



**Nagarik Lagani Kosh (NLK)
Citizen Investment Trust (CIT)**

Central Office

New Baneshwor, Kathmandu, Nepal

INVITATION FOR EXPRESSION OF INTEREST

CIT-EOI-2073/74-01

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Nagarik Lagani Kosh (NLK) (Citizen Investment Trust) intends to apply a portion of its own source of funds to eligible payments towards the cost for the Consulting Service on Analyzing, Designing, Developing, Integrating, Testing, Implementing, Commissioning and Maintaining a NLK Web Based Software (NLK-WBS) System for which this Expression of Interest (EOI) is issued.

NLK is carrying out various kinds of schemes such as Employee Saving Growth Retirement Fund, Gratuity/Pension Fund, Investors Account, Insurance Fund, Citizen Unit Scheme, Capital Market and Merchant banking services. It has more than 650000 clients in totality subscribing to various schemes and programs. It has under taken significant computerization efforts over the period since its establishment. However, NLK currently faces the challenges and issues that are usually associated with fragmented heterogeneous systems. NLK intends to develop a NLK-WBS to automate its business processes in order to provide user-friendly effective and efficient service to its valued clients. The ultimate objective of the consulting services is to analyze, design, develop, integrate, test, implement, commission and maintain a NLK-WBS System (minimum three-tier system) that can handle all its business process and provide a single window for all services (programs / schemes) to be provided by NLK. The estimated time required for completion of the proposed assignment is 12 months from the date of signing of the contract followed by 12 months warranty period and 24 months support period.

NLK now invites Expression of Interest from interested eligible consulting firms/companies to provide the consulting service on analyzing, designing, developing, integrating, testing, implementing, commissioning and maintaining a NLK-WBS. The consulting firm/company submitting their expression of interest shall specify and submit the followings:

- (1) Profile of the firm/company,
- (2) If two or more firms/companies are to provide consultancy service as a group, or a joint venture, the name, address, profile of each firm /company/ and the name of lead company/ firm,
- (3) Descriptions of the assignments of similar nature completed in the past seven years and their address,
- (4) Curriculum vitae of the personnel of firm/company as per EOI document,
- (5) Information & documents requested in the EOI document.

The Expression of Interest shall be submitted in a sealed envelope on or before 23 July 2017, 5:00 pm at Procurement Unit, Administration Section, Central Office, Nagarik Lagani Kosh (Block 'D'), Kathmandu. In case the day of submission of the EOI falls on a public holiday, the EOI shall be submitted on the following working day. The selection of the consultant and award of the Contract shall be done based on Quality and Cost Based Selection Method (QCBS). EOI shall be opened in the presence of applicant's representatives who choose to attend 11.00 am, date on 24 July 2017 at the office of Nagarik Lagani Kosh (Block 'D'), Kathmandu. Absence of the applicant, however, shall not obstruct or prevent the opening of the EOI in any way. Only shortlisted firms or companies will be requested for RFP.

The eligibility & completeness test, evaluation criteria, instructions for submission of EOI and Terms of Reference (TOR) are indicated in the Expression of Interest (EOI) Document, which can be collected from Procurement Unit, Administration Division, Central Office, Nagarik Lagani Kosh (Block 'D'), New Baneshwor, Kathmandu and is also available in the website of NLK, i.e. <http://www.nlk.org.np>. This notice is also available in the website of Public Procurement Monitoring Office-PPMO (<http://www.ppmo.gov.np>) and Ministry of Finance (<http://www.mof.gov.np>).