

Financial Proposal

For

Development and Enhancement of FCGO Website

IFB No. 04/077/78

Contract Identification No: FCGO/CS/DP/01/77/78

**Financial Comptroller General Office, Anamnagar,
Kathmandu.**

Invitation for Proposal

Government of Nepal

Ministry of finance

Financial comptroller General Office

Anamnagar, Kathmandu

Invitation for Financial Proposal for the Development and Enhancement of FCGO Website

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Financial Comptroller General Office invites sealed Financial Proposal from eligible Firms for the Development and Enhancement of FCGO Website. Eligible Firms may obtain Financial Proposal Document at the office Website: www.fcgo.gov.np and can submit the proposal by hand on or before office hour on 2077.06.02 or through email on procurementunit@fcgo.gov.np. Eligible Firms must submit company/firm registration, VAT registration and tax clearance of FY 2075/076 certificate and Qualification and Experience documents as per the requirement of ToR.

Government of Nepal
Ministry of Finance
Financial Comptroller General Office, Anamnagar

Price Schedule for Website Development and Enhancement

S.N.	Particulars	Unit	Rate		Total
			In Figure	In Words	
1	Development and Enhancement of Website with Support Service	Lump Sum			
	Total				
	VAT 13%				
	Grand Total				

Name of Firm:

Authorized Signature:

Terms of Reference

For procurement of the consulting service for the development/enhancement of FCGO Website

1. Background:

Financial Comptroller General Office (FCGO) is the main Government Agency responsible for the management and operation of National Treasury of the Government of Nepal.

FCGO is responsible for overseeing all the government expenditures facilitating budget execution, accounting revenue collection and other receipts and preparing the consolidated financial statements of the Federal, the Province, and the Local Governments. Its responsibility also entails maintaining of basic accounts keeping of the Government through accounting personnel recruited and administered by it. Furthermore, it conducts the internal audit of revenue and expenditure of the government. Other important responsibility of FCGO includes ensuring timely repayment of internal and external debts, investing in the loan and equity of public enterprises and maintaining the records related to these financial transactions. It also manages the distribution of pension to retired government employees and maintains necessary records thereof.

FCGO proposes to develop a new website with custom layout and responsive designs and support for dynamic pages as well as modules related with the organization itself.

2. Objective of the Consulting Service:

The objective of the newly developed website shall be:

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

3. Scope of Services:

The newly developed website for FCGO should have:

- i. Professional outlook with proper font, managed spacing and consistent color combination and attractive layout and clean and responsive design.
- ii. The website should be Bilingual (English & Nepali).
- iii. News, Circulars & Publications should be categorized properly with published date and with provision for auto de-activation where the content will be removed from website but should remain within the server and should have option to view previous or next set information.
- iv. The new FCGO website should have a general website layout for all DTCOs.
- v. The contents for DTCO should be manageable from FCGO as well as individual DTCO.
- vi. The website should be dynamic as well as scalable in terms of content creation of the

- website and its placement throughout the different section of the website template.
- vii. The website should have access control mechanism through which different set of access can be regulated on content as well as user preventing general or unauthorized person from accessing information are supposed to be accessible to FCGO and DTCO users only.
 - viii. The website should have appropriate header, sidebar with categorization of contents, menu bar, footer, slider, scrolling message, and others as appropriate for building website
 - ix. Different level of users should be defined with following privileges.
 - **Admin:**
 - o Create Users and provide privileges accordingly
 - o Manage all content uploaded to the website
 - o Manage DTCOs' page content if required
 - **FCGO User:**
 - o Upload and manage content uploaded by the same user.
 - o Access to upload on the basis of assigned modules only.
 - **DTCO User:**
 - Upload and manage own DTCO information.
 - x. The website should have document upload feature to upload document for News and Events, Notices, Circulars, Publications etc.
 - xi. Design Pop-up for notice publish.
 - xii. With the help of Admin Panel, the admin should be able to add/remove any contents and also will be able to place the content on the basis of basic HTML knowledge.
 - xiii. The website should have Gallery modules as well.
 - xiv. The website should have image slider, Download Menu and other relevant Menu bar.
 - xv. The sidebar should have provision for placement of distinguished personalities.
 - xvi. Every content of the website should be able to change or edit through admin panel.
 - xvii. A page should be developed to display the Daily Receipts & Payments of Government whose data source shall be API providing relevant data from RMIS & TSA systems. Continuous support should be provided to accommodate the change requirement of business unit.
 - xviii. A page should be developed for input of 'Online Transfer Request' and whose data should be mailed to specific email of PIS Department and reporting accordingly. For detailed requirement PIS Unit shall be in co-ordination.
 - xix. Migration of data from existing website.
 - xx. The developed website should be deployed on the infrastructure provided by GIDC.

- xxi. The service provider should implement the recommendations provided by Security Audit/VAPT Tests.
- xxii. Twitter & Facebook/ Social Media Support.

4. Technology:

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

Technology : PHP, HTML, Javascript, jQuery.
 Database : MySQL
 Framework : Laravel, Bootstrap 4

5. Consulting Firm Qualifications and Experience:

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

a. Manpower: Consultant should have at least the following manpower

- i. Team leader (Solution Architect or System Analyst) -----1
- ii. Frontend Designer -----1
- iii. Database Designer -----1
- iv. Laravel & Bootstrap Developer -----1

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

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

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

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

- General experience: At least of 1 Year experience in website development.
- Specific experience: The consulting firm must have developed at least two websites of government/financial organization.

6. Time period for submitting the website:

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

7. Reporting Requirements and Deliverables:

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

a. **Reporting Requirements:** The Consultant shall report to Project Implementation Unit comprising of members from Procurement Unit, Internal Administration Section, System Development, Recording & Co-ordination Section and IT section weekly in meetings and progress reports.

b. Deliverables

The Consultant shall submit following deliverables:

- I. **Inception Report:** The consultant shall submit the inception report, along with the detailed work plan within 7 days from the date of signing of the agreement.
- II. **Standard Documents:** The consultant shall submit standard software documents including Software Design documents, architectures document, Operating Manuals and other as required and requested.
- III. **Final Website:** Full source code including all developed libraries should be handed over to FCGO IT Section.

8. Training & Knowledge Transfer:

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

9. Support: At least one year of support in the implementation phase and fix the issues in newly developed website.