TENDER DOCUMENTS

FOR

PRITHVI NARAYAN CAMPUS

MANAGEMENT SYSTEM

Tribhuvan University

Prithvi Narayan Campus

Bagar, Pokhara

10 November 2020

Prithvi Narayan Campus
पृथ्वीनारायण क्याम्पस
(A QAA Certified Institution, Accredited by UGC, Nepal)
क्याम्पस प्रमुखको कार्यालय

मिति: २०७७/०७/२५

वेबमा आधारित क्याम्पस म्यानेजमेन्ट सिस्टम निर्माण गर्नेबारे सिलबन्दी दरभाउपत्र आवेदन आव्हान
(प्रथम पटक प्रकाशित मिति २०७७।०७।२५)

त्रिवि पृथ्वीनारायण क्याम्पस, पोखराका लागी "वेबमा आधारित क्याम्पस म्यानेजमेन्ट सिस्टम" तयार गर्नु परेकोले इच्छुक नेपाली फर्म वा संस्थाहरुले रीतपूर्वक निवेदन सहित प्रस्ताव, सिलबन्दी दरभाउपत्र, फर्म दर्ता, मूल्य अभिबृद्धि कर दर्ता र कर चुक्ता प्रमाणपत्रको प्रतिलिपी संलग्न गरी प्रथम पटक प्रकाशित भएको मितिले १५ दिनभित्र यस कार्यलयमा प्राप्त हुने गरी सिलबन्दी दरभाउपत्र आवेदन आव्हान गरिन्छ । सिलबन्दी दरभाउपत्रमात्र हुलाकबाट पठाउन वा कार्यलय समयमा आई बुभाउन हुन र बाँकी सम्पूर्ण कागजातहरु इमेलमार्फत पठाउनु पर्नेछ । यस क्याम्पसको आवश्यकता पूरा हुने खालको म्यानेजमेन्ट सिस्टमको विवरण र आवेदन फारम लगायत अन्य विस्तृत जानकारीका लागी मिति २०७७/०७/२७ गतेदेखि यस क्याम्पसको वेबसाइटमा उपलब्ध गराइनेछ ।

आवेदनबारे सोधपुछ र बुभाउने ठेगानाः
QAA/EMIS Unit
त्रिवि पृथ्वीनारायण क्याम्पस
बगर, पोखरा
सम्पर्क फोन : ९८४६११६८७४

Email: qaa.emis@pncampus.edu.np
Website: www.pncampus.edu.np

प्रा.डा. सरोज कोइराला
क्याम्पस प्रमुख

Mailing Address: Bagar, Pokhara, Nepal बगर, पोखरा, नेपाल
Phone: +977-61-526837, 540222 **Email:** info@pncampus.edu.np **URL:** www.pncampus.edu.np

2

TABLE OF CONTENTS

CHECKLIST FOR BIDDERS

The bidders should make sure that the following documents should be prepared in separate pdf files (except the sealed bid, which should be submitted separately through postal service or to the office in person) and submitted to the address mentioned in the Invitation of Tender online (inquiry via email at qaa.reform@pncampus.edu.np), but should reach the office within the time specified in the tender documents.

S.No.	Documents
1	Form of tender (completed by the bidder and submitted online)
2	Covering letter
3	Technical proposal
4	Filled in form of sealed financial bid; the sample is available in the Appendix section of this document (to be submitted through postal service or to the office in person)
5	Company documents (copies of firm registration certificate, VAT certificate, tax clearance certificate, etc.) [all in a single pdf file]
6	Proof of 3 references (proof of experience; make a single pdf file)
7	Proof of tender processing fee (Rs. 1,000)
8	Proof of security deposit (3% of the estimated cost mentioned)

Online Submission

All required documents (except the sealed financial bid) should be submitted using the following submission portal. Please make sure your documents to be submitted as mentioned above before using this portal. A bidder can submit only once; the tendering authority will not entertain two submissions by the same bidder. Please click on the following link for submission of documents:

Online Application Form

1. GENERAL INFORMATION

With over 60 years of its history, Prithvi Narayan Campus is one of the oldest and largest campuses of Tribhuvan University and is striving for finding solutions to challenges and preparing students for leadership in the 21st century.

The campus was founded on 1 September 1960 (17 Bhadra 2017 BS) in the western region, which was initially run by the local community and named "Prithvi Narayan Inter College", starting with 13 students and 2 teachers for intermediate education. The beginning classes were conducted in Kanya School, Nadipur Patan and moved to Bhimkali Patan in Bagar after two years.

The college resumed its first batch on 20 August 1963 with the Bachelor of Arts (BA) study, which was accredited from Tribhuvan University. The college was formally incorporated with Tribhuvan University on 1 Shrawan 2030 BS as one of its constituent campuses, changing its status from 'college to 'campus'. The campus started its master's degree in Economics in 2035 BS. It was followed by the MA in Geography the following year in 2036 BS.

The campus now has 4 faculties and 1 institute: Faculty of Humanities & Social Sciences, Faculty of Management and Faculty of Law, Faculty of Education, and Institute of Science & Technology. It has 32 departments and runs 31 programs and offers about 500 courses. There are 521 faculty and 93 non-teaching staff who have involved in providing higher education to more than 10,511 students in various academic programs.

The campus has a focused strategy to enable its processes through modern technology and IT solutions. Through technological adoption, the campus wishes to make its processes seamless, speedy and of high quality.

One of the functions of the campus is to computerize its all activities. Towards this purpose, the campus invites bids for campus management system.

The main 4 modules envisaged as part of the system are
a) Student Management
b) Staff Management
c) Financial Management
d) General Management
e) Library Management

For this purpose, sealed tender under two bid system, are invited from reputed, experienced and technologically sound IT service providers (Firms/Companies/Agencies/Societies) having adequate infrastructure and experience of handling the campus management system as required by the campus.

2. COST ESTIMATE

The estimated cost of the campus management system has been presented in the following table. The proposed cost of the bidders should not exceed the estimated cost for the competition:

Module Number	Phase	Module Name	Per module Cost in RS	Total Amount in RS	PhaseWise cost In RS
1	I	Organization Setup	80000	80000	297000
2		Student Management	97000	97000	
3		Examination Management	50000	50000	
4		Content Management	30000	30000	
5		Student Portal	40000	40000	
6	ii	Staff Management	105000	105000	297000
7		Leave Management	50000	50000	
8		HR/Payroll	142000	142000	
9	III	Hostel Management	50000	50000	297000
10		Fleet Management	40000	40000	
11		Inventory Management	67000	67000	
12		Asset Management	50000	50000	
13		Library Management	90000	90000	
		Grand Total Amount In Rs		891000	
		Tax @13%		115830	
		Net Payment in Rs		1006830	
In Words : Ten lakhs six thousand eight hundred thirty rupees only					

3. TECHNICAL SPECIFICATIONS

The campus management system should have the following basic features apart from other specific features that follow:
- Centralized database system
- User-friendly design
- Language Support (English ,Nepali)
- Web-based (central backup cloud including window based)
- User-friendly mobile version
- Custom reports including budgets, certificates, ID cards, student/employee statistics, etc.
- Modularized (Modules can be added and removed as per needed)
- Messaging system (Internal Messaging and SMS Integration, Prior information can be informed about campus events, news, holidays and examination)

- Strong and Innovative search bar, Advanced search facility
- Role based login (Student, Employee, Administration) with strong control privileges
- Publish news and event facility
- Back-up cloud + local facility

The system has been divided into 31 categories although other features can be added or removed as per the needs of the user and as per the consultation with the service provider. The campus will need a system that has the following categories and their specifications; however, if the successful system provider has better features that cover the categories and specifications mentioned here, the proposed technical specifications will be applied with mutual understanding:

Phase I

1	**Organization Setup**	
	This module would cover the following functions/features:	
	Subjects	
	Fee Plan Components	
	Setup Course Fee Structure based on Quota Setup Organization and Details	
	Setup School of Studies, Departments	
	Setup Campuses & Locations	
	Setup Courses and Details	
	Setup Availability and Quota	
	Setup Class/Semester	
2	**Student Management**	
	This module would cover the following functions/features:	
	Online Student Application	
	Online Payment	
	Student Admission Entry	
	Concessions	
	Fee Payments/Refunds/Accounts Integration	
	Attendance	
	Student Transfer/Dropout	
	Student Promotion	
	Timetable notifications	
	Student History	
3	**Examination Management**	
	This module would cover the following functions/features:	
	Exam Schedule and Grading Methodology	
	Question Bank	
	Prepare/Publish Question Paper	
	Download/Receipt of Question Paper	
	Upload Exam Fee Receipts	
	Print Hall ticket	
	Tag/Scan/Upload Answer Scripts	
	Assignment of Answer Scripts for Evaluation	
	Exam Marks/Student Attendance Entry	
	Grade Generation	
	Publish Progress Report/Results	
4	**Content Management**	
	This module would cover the following functions/features:	

		Broadcasting Announcements/Updates through SMS/Portal	
		Upload/Search/ Retreive scanned documents	
		Setup Events/Calendar	
		Upload News/Articles/Galleries	
	5	**Student Portal**	
		This module would cover the following functions/features:	
		Announcements/Updates	
		Attendance	
		Fee dues	
		Online Payments	
		Exam Marks and Progress Reports	

Phase II

	6	**Staff Management**	
		This module would cover the following functions/features:	
		Manage Applicants	
		Manage Employees	
		Assign Designation/Branch/Departments/Subjects	
		Resident management	
		Employee Attendance	
	7	**Leave Management**	
		This module would cover the following functions/features:	
		Setup Leave Policy	
		Grant Leaves	
		Online Leave Request	
		Leave Approval	
		Leave Balance	
	8	**HR/Payroll**	
		This module would cover the following functions/features:	
		Setup Grades	
		Setup Salary Components	
		Update Employee Salary Info	
		Issue Loan/Advance	
		Calculate LOP from Leave/Attendance	
		Process Payroll(salary, student fee, daily income/expenditure)	
		Expenditure management (TU-based format)	
		Generate Payslip	
		Account ledger	
		General voucher	
		VAT and tax slabs	
		Proper reporting (Graphical analysis)	

Phase III

	9	**Hostel Management**	
		This module would cover the following functions/features:	
		Setup Hostel/Blocks/Rooms	
		Setup Hostel Plans	
		Allot Room	
		Vacate Room	
		Mark Attendance	
	10	**Fleet Management**	
		This module would cover the following functions/features:	
		Vehicle Registration	
		Statutory' Compliance/Insurance Records	

		Track Vehicle Maintenance/Servicing	
		Fuel Log	
		Route/Trip Assignment	
	11	**Inventory Management**	
		This module would cover the following functions/features:	
		Internal Requisitions	
		Indenting	
		Purchase Orders	
		Goods Receipts	
		Dispatch Records	
		Sales/Issue Goods	
		Stock Ledger	
	12	**Asset Management**	
		This module would cover the following functions/features:	
		Track Asset Details	
		Asset Maintenance/Servicing	
		Asset Disposal	
		Finance Repayment Schedule	
		Assets and Liabilities Management	
		Track Payments/Balance	
	13	**Library Management**	
		This module would cover the following functions/features:	
		Cataloguing standards (MARC21)	
		Bibliographic data conversion	
		Barcode generate for each copy	
		Metadata (Multiple search engine)	
		Student management (book subscribe/circulation/issue, reserve, renew)	
		Manual data entry	
		Barcode data entry	
		Individual/ Import data entry	
		Barcode generate for all new book	
		Further process all barcode/manual	
		OPAC (Online Public Access Catalog)	
		Issued history	
		Movement Logs	
		Detailed report	
		Fine management	

Apart from this the system should have following functionality based factors related to 'exterior quality' of software:

a) **Correctness**: The software which we are making should meet all the specifications stated by the campus.

b) **Usability/Learnability**: The amount of efforts or time required to learn how to use the software should be less. This makes the software user-friendly even for IT-illiterate people.

c) **Integrity**: Software should not have side effects.

d) **Reliability**: The software product should not have any defects. Not only this, it shouldn't fail while execution.

e) **Efficiency**: This characteristic relates to the way software uses the available resources. The software should make effective use of the storage space and execute command as per desired timing requirements.

f) **Security**: With the increase in security threats nowadays, this factor is gaining importance. The software shouldn't have ill effects on data / hardware. Proper measures should be taken to keep data secure from external threats.

g) **Safety**: The software should not be hazardous to the environment/life.

h) **Maintainability**: Maintenance of the software should be easy for any kind of user.

i) **Flexibility**: Changes in the software should be easy to make.

j) **Extensibility**: It should be easy to increase the functions performed by it.

k) **Scalability**: It should be very easy to upgrade it for more work .It should be able to handle unlimited users and handle unlimited logins at instance.

l) **Testability**: Testing the software should be easy.

m) **Modularity**: The software should be modular based. These modules are then integrated to make the final integrated software.

n) **Portability**: The ability of software to perform same functions across all environments and platforms, demonstrate its portability.

4. INSTRUCTIONS TO BIDDERS

Please read the instructions on the tendering procedures carefully. Failure to comply with them or to return any of the required documents or information may invalidate your tender which must be submitted to the office online by the date and time given in the Invitation of Tender using the official email address mentioned.

Tender Time Table

The bidders have to follow the following schedule to participate in the competition for the proposed management system for Prithvi Narayan Campus.

Events	Date and Time
Last date of submission of all tender documents - online (sealed financial bid in person or through postal service, but reach the office by this date)	2077/08/09 (Tuesday) 5.00 pm
Publication of short listed bidders (through documents scrutiny)	2077/08/11 (Thursday) 2.00 pm
Demo presentation for short listed bidders	2077/08/12 (Friday) 11.00 am
Publication of second round short listed bidders (through evaluation of presentation and interview)	2077/08/14 (Sunday) 2.00 pm
Bid for final selection of the prospective service provider (Financial bid opening)	2077/08/15 (Monday) 11.00 am
Publication of the successful bidder	2077/08/16 (Tuesday) 2.00 am
Contract signing between the tendering authority and the service provider	At any convenient date and time for both parties

Tender Processing Fee and Security Deposit

The tender processing fee is Rs. 1,000.00 (one thousand rupees) which is payable at the time of submission of application package. This amount is non-refundable. The proof of payment such as bank voucher or e-payment slip can be included in the application package.

All bidding applicants have to submit the proof of an amount of equivalent to 3% of the estimated cost proposed by the tendering authority as security deposit, but this amount will be refundable. The proof can either be in the form of guarantee letter produced by any bank, or cash deposit slip produced by the bank mentioned below.

Both the tender processing fee and security deposit can be deposited in the following bank via mobile banking or cash deposit from the nearest branch. In the case of security deposit, it can also be in the form of bank guarantee letter.

Details of the Bank	
Name of the Bank	Nepal Bank Limited, Bagar Branch
Account Holder's Name	Prithvi Narayan Campus
Account Number	09100101101358000001

Cost of Preparation

The bidder will bear all costs associated with the preparation and submission of its bid and the office will not be liable for those costs, regardless of the outcome of the bidding process.

Language of Bid

The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and the office, can be written either or both in Nepali and English.

Clarification of Bids

To assist in the examination, evaluation, comparison and qualification of the bids, the tendering authority may, at its discretion, ask any bidder for a clarification regarding its bid. The tendering authority's request for clarification and the response of the bidder will be through email.

Any clarification submitted by a bidder with regard to its bid that is not in response to a request by the tendering authority will not be considered.

No change in the prices or substance of the bid will be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the tendering authority in the evaluation of the financial bids.

No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive will be sought, offered or permitted.

Disqualification

The campus will disqualify a bid, if: -

- the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
- the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete;
- the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
- the bid materially departs from the requirements specified in the tender document or it contains false information;
- the bidder, submitting the bid, his/her agent or any one acting on his/her behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
- a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.

Cancellation of Bid

A situation may arise where, if after evaluation of bids, the tendering authority may end up with one responsive bid only. The bid process will be considered valid even if there is one responsive bid, provided that -

- the bid is technically qualified;
- the price quoted by the bidder is assessed to be reasonable;
- the bid is unconditional and complete in all respects; and
- the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the tender document

The tendering authority will prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.

In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers will decide as to whether to sanction the single bid or re-invite bids after recording reasons.

If a decision to re-invite the bids is taken, market assessment will be carried out for estimation of market depth, eligibility criteria and cost estimate.

References

Please provide a minimum of three reference sites where the proposed solution/ service(s) has been installed successfully. These users should be of similar size and offering similar services as that of the campus, and have similar systems, scope and users of the specific solution and version proposed.

All the details of reference sites requested for should be provided along with the names and contact details of persons who will be available for discussion. The campus may visit the sites or contact these users to obtain any information on the solution / service and implementation.

How to Prepare and Submit Application Package?

The bidders have to prepare application package (all required documents in separate pdf files): 1) application form (online), 2) covering letter, 3) technical proposal, 4) company documents (including company registration certificate, VAT certificate, tax clearance, etc.), 5) proof of tender processing fee (through mobile banking slip, or bank voucher), 6) security deposit (either bank guarantee letter, or bank voucher). Please use the Online Application Form to send the required documents for application. A sealed financial bid should be submitted through postal service or to the office in person, but it should reach the tendering authority office by the date and time mentioned in this document. The sample form of financial bid is available in the Appendix section of this document. (**Remember:** This financial bid should be submitted unopened until the final day of selection which will be opened before all bidders and the evaluation committee members. If the financial bid is opened, this automatically disqualifies you from the competition. Please insert this financial bid in a normal letter size envelope and seal it. Then put it in the A4 size envelope along with other technical documents and submit to the authorized person in the address mentioned in the invitation of tender.)

The bidder should ensure that all the required documents, as mentioned in the tender documents, are submitted online (for further information you can communicate via email at qaa.reform@pncampus.edu.np), which should reach the office as specified in the advertisement. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid submitted by the bidder.

Contents of the Technical Proposal

The bidders should provide a detailed technical proposal (not more than 5 pages, single line space) to the campus with an alignment to the functional and non-functional requirements specified in this guideline. The technical proposal should have the following sections as minimum

- Cover page
- Executive summary: to summarize the overall proposed solution and its value proposition
- Overview of the proposed system: detailing of the solution architecture, process flow, technology and other details that will support the solution
- Response to the campus's requirements
- Project duration & plan (with estimated time lines and effort)
- Budgeting (do not include this in the technical proposal)
- Company factsheet
- Any other details

5. SELECTION PROCESSES

The bidders have to understand the selection criteria in order to be successful in the competition. They will strictly be followed and no consideration will be entertained for those who try to influence the members of the evaluation committee. **Any unfair means will result in the disqualification from the competition**.

Selection Criteria

All bidders have to go through two phases: technical phase and financial phase. If a bidder is successful in the technical phase, the bidder will be considered for the financial phase, which includes the opening of the bid. The selection committee of the tendering authority and the bidders (or a bidder) will open the sealed bidder/s. In case, no bidders are qualified from the technical phase, the tendering authority will call for another tender (re-tender announcement).

The bidders will be short listed based on pre-qualification criteria such as experience, company reliability, qualification of bidders, proposal, demonstration (online using Zoom platform), and other technical aspects. The short listed bidders will be considered for further comparison.

Selection method will be determined on the basis of technical soundness with quality solution and total value of the financial bid. Technical and financial bids both will be scrutinized by the evaluation committee and marks will be awarded by the committee as per the rules and regulations.

The short listed bidders will be asked to make presentations through virtual platforms such as Zoom, MS Teams, or any other. The campus will not be under any obligation to bear any part of the expenses incurred by the bidders for the presentations.

The final round of short listed bidders will be selected by considering the opening of sealed financial bid on the basis of lowest cost offered, technical proposal, experience, and interview presentation. **But, remember, the lowest cost only does not guarantee the selection**.

To make the selection process transparent, the following areas will be evaluated on the basis of the bidders' willingness to carry out the project successfully. The weightage for each area of evaluation will be as follows:

SN	Area	Weightage
1	Company qualification	10
2	Technical proposal	10
3	Experience (based on references)	30
4	Demo presentation & Interview	30
5	Financial bid	20
	Total	**100**

Opening of Bids

The bids will be opened by the tendering authority on the date and time mentioned in the bid schedule at the presence of the bidders or their authorized representatives who choose to be present.

The tendering authority will prepare a list of the bidders or their representatives attending the opening of bids and obtain their signatures on the same. The list will also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list.

The financial bid will be kept unopened until the final announcement of a successful bidder and will be opened later on the date and time specified to the bidders who qualify in the evaluation of technical bids.

Successful Bidder and Award of Contract

The campus after considering the recommendations of the bid evaluation committee and the conditions of bid, if any, financial implications, trials, sample testing and test reports, etc., will accept or reject the successful bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter will be referred to the next higher authority, as per delegation of financial powers, for decision.

If the decision is not taken within the original validity period, or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.

Before award of the contract, the authorized persons will ensure that the price of successful bid is reasonable and consistent with the required quality.

The authorized persons of the campus will award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the tender documents for the subject matter of procurement.

Right to Accept or Reject Any or All Bids

The campus reserves the right to accept or reject any bid, and to annul (cancel) the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the bidders. Purchaser makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone.

Signing of Contract

The campus will reserve the right to negotiate with the bidder whose proposal has been ranked best value bid on the basis of technical and financial evaluation to the project, as per guidelines provided by the office. On this basis the draft contract would be finalized for award and signing.

After the campus notifies the successful bidder that its proposal has been accepted, the successful bidder will enter into contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between the campus and the successful bidder.

Failure of the successful bidder to agree with the legal agreement and terms & conditions of the campus be the sufficient grounds for the annulment of the award, in which event the campus may award the contract to the next best value bidder or call for new proposals from the interested bidders.

6. TERMS AND CONDITIONS

From the Service Provider

The service provider must deliver the campus management system as mentioned in the tender documents that would handle the end-to-end process for managing the campus. The generic activities to be delivered as part of the scope of work for the project are as under

- Develop a management system specification after a requirements study and get it approved from the competent authority of the campus.
- Submit the designs aligned to the requirements.
- Make modifications to the product and the process flow (if any) as per the requirements of the campus.
- Deployment of the proposed system for the campus use.
- Providing hard copy and soft copy of product at various stages of each process as required by the campus.
- Ensuring the security of the application and database and hosting the same as per time line decided by the campus and enabling the campus to audit all aspects of the application and data base as required.
- Provide training to the end users like managers, workplace users, professors, and students, etc. after the successful installation of the software.
- Data generated during the period must be made available whenever requested by the campus authorities.
- Ensure that the database and design for further business continuity model.
- Copy of archives of past data from time-to-time
- Support the campus with any reports / data for statutory audits or for fulfilling any other such regulatory requirements.
- The service provider should establish a dedicated repair and monitoring management unit as desired by the campus.
- The service provider should have adequate manpower to assist in the implementation of services such as configuration, training, handholding, refresher training.

From the Campus

The campus will provide to the prospective service provider:

- An authorized contact person to coordinate information sharing and other processes between the prospective bidder.
- Work with the selected service provider for the system requirements and design sessions
- Handover all required information regarding rules, procedures, guidelines, etc. governing the processes that are to be developed.
- Sign-off of deliverables on time for the service providers.
- Make authorized persons available for the user acceptance testing.
- Provide hosting environment for deploying the software.
- Office space and other provisions for the delivery teams during the interaction phases with the campus.
- Uninterrupted power supply, computers, Internet connectivity along with required bandwidth and location (location will be made secured by the service provider) along with the basic facilities (such as table, chairs, covered spaces, etc.) for setting up the workstations.
- Prompt approval and payment of fees as agreed in the final contract.
- When required, the campus should provide the service provider any other mutually agreed requirements.

APPENDIX I: FORM OF FINANCIAL BID (CONFIDENTIAL)

[Service Provider's Letterhead with valid Address]

Date: _____

To :
Tribhuvan University
Prithvi Narayan Campus
Bagar, Pokhara

Subject: Financial Bid for Campus Management System (Confidential; to be submitted unopened and in person or via postal service)

Dear Sir/Madam,
Having examined the terms and conditions stipulated in the invitation to tender and the tender documents available in the campus website, I / We hereby offer to supply the campus management system at the cost of Nepali currency Rs. ………………………. (In words: ………… …………………………………………………………………………..).

Estimated Product Cost

S. No.	Module	Total Cost in Aggregate
1	Organization Setup	
2	Student Management: EMIS 1	
3	Staff Management: EMIS 2	
4	Account Management	
5	General Management	
6	Library Management	

Estimated Service Cost

S. No.	Particulars	Cost
5	Hands on Trainings	Free
6	Annual Maintenance Charge	
	Total	

Signature: _____ Company Stamp:_____

Name :_____in the capacity of _____ __ duly authorized to sign tender for and on behalf of _____ Address: _____

Date:_____

Phone: _____

Email: _____