



## Enhancing Access to Justice through Institutional Reform Project (A2J) Project II



Form: 3.2

Date: 16<sup>th</sup> April 2024

### Request for Proposal (RFP)

for

**REFERENCE: A2J/RFP/2024/02: "Procurement of RFID based library equipment and develop the internal library management software system for Central Law Library "**

Dear Proposers,

You are requested to submit a proposal for the undertaking:

**"Procurement of RFID based library equipment and develop the internal library management software system for Central Law Library ", as per the enclosed Terms of Reference (TOR).**

1. To enable you to submit a proposal, attached are:

- |  |             |
|--|-------------|
| i. Instructions to Proposers                           | (Annex I)   |
| ii. Terms of References (TORs)                         | (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 the **Technical and Financial proposals** may be submitted separately addressing the RFP reference number and title to respective email addresses [technicalproposal@a2jnepal.org](mailto:technicalproposal@a2jnepal.org); [financialproposal@a2jnepal.org](mailto:financialproposal@a2jnepal.org); or hardcopies sealed separately to below office address by **no later than 17:00 hrs., Tuesday, 30 April 2024.**

**Physical Address:**

**Enhancing Access to Justice Through Institutional Reform (A2J) Project II**  
**Babarmahal, Kathmandu**  
**Tel: 977-1-5338303, 5338309**

Proposals that are received by **A2J Project** 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.

**A2J Project** looks forward to receiving your proposal and thanks you in advance for your interest in **A2J Project** procurement opportunities.

Yours sincerely,

Basant Prasad Adhikari  
National Project Manager



## INSTRUCTIONS TO PROPOSERS

### A. Introduction

#### Definitions

- a. "Contract" refers to the agreement that will be signed by and between the *A2J Project* 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 *A2J Project* through this RFP.
- g. "RFP" refers to the Request for Proposals consisting of instructions and references prepared by *A2J Project* for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h. "Services" refers to the entire scope of tasks and deliverables requested by *A2J Project* under the RFP.
- i. "Supplemental Information to the RFP" refers to a written communication issued by *A2J Project* 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.

#### 1. General

The 'Enhancing Access to Justice through Institutional Reform Project (the Project) builds on the achievements of the Strengthening the Rule of Law and Human Rights protection system in Nepal Programme and continues to focus on the reform of the legal aid system, supporting national efforts of reform and coordination in the justice sector, implementation of constitutional provisions on fundamental rights through legislative reform, implementation of the newly adopted criminal and civil legislations, and in particular on enhancing the access to justice at the local level. Constitution of Nepal, promulgated in September 2015, envisages establishment of a federal system of governance with significant devolution of powers from central to provincial and local authorities, particularly in legislative drafting. Consequently, Nepal has experienced major legislative changes in all levels of governance. In addition, the Constitution has significantly expanded the catalogue of fundamental rights that enjoy constitutional and legal protection.

In the current context of Nepal, which is pushing to graduate from the "least developed country" to "developing country" at earliest in 2021, and in view of the significant legal reform that is ongoing, analysis on how the legislative reform is impacting development agenda of Nepal is of importance in order to facilitate those laws are being drafted and implemented in a manner which supports development efforts led by the government.,





**2. Cost of proposal**

The Proposer shall bear all costs associated with the preparation and submission of the proposal and, *A2J Project* 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 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.

**4. Clarification of solicitation documents**

A prospective Proposer requiring any clarification of the Solicitation Documents may notify the procuring *A2J Project* entity in writing at the organization's mailing address indicated in the RFP.

Contact details for inquiries (written inquiries only): *A2J Project* Procurement Unit: [procurement@a2jnepal.org](mailto:procurement@a2jnepal.org)  
The subject line of the email: **A2J/RFP/2024/02: " Procurement of RFID based library equipment and develop the internal library management software system for Central Law Library "**.

Written inquiries must be submitted on or before 5:00 PM Nepal Standard Time on **Thursday, 25 April 2024**. *A2J Project* shall upload or send email responses of inquiries on the website by **Friday, 26 April 2024**.

Insert Web link: <https://www.undp.org/nepal/procurement>

Inquiries received after the above date and time shall not be entertained.

Any delay in *A2J Project* response shall be not used as a reason for extending the deadline for submission, unless *A2J Project* determines that such an extension is necessary and communicates a new deadline to the Proposers.

**Note:**

This email address is officially designated by *A2J Project*. The subject line of the email for query should be same as mentioned above.

*A2J Project* shall have no obligation to respond nor can *A2J Project* confirm that the query was officially received;

- When inquiries are sent with the different subject line even to the designated email address.
- When inquiries are sent to other person/s or address/es, even if they are *A2J Project* staff.
- For queries for which information is already available in the bidding document.

**5. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the procuring *A2J Project* 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 *A2J Project* 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

#### 6. 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 **A2J Project** 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.

#### 7. 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) Recently, for 2 years audited financial reports.
- g) Signed CVs of the proposed team
- h) Operational and technical part of the Proposal, including documentation to demonstrate that the Proposer meets all requirements.
- i) Price schedule, completed in accordance with clauses 8 and 9.
- j) Written Self-Declaration of not been included in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List

#### 7.1 Special requirements for hardware (security devices)

- k) Quality certificates (ISO, etc.) for hardware devices.
- l) Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) for hardware devices.
- m) Product brochure (Highlighting the matched specification as per the required specification mentioned in the bidding document)
- n) Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied.

#### 8. 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 **A2J Project** entity.

##### (b) Resource plan

This should fully explain the Proposer's resources in terms of personnel (Team 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.

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.

9. 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.

10. Proposal currencies

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

11. Period of validity of proposal

Proposals shall remain valid for **ninety (90) days** after the date of Proposal submission prescribed by the procuring *A2J Project* entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring *A2J Project* entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring *A2J Project* 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.

12. 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.

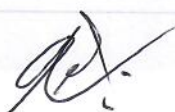
A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Proposer, in which case such corrections shall be initialled by the person or persons signing the Proposal.

13. Payment

*A2J Project* shall make payments to the Contractor after acceptance by *A2J Project* of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposal

14. Sealing and marking of proposal (**Technical and Financial proposals** may be submitted separately addressing the RFP reference number and title to respective email addresses [technicalproposal@a2jnepal.org](mailto:technicalproposal@a2jnepal.org); [financialproposal@a2jnepal.org](mailto:financialproposal@a2jnepal.org); or hardcopies sealed separately to below office address.)





- (a) The outer envelope shall be:

Addressed to:

**National Program Manager  
A2J Project,  
Babarmahal, Kathmandu, Nepal**

**Marked with Task: –**

*(Insert assignment name),*

- (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.

**15. 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 *A2J Project* 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 *A2J Project*, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of *A2J Project*.

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

- a) Submit another proposal, either in its own capacity; or
- 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 *A2J Project*.

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:

- a) 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 A2J Project as the most responsive Proposal that offers the best value for money, A2J Project 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.

**16. Deadline for submission of proposal**

Proposals must be received by the procuring A2J Project entity at the address specified under clause *Sealing and marking of Proposals* no later than Tuesday, **30 April 2024, 17:00 hrs.** Nepal Standard Time (NST). If the deadline for proposal submission falls under public holiday, then the **next working day will be added up.**

The procuring A2J Project 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 A2J Project entity and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

**17. Late Proposal**

Any Proposal received by the procuring A2J Project entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

**18. 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 A2J Project 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**

**19. Opening of proposal**

The procuring entity will open the Proposal in the presence of a committee formed by the Head of the procuring A2J Project entity.

**20. 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.

**21. 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.

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.



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.

## 22. Evaluation and comparison of proposal

Three-stage procedure are utilised in evaluating the proposals, In first round hardware (security devices) specification will be checked and only qualified hardware devices specification will be selected for second round for software (internal library management) evaluation and in final round both hardware specification and software proposal qualified bidders are chosen for financial proposal comparison. The financial proposal of the Proposal will be opened only for submissions that passed the minimum **technical score of 70% (700 points)** of the **obtainable score of 1000 points** in the evaluation of the technical proposals.

The technical proposal is evaluated based on 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:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Firm/Proposer}} \times 300$$

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

Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of Firm / Organisation Submitting Proposal	30%	300					
Understanding on the overall proposal and Proposed Work Plan and Approach	30%	200					
Personnel	40%	500					
<b>Total</b>		<b>1000</b>					



Form 1: Firm / Organization expertise on proposal		Points available	Firms			
		300	A	B	C	D
1.1	The reputation of Organization and Staff (Competence / Reliability)	50				
1.2	Demonstrated experience and expertise in the design and management of web-based software in any open-source technology.	50				
1.3	Demonstrate experience in designing similar kind of applications.	15				
1.5	Demonstrate experience in data management and security.	10				
1.6	Quality assurance procedures, warranty, proof of concept.	15				
1.7	Organization is owned by women, persons with disability and other marginalized group	10				
<b>Subtotal (1.1 -1.6)</b>		<b>150</b>				
1.7	Relevance of:					
	Specialized knowledge	50				
	The firm should have proven record of application development on the similar sector and running for high end version.	50				
	Work for UNDP / major multilateral / or bilateral programs	50				
<b>Subtotal (1.7)</b>		<b>150</b>				
<b>Total Form 1</b>		<b>300</b>				
Form 2: Proposed Work Plan and Approach		Points available	Firms			
		200	A	B	C	D
2.1	To what degree does the offer or understand the task?	20				
2.2	Have the important aspects of the task been addressed in sufficient detail?	20				
2.3	Are the different components of the project adequately weighted relative to one another?	20				
2.4	Is there evidence that the proposal been prepared based on an in - depth understanding and prior service delivery and innovative system and application design?	30				
2.5	Is the conceptual framework adopted appropriate for the task?	30				
2.6	Is the scope of the task well defined and does it correspond to the TOR?	40				
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40				
<b>Total Form 2</b>		<b>200</b>				
Form 3: Proposed Project team		Points available	Firms			
		500	A	B	C	D
3.1	<b>Team Leader/ Sr. Developer -1</b>					
	5 years' experience on IT projects	20				
	Number of similar assignments carried out (minimum 3)	20				
	Knowledge and experience in hardware integration and software development.	20				
	Similar projects handled/carried out	10				
	ME/M Tech in IT/Other relevant university degree in IT.	10				
<b>Sub total</b>		<b>80</b>				
3.2	<b>Frontend Developer -1</b>					
	Preferred 3 years' experience with HTML/XHTML, CSS, and Java Script.	20				
	Number of similar assignments carried out (minimum 2)	20				



	Knowledge and experience with HTML/XHTML, CSS, and Java Script.	10				
	Similar projects handled/carried out.	10				
	Bachelor's degree in computer science / IT equivalent	10				
	<b>Sub total</b>	<b>70</b>				
	<b>Backend developer - 1</b>					
	Preferably 3 years of experience of writing program for IT projects preferably modular design architecture.	20				
	Number of similar assignments carried out (minimum 2)	20				
3.3	Knowledge and experience on web development tools, Security Principles, API's.	10				
	Similar project handled/carried out.	10				
	Bachelor's degree in computer science / IT equivalent	10				
	<b>Sub total</b>	<b>70</b>				
	<b>UI / UX expert - 1</b>					
	Preferably 4 years of experience of writing program for IT projects preferably modular design architecture	20				
3.3	Number of similar assignments carried out (minimum 2)	20				
	Knowledge and experience in front end web designing, user interface/ user experience (UI/UX), theme development.	10				
	Similar project handled/carried out.	10				
	Bachelor's degree in computer science / IT equivalent	10				
	<b>Sub total</b>	<b>70</b>				
	<b>Dev OPS - 1</b>					
	Preferably 4 years of experience in server management and troubleshooting.	20				
	Number of similar assignments carried out (minimum 2)	20				
	Knowledge on managing and maintaining configurations of software and infrastructure components to ensure consistency and reliability.	10				
	Similar projects handled/carried out.	10				
	Bachelor's degree in computer science / IT equivalent	10				
	<b>Sub total</b>	<b>70</b>				
	<b>Quality Analyst - 1</b>					
	Preferably 5 years of experience in software testing and quality assurance.	20				
3.6	Number of similar assignments carried out (minimum 2)	20				
	Knowledge on analyzing, Quality and Functionality of service, API's, testing tools, Reporting tools	10				
	Similar projects handled/carried out	10				
	Bachelor's degree in computer science / IT equivalent	10				
	<b>Sub total</b>	<b>70</b>				
	<b>Hardware Integrator - 1</b>					
	Preferably 3 years of experience in integration of hardware on similar project.	20				
3.7	Number of similar assignments carried out (minimum 2)	20				
	Knowledge on installation/ configuration of library equipment and hardware	10				
	Similar projects handled/carried out	10				
	Bachelor's degree in computer science / IT equivalent	10				
	<b>Sub total</b>	<b>70</b>				
	<b>Total Form 3</b>	<b>500</b>				
	<b>Grand total (Form1+Form2+Form3)</b>	<b>1000</b>				



Evaluation forms for technical proposals follow on the above pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

**Form 1: Expertise of Firm / Organisation Submitting Proposal**

The minimum experience of the firm/expert should be as described in the detail ToR.

**Form 2: Proposed work plan, methodology, approach and implementation**

Please provide a detailed description of the methodology for how the organisation/firm/expert will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

The methodology shall also include details of the Proposer's data gap analysis, data collection tools, techniques, thematic areas, assumptions, limitations, internal technical and quality assurance review mechanisms etc.

The Proposer shall submit Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timings.

**Form 3: Management structure and key personnel**

Describe the overall management approach and structure toward planning and implementing this activity.

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement.

Provide the CVs for key personnel (Team Leader and professional staff) that will be provided to support the implementation of this work. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Key position of technical personnel for package and the expected qualifications are described in the detail ToR.**

**23. Award criteria, award of contract.**

The procuring *A2J Project* 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.

**24. 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.

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be a name followed by a surname, with a long horizontal stroke extending to the right.





**Enhancing Access to Justice through Institutional Reform  
Project-II  
(A2J Project)**



**Terms of Reference (ToR) for Firm/Service Provider**

**Procurement of RFID based library equipment and develop  
the internal library management software system for Central  
Law Library**

**This document outlines the terms of reference for the Procurement of RFID based library equipment and develop the internal library management software system for Central Law Library.**

**April 2024**

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line.

## 1. Background:

Enhancing Access to Justice through Institutional Reform Project – II (A2J – II) aims to support systematic changes in the national legislative, policy, and institutional frameworks and structures to contribute to strengthening peace, development, and human rights in Nepal. It primarily seeks to ensure that women and vulnerable groups are benefit from a protective and affirmative legal framework and the recent improvements in the field of administration of justice. Moreover, the program will further act to strengthen communication, coordination, and cooperation among justice sector institutions. To this end, the program focuses on three primary areas to achieve its goals: *First*, it supports the rule of law institutions to be responsive to the demand for justice service delivery; that is improving the supply-side aspects of the justice sector. *Second*, it strives to augment the demand for justice-related service delivery by developing institutional capacities of justice sector institutions by improving coordination and, also supporting women and vulnerable groups to access the rule of law institutions, and thereby assert and enjoy human rights as well as social protection entitlements. *Third*, it supports the criminal justice system, civil society, and the media to work together to ensure increased accountability for justice service delivery.

One of the project's goals is to support the digitization process through ICT and innovation to Government agencies and its implementing partners. A2J received a request for support to Central Law Library situated at Kathmandu on its digitization process.

Central Law Library (CLL) was established at the initiative of the Supreme Court of Nepal in 1993. The major objective of the library is to improve the legal research system in the country. The library is probably the biggest law library in the country open to the public. Researchers, law students at the advanced level, and lawyers comprise the largest number of its users. At present, Judges from different Courts of Nepal, Professors, Lawyers, Students from various Universities and Colleges in Kathmandu, and the public are the regular users of this library. CLL is an autonomous, nonprofit organization backed by the Government of Nepal.

Currently, the library has approximately 18,000 volumes of law books and other legal publications published in the country and abroad as well. Library also collected of Nepalese, Indian, British, and American law books.

The library takes no membership fees from its users. Visitors can enjoy reading books, journals, reports, court precedents, and daily newspapers in the library. CLL also established an e-library section where users can access the electronic versions of reading materials using computers and the internet for their research and study purposes on CLL premises.

After reviewing the request, the project team has identified the need for library equipment and internal library management software which enables registered students, academicians, law professionals etc. and assign the resources. Similarly, CLL needs a digital record / tracking system of visitors and its resources. At present a paper registration system is used to track the daily visitors and library resources borrowed by visitors.

The primary focus is on implementing an RFID-based solution that includes Security Gates, Readers, and RFID Book Tags. The solution aims to automate books inventory management, streamline member details, and facilitate the seamless assignment of library books to members.





## **2. Objectives:**

The main objectives of this project initiative include:

- Implementing a security gate, tag readers, and book tag system for effective library book security.
- Develop an internal library management software system which integrates with CLL online library system and security devices (security gate, readers, and book tags) which supports to manages library book inventory, create, and maintains member details, and facilitates the smooth transaction of books and library resources to members.
- Organize and catalog library collections systematically to facilitate easy access and retrieval of materials.
- Provide seamless access to library resources and services through user-friendly interfaces and intuitive search functionalities.
- Enable users to explore, discover, and request materials easily, both physically and digitally.
- Maintain proper log for check-in and check-out for physical books.

## **3. Scope of work:**

### **3.1 Security Gate:**

- Procure and install security gates at library entrances for effective book security.
- Ensure compatibility with the overall library management system.
- Integrate the security gates with the software and online library system for real-time monitoring.

### **3.2 Reader:**

- Procure tag readers for efficient inventory management and book tracking.
- Implement reader devices that can seamlessly communicate with the central library management system.

### **3.3 Book Tag:**

- Procure book tags for all library materials.
- Ensure durability, reliability, and compatibility with reader.
- Conduct testing to verify the accuracy and efficiency of book tagging.

### **3.4 Self-service kiosk machine:**

- Procure self – service kiosk machine.
- Ensure compatibility with library management system.
- Integrate the kiosk machine with library management software.

### **3.5 Barcode Printer with ribbon and printing paper**

- Procure barcode printer.
- Ensure compatibility with library management system to print barcode.

### **3.6 Barcode reader**

- Procure barcode reader.
- Ensure compatibility with library management system to scan barcode.





### **3.7 Software System Development:**

- Develop a comprehensive software system for internal library management which needs to be integrated with CLL online library system.
- Internal library management software should be integrated with security gate, tag reader and book tag.
- Include features for inventory management, member details, book assignment and members ID cards generation features.
- Ensure scalability and easy integration with existing CLL online library system for smooth data exchange between Internal Library Management Software web and mobile applications (iOS and Android)

### **3.8 Training for library system**

- Provide training and documentation for library staff to support smooth operation of the system and devices.

## **4. Functional Scope for Internal Library Management System Software**

### **4.1 Books tagging:**

- Utilize devices and its technology for tagging each book with both barcode and RFID.
- Generate unique identifiers for each tag to ensure accuracy and traceability.
- Implement a secure and tamper-evident tagging mechanism.

### **4.2 Member details management:**

- Create and maintain a centralized database for storing member details.
- Capture and store relevant information such as member ID, name, photo, contact details, and borrowing history.
- Develop membership ID card generation system for members.
- Enable librarians to add, edit, and deactivate member profiles.
- Integrate the member details database with CLL Online Library System

### **4.3 Book and Journal Assignment:**

- Facilitate the easy assignment of books to library members using tagging technology.
- Provide a user-friendly interface for librarians to check in and check out items.
- Implement real-time updating of member borrowing history.
- Provide provision to connect with patrons for the librarians through feedback forum.
- Provide platform for universities and other law entities to be registered through library admin user and upload digital resources.
- Provide stats for digital resources being studied for universities.

### **4.4 Inventory Management:**

- Develop a centralized inventory control system for tracking the status and location of library resources.
- Enable librarians to conduct real-time inventory checks and generate reports.
- Implement alerts for low-stock items or items that are due for maintenance.





#### 4.5 Notification:

- Provide email notification to patrons upon reserved / interested books to members.

#### 4.6 Security and Access Control:

- Implement role-based access control to ensure data security and integrity.
- Integrate security features to prevent unauthorized access and data breaches.
- Provide an audit trail for system activities.

#### 4.7 Integration Requirements:

- Integrate all security devices to enhance security measures.
- Ensure compatibility with readers and security gate for on-the-go book verification.

#### 4.8 Dashboard

Once the user logs in to the system, they can first view the dashboard shown. The dashboard should give users an overall insight of library operation, such as, **Library Management, library settings, library member, library configuration, key reports with reports & configuration.**

#### 4.9 System Settings:

Under system settings, users can configure essential parameters like default membership type, default price list, and default terms and conditions. These settings should automatically apply in the Internal Library Management Software with following features,

- **Default Membership Type:** In the library's settings, if user select "Default membership type", it is automatically set as the "Default Membership Type" in Library Management.
- **Default Price List:** In the library's settings, if user select "Default Price List", it is automatically set as the "Default Price List" in Library Management.
- **Penalty Charge:** Item A "Penalty Charge Item" is automatically set in the Item table when a penalty invoice is generated when a library member collects a penalty.
- **Allow Books:** In the library settings, the "Allow Books" function enables users to specify the maximum number of books that can be borrowed by library members.
- **Staff:** For staff members, there are no penalties or restrictions regarding the number of books they can borrow from the library.
- **Allow Return Day:** If users do not return the book within the number of days set as in "Allow Return Day", failure to return a book within the designated "Allow Return Day" period will result in a penalty fee.
- **Default Terms and Conditions:** In the library's settings, if users select "Default Terms and Conditions", it is automatically set as the "Default Terms and Conditions" in Library Management.

#### 4.10 Library Member Registration and Role Management:

Internal library management software should have a unique dual role as both library staff and members which should allow, to create Member profile, an employee can become a library member and its type.





First Name:  
Middle Name:  
Last Name:  
Gender:  
Date of Birth:  
Date of Joining:  
Membership type:  
Address & Contacts: Ward #: Local Level: District: Province: Country:  
Mobile:  
Email:

#### 4.11 System Configuration

**Membership Type:** Using this functionality, users can create a membership type.

**Book settings:** Using this functionality, can create Books for a library with various field like, serial number book image, book code, book name, book group, author, available qty, standard buying price, e-copy availability (yes / no), maintain in CLL online library or not, supplier details, description.

**Book Issue:** Using this functionality, Users can issue a book to a member.

#### 4.12 Reporting and Analytics:

- Generate customizable reports on borrowing trends, popular items, and member activities.
- Implement analytics tools for data-driven decision-making in library management.
- **Key Reports on,** library membership, issued books to members, book stock details, Number of visitors, bookshelves, expiring member details and many more.

#### 4.13 Other features

- **Record tracking features:** The system should have the ability to track the record of users through the unique number.
- **Search and Discovery:** The system should offer a powerful search functionality, allowing librarian to search for books and articles based on title, author, keywords, or other relevant metadata. Librarians can also explore curated collections, browse popular titles, and discover new content based on their interests.
- **Report and Insights:** System should have the ability to generate various reports like daily, weekly, visitors tracking sheet, issued resources to individuals etc.
- **Recommendation:** Provide relevant resources to users based on their borrowing history and interests.

#### 4.14 Other technical requirements:

- Support a scalable and modular architecture for future expansions.
- Ensure compatibility with standard library protocols and systems.
- Provide adequate documentation for system configuration and maintenance.



## 5. Device specifications

### 5.0.1 Security gate – Master and Slave - 1 unit each

Specification	
Frequency	860 – 960 MHz frequency band
Protocols	TCP protocol, supports RF signal in 860 – 960 MHz frequency band
Alarm Function	Yes, Sound Alarm, Active and Passive mode.
Storage capacity of alarm	Yes, and up to 50,000 records or higher
Members / visitors counting features and capacity	Yes, and up to 2500 records or higher
LCD Screen	Yes, and support members / visitors in and out.
LCD Screen Size	Yes, up to 10 inches
Passage width	Up to 110 cm
Communication channel	Ethernet / USB / Wifi / Serial Port
Operating mode	Offline / Network
Housing	Metal
Warranty	2 years

### 5.0.2 RFID Book Tag – 18,000 units

Specification	
Chip	UCODE 9, 96-bit EPC and TID
Tag size	Not more than 5 *120 mm or lesser
Antenna size	Not more than 3* 100 mm or lesser
Frequency	860 – 960 MHz frequency band (supports the security gate)
Protocols	ISO 18000 – 6C, Interrogator – Talk-First
Data storage	Up to 5 years or higher
Data retrieve	Up to 50,000 times r/w and re- programmable.

### 5.0.3 Book Tag Reader - 1 Unit

Specification	
Communication	USB
Compatibility	With ISO 18000 protocol devices
Radio frequency power	1 ~ 27dbm
Housing	Metal and printed circuit board
Reading speed	Up to 100 tags / sec or higher
Power supply	USB power supply
Warranty	2 years

### 5.0.4 Kiosk - 1 Unit

Specification	
Screen	Touch 21" or higher with resolution 1920 *1080 or higher
Scanner	Barcode and Scanner
Speaker	Built-in
Cabinet	Metal sheet
Interface	Power button, wifi, USB port, network connection
Power supply	USB power supply
Book reader scanner / identifier	8 * 10 inches or higher
Warranty	2 years



#### 5.0.5 Barcode Printer 1 Unit Ribbon & Printing Label – 25 Units

Specification	
Processor	Up to 200 MHZ processor
Memory	8 MB RAM and 4 MB Flash memory or more
Ribbon	300 Meter or more
Printing Speed	5 inches per second or more
Interface	USB
Printing Label	Sticker type and compatible scanner and printer
Warranty	2 years

#### 5.0.6 Barcode Scanner – 1 Unit

Specification	
Scanner	Barcode
Type	Handheld
Interface	USB
Warranty	2 years

#### 5.2 Software Development Kit (SDK)

Selected bidders should provide SDK for integration of hardware in future as well.

#### 5.3 Internal Library Management System development and security devices integration approach and methodology.

Bidders are required to design and implement a comprehensive and effective project planning and management methodology together with efficient & reliable tools. The supplier and software development agency (consultant) will consult with CLL and A2J, and other stakeholders supporting various aspects of the program and seek technical input.

In the case of implementing third-party software or open-source platform bidders / consultants should submit software integration mechanism and listed reports, demo account and related documents mention on 5.3.1 – 5.3.8.

##### 5.3.1 Research and review.

- Submit the proof of concept to identify potential third-party or open-source tools/software that meets requirements.
- Evidence on each option based on criteria such as features, user reviews, community support, documentation quality, and licensing terms.

##### 5.3.2 Trial and Testing:

- Test the tool/software in a controlled environment to assess its performance, usability, and compatibility with users existing systems or workflows.
- Trial and test report.

##### 5.3.3 Risk Assessment and Security:

- List out the potential risks associated with using third-party or open-source tools/software, such as security vulnerabilities, compatibility issues, or dependency risks.
- Reports on necessary security measures and protocols to mitigate risks, such as regular updates, security patches, and adherence to best practices.



**5.3.4 Integration and Customization:**

- Methodology on how the chosen tool/software will integrate into proposed infrastructure or workflow and CLL online library software.
- Possibility of customizing of the tool/software as needed to align with users' specific requirements and preferences.

**5.3.5 Monitoring and Maintenance:**

- Reports on assessment of the tool/software for updates, patches, or new releases, and implement them as necessary to ensure optimal performance and security.

**5.3.6 Community Engagement and Support:**

- Evidence on engaging with the community surrounding the tool/software, such as forums, user groups, or online communities and encountering issues or challenges, and contribute back by sharing insights, feedback, or contributions.

**5.3.7 Compliance and Legal Considerations:**

- Ensure compliance with relevant legal and regulatory requirements, such as licensing agreements, data privacy laws, or industry standards.
- Stay informed about any changes or updates to compliance standards that may impact the use of the tool/software.

**5.3.8 VAPT / PEN testing report:**

- Reports on vulnerability assessment and penetration testing of the software.

**5.4 Project planning and management**

To have an effective project management system in place, it is necessary for the bidder's agency to use effective project management tools to address the following:

- Identify activities/tasks at micro level for the project.
- Establish and measure resource assignments and responsibilities.
- Construct a project plan schedule including milestones.
- Measure project deadlines and performance objectives.
- Progress reports on a weekly basis

*The bidders shall commission and manage the required infrastructure (software, servers) for the system, and maintain the same throughout the duration of the project developing phase including post implementation.*

**5.5 Capacity Building and Training**

The supplier / consultant must impart training to the personnel from CLL in the operation of the application hardware, software, generation of reports, maintenance of User Logins and operations of the backend and procedures.

**5.6 User Acceptance Training (UAT)**

The A2J / UNDP and CLL team will undertake an exercise of Testing and User Acceptance of the hardware and application as soon as the consultant declares the system to be ready for the exercise. The testing and user acceptance will happen on a component basis, for example Application Software and Data Centre etc.





## 5.7 Implementation, Transition and Handover

**Implementation:** The supplier / consultant would be responsible for implementation of comprehensive system including hosting on server, support to manage the servers, technical training for operation team.

The consultant shall be responsible for effective handover of all relevant and updated documents/soft copies/materials to CLL and A2J / UNDP. CLL will be the absolute owner of the software and will have all intellectual property rights (IPR) and the agency shall not replicate or reproduce or use it without the consent of the owner.

The documents to be handed over would be, but not limited to, the following.

- Design Document (prominent level and detailed)
- Other technical specifications include interface details with other applications.
- List of third-party tools being used and licenses.
- Training Material /Operation Manual / User Manual

## 5.8 Maintenance and Support

**Warranty:** The supplier / consultant should provide warranty support for six months for software which will include bug fixing and enhancements, if any. The consultant will also define post implementation maintenance process for the system application and provide onsite/offsite support as per the defined service level agreement.

## 6.0 Workforce

Experts Title	Minimum qualifications and skills
Team Leader/ Sr. Developer (1 person)	<ul style="list-style-type: none"><li>• Master's degree in 5 years' experience on IT projects</li><li>• Number of similar assignments carried out (minimum 3)</li><li>• Knowledge and experience in hardware integration and software development.</li><li>• Similar projects handled/carried out.</li><li>• ME/M Tech in IT/Other relevant university degree in IT.</li></ul>
Frontend Developer (1 person)	<ul style="list-style-type: none"><li>• Preferred 3 years' experience with HTML/XHTML, CSS, and Java Script.</li><li>• Number of similar assignments carried out (minimum 2)</li><li>• Knowledge and experience with HTML/XHTML, CSS, and Java Script.</li><li>• Similar projects handled/carried out.</li><li>• Bachelor's degree in computer science / IT equivalent</li></ul>
Backend Developer (1 persons)	<ul style="list-style-type: none"><li>• Preferably 3 years of experience of writing programs for IT projects, preferably modular design architecture.</li><li>• Number of similar assignments carried out (minimum 2)</li><li>• Knowledge and experience of web development tools, Security Principles, API's.</li><li>• Similar project handled/carried out.</li><li>• Bachelor's degree in computer science / IT equivalent.</li></ul>

Programmer (UI/UX) (1 person)	<ul style="list-style-type: none"> <li>• Preferably 4 years of experience of writing program for IT projects preferably modular design architecture</li> <li>• Number of similar assignments carried out (minimum 2)</li> <li>• Knowledge and experience in front end web designing, user interface/ user experience (UI/UX), theme development.</li> <li>• Similar project handled/carried out.</li> <li>• Bachelor's degree in computer science / IT equivalent</li> </ul>
Dev OPS (1 person)	<ul style="list-style-type: none"> <li>• Preferably 4 years of experience in server management and troubleshooting</li> <li>• Number of similar assignments carried out (minimum 2)</li> <li>• Knowledge of managing and maintaining configurations of software and infrastructure components to ensure consistency and reliability.</li> <li>• Similar projects handled/carried out.</li> <li>• Bachelor's degree in computer science / IT equivalent</li> </ul>
Quality Assurance (QA) (1 person)	<ul style="list-style-type: none"> <li>• Preferably 5 years of experience in software testing and quality assurance.</li> <li>• Number of similar assignments carried out (minimum 2)</li> <li>• Knowledge of analyzing, Quality and Functionality of service, API's, testing tools, Reporting tools.</li> <li>• Similar projects handled/carried out.</li> <li>• Bachelor's degree in computer science / IT equivalent</li> </ul>
Hardware Integrator (1 Person)	<ul style="list-style-type: none"> <li>• Preferably 3 years of experience in integration of hardware on similar project.</li> <li>• Number of similar assignments carried out (minimum 2)</li> <li>• Knowledge on installation/ configuration of library equipment and hardware.</li> <li>• Similar projects handled/carried out.</li> <li>• Bachelor's degree in computer science / IT equivalent</li> </ul>

## 7.0 Technical Skills and Expertise

- Demonstrated five years of experience and expertise in the supply of library equipment and design of library applications in any open-source technology.
- Demonstrated five years of experience and must have proven track record in providing RFID solutions for library management.
- Ability of analysis, designing, development, testing, implementation, and quality assurance.
- The consultant / firm should have a proven record of system development in government sectors, at least similar products developed on the market and running for high-end version.
- Professional work experience in Nepal preferred.
- Proof of concept of similar project.
- Demonstrate the quality standards – maintained organization wide.
- Ability to develop, evaluate, and execute implementation plans by defining scope, objectives, and deliverables.
- Work for UNDP / major multilateral / or bilateral programs.





## 8. Timeline:

The project timeline is estimated to be 30 days. It includes phases for supply of hardware, requirement analysis, system design, development, testing, and deployment.

**Note: The organization reserves the right to reject any or all proposals and to negotiate with the selected vendor to finalize the terms and conditions of the contract.**

## 9. Submission of proposal

### 9.1 Proposal submission details

Qualified bidders including (Joint Ventures) are expected to submit a detailed proposal for undertaking the task. The technical and financial proposal is to submit separately on provided format.

The submitted proposal should specifically highlight the following.

- Prior experience in developing similar systems (supply of hardware and system development).
- Prior experience with integration of library security hardware and software.
- Names, qualifications, and experiences of all staff to be involved with the assignment (name of team leader and other members)
- Detail technical proposal as per **proposal outline (section 9.2)**
- Detail breakdown budget.

### 9.2 Proposal outline

A suggestive format for the proposal is outline below:

**Background:** Brief background about the consulting firm and its objective and strength in (HR capacity, Project Management, # of successful projects etc.)

**Work plan:** The proposal should clearly mention details of each activity including preparatory work, configuration of hardware, designing, preliminary sharing, suggestion and feedback, and guidance notes. The timeline and person(s) responsible for each activity needs to clearly mention.

**Architecture:** The proposal should clearly state the architecture of both hardware with it's integration, software development and API development.

**Team composition:** Provide the number of persons needed for assignment by position and assigned responsibilities. *(A2J / UNDP may ask additional documents for further verification of proposed team composition)*

**Understanding of ToR:** In this section consultant should present the detail on understanding of project concept, workflow and its diagram and wireframes (if applicable) of system. Proposal should clearly state detail plan of all functional and nonfunctional plan state on **section 3 and 4**.

**Quality control mechanisms:** Provide a section detailing the mechanisms to ensure hardware and software integration, data migration from exiting application and maintaining its quality by clearly specifying steps for data validation. This section may also include supervisory mechanism for data quality and the role of editors.



**Timeline:** Detail timeline with list of activities and number of days.

**Consultant/firm division of labour:** Provide information on key professionals and their level of effort for the different activities of the assignment. A suggestive matrix is provided below:

S. #	Name of expert	Working days	Education	Experience in years after last degree
1	Team Leader/ Sr. Developer			
2	Frontend Developer			
3	Backend Developer			
4	Dev OPS			
5	Programmer (UI/UX)			
6	Quality Assurance (QA)			
7	Hardware Integrator			

A suggestive format for the proposal is outline below for hardware specifications.

Security gate – Master and Slave - 1 unit each			
Description	Specification	Compatibility (Yes / No)	Remarks
Frequency	860 – 960 MHz frequency band		
Protocols	TCP protocol, supports RF signal in 860 – 960 MHz frequency band		
Alarm Function	Yes, Sound Alarm, Active and Passive mode.		
Storage capacity of alarm	Yes, and up to 50,000 records or higher		
Members / visitors counting features and capacity	Yes, and up to 2500 records or higher		
LCD Screen	Yes, and support members / visitors in and out.		
LCD Screen Size	Yes, up to 10 inches		
Passage width	Up to 110 cm		
Communication channel	Ethernet / USB / Wifi / Serial Port		
Operating mode	Offline / Network		
Housing	Metal		
Warranty	2 years		

Book Tag – 18,000 units			
Description	Specification	Compatibility (Yes / No)	Remarks
Chip	UCODE 9, 96-bit EPC and TID		
Tag size	Not more than 5 *120 mm or lesser		
Antenna size	Not more than 3* 100 mm or lesser		
Frequency	860 – 960 MHz frequency band (supports the security gate)		
Protocols	ISO 18000 – 6C, Interrogator – Talk-First		
Data storage	Up to 5 years or higher		
Data retrieve	Up to 50,000 times r/w and re-programmable.		





Book tag reader – 1 Unit			
Description	Specification	Compatibility (Yes / No)	Remarks
Communication interface	USB		
Compatibility	With ISO 18000 protocol devices		
Radio frequency power	1 ~ 27dbm		
Housing	Metal and printed circuit board		
Reading speed	Up to 100 tags / sec or higher		
Power supply	USB power supply		
Warranty	2 years		

Kiosk – 1 Unit			
Description	Specification	Compatibility (Yes / No)	Remarks
Screen	Touch 21" or higher with resolution 1920 *1080 or higher		
Scanner	Barcode and Scanner		
Speaker	Built-in		
Cabinet	Metal sheet		
Interface	Power button, wifi, USB port, network connection		
Power supply	USB power supply		
Book reader scanner / identifier	8 * 10 inches or higher		
Warranty	2 years		

Barcode Printer 1 Unit, Ribbon & Printing Label – 25 Units			
Description	Specification	Compatibility (Yes / No)	Remarks
Processor	Up to 200 MHZ processor		
Memory	8 MB RAM and 4 MB Flash memory or more		
Ribbon	300 Meter or more		
Printing Speed	5 inches per second or more		
Interface	USB		
Printing Label	Sticker type and compatible scanner and printer		
Warranty	2 years		

Barcode Scanner - 1 Unit			
Description	Specification	Compatibility (Yes / No)	Remarks
Scanner	Barcode		
Type	Handheld		
Interface	USB		



**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 (activity for Project/Program) 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

A handwritten signature in black ink, consisting of stylized initials and a long horizontal stroke extending to the right.



**TECHNICAL PROPOSAL FORMAT**

**i) RFP Information**

**RFP Title:**

*(insert assignment name),*

**Basic Organization Information**

**Name of the organization:**

**Contact person's name:**

**Contact details :**

**Telephone:**

**E-mail:**

**Address:**

**ii) Organizational Profile:**

*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 your organization proposes to implement the above ToR. Please include the following:*

- A) A detailed system designing and development plan, implementation schedule (work plan), manpower schedule, and narrative on how you would approach/ intend to meet the deliverables mentioned in the TOR.*
- B) A of hardware with its specification as mentioned in the TOR.*
- C) Identification of any risks and/or obstacles your organization may encounter while undertaking this project, 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 CVs of all members of proposed team is highly recommended. (Including signed CVs of expert)*







## GENERAL TERMS AND CONDITIONS IN EXECUTION OF THE TASK

### 1. Force Majeure

Without prejudice to their rights the *A2J Project* 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 one 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 *A2J Project* 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 *A2J Project* 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 *A2J Project*.

### 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 *A2J Project* 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 *A2J Project* in respect of this project.

**10. Officials not to benefit**

The party warrants that no UNDP or *A2J Project* 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 *A2J Project*.

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

- a. The party shall maintain accurate and systematic records and accounts in respect of the work to be performed under this task.
- b. The party shall furnish, compile or make available at all times to *A2J Project* and UNDP any records or information, oral or written, which *A2J Project* may reasonably request in respect of the work to be performed under this task.
- c. The party shall allow *A2J Project* 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 *A2J Project* 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 *A2J Project*, 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 *A2J Project* 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 amend only in writing signed by both parties to this task or their duly authorized representatives.

**16. Obligation to inform *A2J Project* of changes in conditions.**

The party shall promptly and fully notify *A2J Project* 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, *A2J Project* 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 *A2J Project***

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, *A2J Project* 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:

- a. Procure all or part of the services from other sources, in which event *A2J Project* may hold the party responsible for any excess cost occasioned thereby.
- b. Refuse to accept delivery of all or part of the services.
- c. Cancel the contract without any liability for termination charges or any other liability of any kind of *A2J Project*.



**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 *A2J Project* 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 *A2J Project*.

**19. 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.

A handwritten signature in black ink, consisting of a stylized 'A' with a long horizontal stroke extending to the left.



## STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

<b>MUST BE DULY COMPLETED AND RETURNED WITH PROPOSAL.</b>
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Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Y/N)
<b>CONDITIONS:</b>	Instruction 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 – Annex VII	
<b>TIMELINE:</b>	Refer to detail ToR	
<b>PAYMENT TERMS:</b>	Refer to detail ToR	
<b>VALIDITY OF PROPOSAL:</b>	<u>Minimum</u> 90 days	
<b>CURRENCY OF PRICES</b>	<u>Must</u> be in Nepalese Rupees.	

Submitted by:

Name:

Organization:

Designation:

Address:

Telephone:

Email:

Web Portal:

Date:

Organization Seal:

