

STANDARD PROCUREMENT DOCUMENT

Procurement of Consulting Services'

Development, Deployment and Support of MOF Website
Contract Identification No: MOF/IT/01/77-78

Issued by:
Government of Nepal
Ministry of Finance
Singhadurbar, Kathmandu

January 2021

Table of Contents

Section 1.	Letter of Invitation.....	2
Section 2.	Format of Curriculum Vitae.....	3
Section 3.	Financial Proposal Submission Form.....	4
Section 4.	Terms of Reference.....	5
Section 5:	Standard Form of contract.....	11

Section 1. Letter of Invitation

Government of Nepal
Ministry of Finance

Date: 2077-09-23

Name of Project: Development, Deployment and Support of MOF Website

Contract Identification No: MOF/IT/01/77-78

1. The MOF invites proposals to provide the following consulting services: Development, Deployment and Support of MOF Website. More details on the services are provided in the attached Terms of Reference (TOR).
2. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
3. You are invited to submit a Proposal for the services under the TOR to: **Ministry of Finance, Singhadurbar, Kathmandu, Nepal.**
4. Your Proposal should be submitted in 1 copies and the deadline for submission is: **within 15 days of publication of notice.**
5. Clarification on the RFP may be obtained from: **Bhoj Raj Ghimire, Under Secretary, +977-014211301, brghimire@mof.gov.np**
6. Your Proposal must remain valid 120 days after the submission deadline.
7. The assignment is expected to commence on the day after signing the contract.
8. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff

Section 3 - Financial Proposal - Standard Forms

Section 4 - Terms of Reference

Section 5 - Standard Form of Contract.

Yours sincerely,
Bhoj Raj Ghimire, Under Secretary

Section 2. Format of Curriculum Vitae

Key Qualifications:

[Give an outline of your /staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by you / staff member on relevant previous assignments and give dates and locations. Use about half a printed page.]

Education:

[Summarize college/university and other specialized education of your / staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a printed page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names and address of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Seal / Stamp of the Consultant/Firm:

Section 3. Financial Proposal Submission Form

[Letterhead of Consultant in case of a Firm]

To: *[Name and address of Client]*

We, the undersigned, offer to provide the consulting services for *[Title of consulting services]* in accordance with your Request for Proposal dated *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is inclusive of all the applicable local taxes (excluding Value Added Tax).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., *[Date]*.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

Section 4. Terms of Reference

A. Background:

The Ministry of Finance (MOF) is the central authority of Government of Nepal charged with the responsibilities for maintaining both micro and macroeconomic stability in the country. The key role of the MOF lies with the more rationale allocation of resources; better management of public expenditure; enhanced mobilization of both internal and external resources; greater performance in public investments, effective service delivery through strengthening Public Enterprises (PEs); open and simple foreign exchange policies and regulation, and prudent fiscal and monetary policies.

MOF website has to be upgraded to comply with latest technology and best practices. The upgraded website should have Division wise separate website content and display them as sub-website of individual Divisions with the provision to update content by Division admin on their respective sub-websites. The website CMS should have provision to upload both Nepali and English content (dual language) and display them as separate Nepali and English website.

B. Objective of the Consulting Service:

The objective of the newly developed website shall be:

1. Redesign and Update existing website of MOF.
2. Should be dynamic, user friendly, responsive, easily manageable through CMS, secure as instructed in guidelines for the development and management of the government website.

C. Scope of Services:

The newly developed website for MOF should have:

1. Professional outlook with proper font, managed spacing and consistent color combination and attractive layout and clean and responsive design.
2. The website should be Bilingual (English & Nepali).
3. News, Circulars, Notices & Publications should be categorized properly with published date & MOF Divisions and with provision for auto de-activation where the content will be removed from website but should remain within the server and should have option to view previous or next set information.

4. The new MOF website should have a general website layout for all MOF Divisions. All the news, notices, press releases, etc. will be displayed in respective Divisions sub-website.
5. The contents for MOF Divisions should be manageable from MOF as well as individual MOF Divisions. Each Division should have their own separate menu bar with option to add or remove extra menu items in Admin Panel.
6. The website should be dynamic as well as scalable in terms of content creation of the website and its placement throughout the different section of the website template.
7. The website should have an employee's list section displaying all the employees of the ministry, their designation, contact and email address separated by Division. The email address should be protected from web crawling.
8. The website should have access control mechanism through which different set of access can be regulated on content as well as user preventing general or unauthorized person from accessing information are supposed to be accessible to MOF and MOF Divisions users only.
9. The website should have appropriate header, sidebar with categorization of contents, menu bar, footer, slider, scrolling message, and others as appropriate for building website. The scrolling message should come from different CMS content which are set to be highlighted for certain duration of time. Beside scrolling message, there should be a highlights section for most recent and important contents.
10. Profile management module should allow to create profiles based on different VIP person's position. The profiles should have name, position, photo, appointed date, description, CV upload, contact information, and terminated date. The termination date should be used to filter between current profile and past profile. The past profiles should be displayed in a page as past VIP persons (such as Former Finance Ministers, Former Finance Secretary or Former Revenue Secretary).
11. Different level of users should be defined with following privileges.
 - **Admin:**
 - Create Users and provide privileges accordingly
 - Manage all content uploaded to the website
 - Manage MOF Divisions' page content if required

- **MOF User:**
 - Upload and manage content uploaded by the same user.
 - Access to upload on the basis of assigned modules only.
 - **MOF DIVISIONS User:**
 - Upload and manage own MOF Divisions information.
12. The website should have document upload feature to upload document for News and Events, Notices, Circulars, Publications, Press-release etc.
 13. Each of the field should be sortable by clicking the title of the field and also be searchable by field value.
 14. Design Pop-up for notice publish.
 15. With the help of Admin Panel, the admin should be able to add/remove any contents and also will be able to place the content on the basis of basic HTML knowledge.
 16. The website should have Gallery module where CMS user can upload photos with Albums, title, date, and other relevant information.
 17. The website should have image slider, Download Menu and other relevant Menu bar.
 18. The sidebar should have provision for placement of distinguished personalities.
 19. Every content of the website should be able to change or edit through admin panel.
 20. Website should integrate with historic LMBIS (Line Ministry Budgetary Information System) and AIMS (Aid Management Platform) and provide API for public foreign aid data and budget data.
 21. A page should be developed to display the Economic Indicators of the Country whose data source shall be API providing relevant data from Financial Dashboard systems or Excel files. Continuous support should be provided to accommodate the change requirement of business unit.
 22. A page should be developed to display official nomination of the government employees having name, position, name of the training, from date, to date and Country of visit. The CMS should have

provision to upload multiple employees' information in one submit.

- 23. Migration of data from existing website.
- 24. The developed website should be deployed on the infrastructure provided by GIDC.
- 25. The service provider should implement the recommendations provided by Security Audit/VAPT Tests.
- 26. Twitter & Facebook/ Social Media Support: The feeds shall be displayed in home page with proper layout.
- 27. Image and Video Gallery
- 28. Standing List Management
- 29. Low bandwidth option for slow internet users.
- 30. Links management (Intranet Applications and Public Applications)
- 31. Fast-loading pages in line with Google's recommendations for site load times.
- 32. Integrate SSL certificate provided by MOF.
- 33. Website Should be secure from latest threats and vulnerabilities.

D. Technology:

The technology that should be used to develop the new system:

- i. Technology : PHP, HTML, JavaScript, jQuery.
- ii. Database : MySQL or equivalent
- iii. Framework : Laravel, Bootstrap 4

E. Consulting Firm Qualifications and Experience:

The consulting firm should have the following qualifications and experience to carry out the work:

- a. Manpower:** Consultant should have at least the following manpower
 - i. Team leader (Solution Architect or System Analyst) -----1
 - ii. Frontend Designer -----1
 - iii. Database Designer -----1
 - iv. Laravel & Bootstrap Developer -----1
 - v. Quality Assurance Engineer -----1

b. Academic Qualification: Consultant should have the following qualification:

Team leader: Minimum Master's Degree in Computer Engineering or equivalent from recognized University/Institution.

Frontend Designer, Database Designer, Laravel & Bootstrap Developer and Quality Assurance Engineer: At least Bachelor in Computer Engineering or equivalent from recognized University/Institution.

c. Experience: The consultant firm should have the following experience: -

General experience: At least of 1 Year experience in website development.

Specific experience: The consulting firm must have developed at least two websites of government/financial organization.

F. Time period for submitting the website:

The consulting firm should complete development of website and other necessary work within 60 days from the date of signing of the agreement.

G. Reporting Requirements and Deliverables:

The consultant should report during or at the completion of the assignment the following reports and deliver the following outputs:

a. Reporting Requirements: The Consultant shall report to Project Implementation Unit comprising of members from Procurement Unit, Administration Division, Budget and Program Division, International Economic Cooperation Coordination Division and IT section weekly in meetings and progress reports.

b. Deliverables

The Consultant shall submit following deliverables:

I. Inception Report: The consultant shall submit the inception report, along with the detailed work plan within 7 days from the date of signing of the agreement.

II. Standard Documents: The consultant shall submit standard software documents including Software Design documents, architectures document, Quality Assurance

Report, Operating Manuals and other as required and requested.

III. Final Website: Full working source code including all developed libraries should be handed over to MOF IT Section.

H. Training & Knowledge Transfer:

Develop a user manual and deliver a training for the support staff and system administrators to perform content upload, system maintenance and administration. Interaction program shall be arranged with MOF officers for regular feedback.

Support: At least one year of support after the deployment and commissioning of the website and fix the issues in newly developed website. Should keep one up-to-date copy of live MOF website and be able to recover whenever necessary. Existing features of the website should be fixed within two business days after they have been reported to the developer. Misleading and wrong information should be immediately removed or corrected by developer after they have been reported if they can't be done through CMS. The firm should provide at least 4 years of support after the first year ends, and support cost should not be more than 20% of original cost of development.

Section 5:

STANDARD FORM OF CONTRACT

Consultants' Services (Direct Purchase)

Title of Consulting Services *[insert: title]*

Project Name: *[insert: project name]*

Office Name: *[insert: Office Name]*

Office Address: *[insert: Office Address]*

Sample Contract for Consulting Services
Direct Purchase Assignments
Lump-Sum Payments

CONTRACT

THIS CONTRACT ("**Contract**") is entered into this **[insert starting date of assignment]**, by and between **[insert Client's name]** ("**the Client**") having its principal place of business at **[insert Client's address]**, and **[insert Consultant's name]** ("**the Consultant**") having its principal office located at **[insert Consultant's address]**.

WHEREAS, the Client wishes to have the Consultant to perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - a. The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - b. The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
 - c. The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."

2. **Term** The Consultant shall perform the Services during the period commencing **[insert starting date]** and continuing through **[insert completion date]**, or any other period as may be subsequently agreed by the parties in writing.

3. **Payment** A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed **[insert amount]**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below:¹

[insert amount Nepali Currency] upon the Client's receipt of a copy of this Contract signed by the Consultant;

[insert amount in Nepali currency] upon the Client's receipt of the draft report, acceptable to the Client; and

[insert amount in Nepali currency] upon the Client's receipt of the final report, acceptable to the Client.

[insert amount and currency] Total:

¹ Modify, in order to reflect the output required, as described in Annex C.

- C. **Payment Conditions**
- Payment shall be made in Nepali Rupees, no later than 15 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.
- 4. Project Administration**
- A. **Coordinator.**
- The Client designates Mr. /Ms. *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.
- B. **Reports.**
- The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.
- 5. Performance Standards**
- The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
- 6. Confidentiality**
- The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material**
- Any study reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.²
- 8. Consultant Not to be Engaged in Certain Activities**
- The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Responsibility**
- The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and Procurement Act and Regulations.
- 10. Insurance**
- The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment**
- The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

² *Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 7.*

12. Law Governing Contract and Language The Contract shall be governed by the laws of Nepal and the language of the Contract shall be English.

12. Dispute Resolution Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____