming should be strictly followed. If the file type of any civil personnel is not available the file name of that file type should be skipped or left blank. For example, If all files are available but file for promotion is not available then the file name "5" should not be used by another file type. The next file type scanned should be rather named as "6".
- For each civil personnel or staff, all the files scanned should be saved into a single folder.
- The folder of civil personnel or staff, should be named with the name of civil personnel or staff.
- 10.11. Upon successful scan and saved into a single folder, all the final folders should be saved into two copies for safety purposes.

# 11. Copyright

Any materials produced for the purpose of this consultancy contract shall be the copyright property of Rastriya Kitabkhana(Nijamati)

4./.

# Confidentiality Requirement



- As Rastriya Kitabkhana (Nijamati) manages personal information of civil personnel; confidentiality, integrity and privacy are serious issues for it.
- The consultant must respect confidentiality, integrity or privacy requirements of Rastriya Kitabkhana (Nijamati).
- 11.3. The consultant should manage confidentiality, integrity and /or privacy of information during as well as after the service.
- Disclosing, grouping, summarizing or analyzing any information owned by Rastriya Kitabkhana (Nijamati) in any form or by any means is strictly prohibited.

# 12. Availability of documents

Rastriya Kitabkhana(Nijamati) will make available the physical files to be scanned. The scanning should be done in presence of an official assigned by Rastriya Kitabkhana (Nijamati).

# 13. Logistic Support

The Rastriya Kitabkhana(Nijamati) shall provide one room space with furniture within the Rastriya Kitabkhana(Nijamati) premises to the consultant to perform day to day work effectively.

# 14. Documents to be submitted by the Bidder

- 14.1. A copy of company registration
- A copy of latest Tax clearance certificate
- 14.3. VAT/ PAN registration
- Signed CVs of the professionals
- 14.5. Any other relevant documents

( 4n./

# Annex III PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month

of year

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

Qui,

# Annex IV TECHNICAL PROPOSAL FORMAT

### i) RFP Information

RFP Title: Consulting Services for Digitization of Physical Personal Information Files of Rastriya Kitabkhana (Nijamati)

Basic Information and profile of the Individual Company/Firm

Name:

Contact person's name:

Contact details:

Telephone:

E-mail:

Address:

# ii) Individual Company/Firm's Profile and Experience

Provide brief information on the structure of your organization and the field(s) and location(s) in which your organization operates. (Maximum of one pages)

### iii) Organization's Experience

Provide a detailed information on organizational expertise and previous work your organization has undertaken in the field of similar baseline survey. (Maximum of two pages)

# iv) Technical Proposal

Provide a detailed description of how you propose to execute the above ToR. (Maximum of five pages. Please include the following focus at minimum:

- A) A detailed implementation schedule (work plan) with key activities and responsible person to deliver the activity.
- B) A detailed outline of the methodological approaches (strategy, scope, step wise process etc) to be taken making sure that all deliverables can be delivered on time with quality.
- C) Identification of any risks and/or obstacles you may encounter while undertaking this assignment, how they may impact your ability to meet the deliverables, and how you might address these to ensure successful delivery.

# v) Human Resources

Provide details of the human resources of your organization that will be employed to undertake this task. Submission of signed CVs of team leader is obligatory and CVs of all members of proposed team is recommended.



# Annex V PRICE SCHEDULE

The Proposer is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14(b) of the Instruction to Proposers.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

The specification has been developed for different packages. The name and number of package shall be clearly mentioned in the proposal cover page, cover letter and inside proposal- <u>Consulting Services for Digitization of Physical Personal Information Files of Rastriya Kitabkhana (Nijamati)</u>

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

# Cost Breakdown per Deliverables

Refer to the scope of works and deliverables in detail ToRs.

Price Schedule for: Request for Proposals for Service:			
Description of Activity/Item	Input Days	Unit Cost	Total Cost (NPR)
Team Leader Expert			
Other member Expert A.			
Other member Expert B.			
Other member Expert C.			
Other member Expert B.			
Other member Expert D.			
Other member Expert E.			
Other member Expert F.			
Other logistic, misc activities			
33/15-4-52	Tot	al exclusive of VA	т
		VA	т
	То	tal inclusive of VA	Т
		Tota	d

(Amount in Word: ......)

N.B. Administrative and all other associated costs need to be built into the respective line items proportionately. Number of lines may be added as per the requirement.

Acceptance of the proposed schedule of work and the timelines is a must and no deviation in the timeline is allowed.

# Annex VI GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK

# 1. Force Majeure

Without prejudice to their rights the PLGSP and the party shall not be held responsible nor suffer any financial loss should the performance of the party be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of the signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event or during such event the rights and obligations of either party shall automatically be suspended.

#### 2. Arbitration

Any dispute arising out of or in connection with this task not settled by mutual understanding shall be submitted to arbitration to three arbitrators. Each party shall appoint on arbitrator and the two arbitrators thus appointed shall agree on the third one. The arbitrators shall rule on the costs which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

#### 3. Termination

Either party may terminate this contract at any time by giving the other party fourteen (14) days' notice in writing of the intention to do so. In the event of such termination, the party shall be compensated for the actual amount of work performed, upon valid justification for termination, by PLGSP on a pro rata basis.

#### 4. Law Applicable

This contract shall be governed by the law of Government of Nepal and project guidelines.

#### 5. Independent Relationship

Nothing contained in the contract shall be construed as establishing or creating between PLGSP and the party relationship of master and servant or principal and agent, it being understood that the party is an independent person vis-a-vis PLGSP.

# 6. Party's General Responsibilities

- a. The party shall carry out work under the contract with due diligence and efficiency and in conformity with the highest standards of professional and ethical competence and integrity.
- b. The party shall be responsible for the professional and technical work carried out by him/her in the implementation of this task.

# 7. Workmen's compensation and other insurance

The party shall make his/her own arrangements regarding insurance for medical expenses and for accident, death and permanent disability for the period of the task. All costs involved will be borne by the party.

#### 8. Source of Instruction

The party shall neither seek nor accept instructions from any authority other than PLGSP and UNDP's authorized agent in connection with the work under the contract.

# 9. Prohibition on conflicting activities

The party shall ensure that he/she will not directly/indirectly engage in any activity that would conflict with those of PLGSP in respect of this project.

#### 10. Officials not to benefit

The party warrants that no UNDP or PLGSP official has been or will be admitted by him/her to any direct/indirect benefit arising from this task or award thereof.

#### 11. Assignment

The party shall not assign, transfer, pledge or make other disposition of the task or any other parts thereof or rights, claims or obligations under this task, without prior written approval of PLGSP.

#### 12. Records, Accounts, Information and Audit

- The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- d. The party shall furnish, compile or make available at all times to PLGSP and UNDP any records or information, oral or written, which PLGSP may reasonably request for in respect of the work to be performed under this task.
- e. The party shall allow PLGSP and UNDP or its authorized agents to inspect and audit such records or information upon reasonable notice.

#### 13. Language

Unless otherwise specified in the task, English language shall be used by the party in all written communications to PLGSP with respect to the services rendered and with respect to all documents procured or prepared pertaining to such services.

#### 14. Confidential Nature of Documents

All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the party under this task be the property of *PLGSP*, shall be treated by him/her as confidential and shall be delivered only to the duly authorized officials on completion of work under this grant. Under no circumstances shall the contents of such documents or data be made known to any unauthorized person without written approval of *PLGSP* and UNDP. Subject to the provision of this article, the party may retain a copy of the document (s) produced by him/her for his and universities record.

#### 15. Amendments

The terms and conditions of this task may amended only in writing signed by both parties to this task or their duly authorized representatives.

# 16. Obligation to inform PLGSP of changes in conditions

The party shall promptly and fully notify PLGSP in writing of any conditions which interferes, or threatens to interfere, with successful carrying out of the services under this task. Such notice shall not however relieve the party of his/her obligations to continue to provide services under this task. On receipt of such notice, PLGSP shall take such action as in its sole discretion it considers to be appropriate or necessary under the circumstances.

#### 17. Taxation

The party shall be liable for any tax levied on the fee paid as per this task. Income tax on the remuneration and allowances paid to the party will be deducted at source.

# 18. Right of PLGSP

In case of failure by the party to fulfil its obligations under the terms and conditions of execution of task, including but not limited to failure to obtain necessary or to make delivery of all or part of the services by the agreed delivery date or dates, *PLGSP* may, after giving the party reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- Procure all or part of the services from other sources, in which event PLGSP may hold the party responsible for any excess cost occasioned thereby.
- g. Refuse to accept delivery of all or part of the services.
- Cancel the contract without any liability for termination charges or any other liability of any kind of PLGSP.

# 19. Late Delivery

Without limiting any other rights or obligations of the party hereunder, if the party will be unable to deliver the services by the delivery date(s) stipulated in the ToR, the party shall (i) immediately consult with PLGSP to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the party's cost (unless the delay is due to Force Majeure), if reasonably so requested by PLGSP

#### 20. Settlement of Disputes

#### Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, the task or the breach, termination or invalidity thereof.

# Annex VII STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

# MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.

Mogdadurber, Kallonia

Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
CONDITIONS:	Instructions to Proposers – Annex I	
ONDITIONS:  Instructions to Proposers – Annex I  Terms of Reference (ToR) – Annex II  Proposal Submission Form – Annex III  Technical Proposal Format – Annex IV  Price Schedule – Annex V  General Terms and Conditions in Execution of the Task Annex VI  Statement of Compliance with Terms and Condition – Anne VI  IMELINE:  Refer to detail ToR  AUDITY  OF  Minimum 90 days		
	Proposal Submission Form – Annex III	
	Technical Proposal Format – Annex IV	
	Price Schedule – Annex V	
	General Terms and Conditions in Execution of the Task – Annex VI	
3	Statement of Compliance with Terms and Condition – Annex VII	
TIMELINE:	Refer to detail ToR	
PAYMENT TERMS:	Refer to detail ToR	
VALIDITY OF PROPOSAL:	Minimum 90 days	
CURRENCY OF PRICES	Must be in Nepalese Rupees.	

			_
Must be in Nep	alese Rupees.		
	97		
_	15/	Organization Seal:	
	Must be in Ner	Must be in Nepalese Rupees.	43