

REQUEST FOR PROPOSALS

Procurement of Consulting Services for Development of Returnee Management Information System (MIS) of the ReMi Project

RFP No.: [ReMi/004/2025]

Issued by: Helvetas Nepal

Issued on: 9 September 2025

Authorized signature:



HELVETAS
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A. REQUIRED INFORMATION AND SELECTION PROCEDURE

Section -1: Request for Proposal



REQUEST FOR PROPOSAL

Date of first publication: 9th September 2025

The Reintegration of Migrant Workers (ReMi) project, initiated in July 2022, is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. The project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented through a partnership between the Ministry of Labour, Employment and Social Security; respective provincial line ministries and 20 local governments in Koshi Province and Madhesh Province. Helvetas Nepal provides technical assistance on the project.

While reintegration of returnee migrant workers is significant to Nepal, there is a significant dearth of data and statistics on returnee migrant workers which can be accessed readily for analysis, evidence based planning and policy formulation. To address this lack of information, the project is planning to design and develop a Digital Returnee Management Information System (MIS).

1. ReMi/Helvetas Nepal invites sealed Request for Proposals from the eligible consulting firms to develop software for returnee MIS. The detailed RFP document can be obtained by downloading from <https://notice.helvetasnepal.org/>.
2. All sealed proposals must be submitted on or before **24th September 2025 latest by 1 PM**. Proposals/documents received after the deadline shall not be accepted.
3. Proposals will be opened in the presence of consultants/representatives who choose to attend at **2 PM on 24th September 2025**.
4. A pre-proposal conference will be held on **15th September 2025 at 11:00 AM at ReMi/Helvetas Nepal Office**, Dhobighat, Lalitpur. All interested applicants are invited to participate in this discussion.
5. ReMi/Helvetas Nepal reserves the right to accept or reject wholly or partly any or all bids without assigning any reasons whatsoever.

Note: To participate in pre-proposal conference kindly send us email to remi.np@helvetas.org. Please note that a maximum of one participants per applicant is allowed.



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Section -2: Instructions to Consultants (ITC)

1	General Provisions	
1.1	Definitions	<p>(a). "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>(b). "Applicable Guidelines" means the procurement guidelines and code of conduct of Helvetas Nepal, Bilateral agreement between Government of Nepal and Government of Switzerland for ReMi project.</p> <p>(c). "Client" means the ReMi/Helvetas Nepal that signs the Contract for the Services with the selected Consultant.</p> <p>(d). "Consultant" means legally established professional individual consultant or consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>(e). "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the annexes).</p> <p>(f). "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>(g). "Day" means a calendar day.</p> <p>(h). "Experts" means key experts and non-key experts proposed by consultant.</p> <p>(i). "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Consultant's proposal.</p> <p>(j). "ITC" means the Instructions to Consultants that provides all information needed to prepare and submit their Proposal.</p> <p>(k). "LOI" means the Letter of Invitation being sent by the Client to the Consultants or RFP notice published in the newspaper.</p> <p>(l). "Non-Key Expert(s)" means an individual professional provided by the Consultant who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>(m). "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>(n). "RFP" means the Request for Proposals prepared by the Client for the selection of consultants.</p> <p>(o). "Services" means the work/task/assignment to be performed by the Consultant pursuant to the Contract.</p> <p>(p). "ToR" means the Terms of Reference that explain the objectives, methodology, scope of work, activities, tasks to be performed, responsibilities of the Client and the Consultant, and expected results and deliverables of the services.</p>
1.2	Introduction	<p>The Client mentioned in the Data Sheet intends to select a consultant through competitive bidding in accordance with the method and criteria of selection specified in the Data Sheet.</p> <p>The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the consultants' expense.</p> <p>The client will provide RFP document and relevant information free of cost.</p>
1.3	Conflict of Interest	<p>The Consultant is required to provide professional, objective, and impartial advice, always holding the Client's interest paramount, strictly avoiding conflicts with other</p>



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		assignments or its own corporate interests and acting without any consideration for future work. The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or band for future contracts.
1.4	Eligibility	ReMi/Helvetas Nepal permits consultants to offer consulting services as outlined in the Terms of Reference (ToR). The eligibility shall be as stated in the Data sheet.
2.	Preparation of proposal	
2.1	General consideration	The consultant should read, understand the details in RFP and prepare the proposal. If missing of required information result in rejection of the proposal.
2.2	Proposal preparation cost	The consultant should be responsible for all kinds of costs incurred in the course of preparation and submission of the proposal. The client shall not be bound to accept or liable to pay incurring cost.
2.3	Language	The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the English language.
2.4	Documents to be included in the proposal	The Proposal shall comprise the documents and forms listed in the Data Sheet.
2.5	No. of proposal	The consultant shall submit only one proposal through any type of affiliation (sole or joint venture)
2.6	Validity of proposal	The proposal shall be valid for the days/period as mentioned in the data sheet.
2.7	Substitution of key experts	The key experts can be substituted as per data sheet.
2.8	Sub-contracting	The sub-contracting shall be as per the provision of data sheet.
2.9	Clarification of RFP	The consultant may request the clarification of any clauses of the RFP within the deadline mentioned in the data sheet.
2.10	Amendment of RFP	Any amendment in the RFP can be done before the deadline of submission or pre-proposal conference whichever is earlier through same media publication of original notice.
2.11	Technical & Financial proposal	The technical and financial proposal should be prepared using the standard forms provided under this RFP. The financial proposal includes all kinds of costs required to accomplish the assignment.
2.12	Price adjustment	The price adjustment will be done as per data sheet.
2.13	Taxes	The consultant is responsible for complying all tax liabilities relevant to this assignment and contract.
2.14	Currency	The currency of transaction shall be Nepalese rupees unless specified in the data sheet. The payment shall be made in the currency of transaction.
2.15	Transportation	The consultant shall be responsible for arranging means of transport for travel.
2.16	Professional liability Insurance	The requirement of professional liability insurance will be as per the data sheet.
3	Submission, Opening and Evaluation	
3.1	Submission of proposal	For the technical proposal, one (1) hard copy should be submitted together in a single sealed envelope, clearly labelled as 'Technical Proposal'.



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		<p>For the financial proposal, one (1) hard copy should be submitted in a single sealed envelope, clearly labelled as 'Financial Proposal'.</p> <p>Both separately sealed financial and technical proposals should be submitted together in a single envelope and physically delivered within the deadline at the address mentioned in the data sheet.</p>
3.2	Opening of proposals	<p>The sealed technical proposal shall be open on the date/time mentioned in the data sheet in the presence of consultant/representative who choose to attend. Absence of consultant/representative shall not affect the opening of technical proposal.</p> <p>The financial proposal shall remain sealed and safely in the client's custody.</p> <p>Only the financial proposal of consultant who passed the technical proposal shall be opened in the presence of consultant/representative who choose to attend as mentioned date/time in the notification of technical result.</p>
3.3	Evaluation of proposals	<p>The evaluation of the proposal shall be conducted in two stages namely technical and financial evaluation in accordance with the criteria set in the data sheet. The second stage- financial proposal evaluation shall be carried out for the financial proposals opened according to ITC (3.2).</p>
3.4	Method and weightage of evaluation	<p>The method of selection shall be as mentioned in the data sheet.</p> <p>The weightage of technical and financial proposal shall be as mentioned in the data sheet.</p>
4	Negotiation and Contract Award	
4.1	Negotiation	<p>The negotiation will be held at the date/time and address indicated in the data sheet. The negotiation may not hold in case of everything is satisfied among the contracting parties.</p>
4.2	Award of contract	<p>The highest scorer in the final evaluation combining the technical and financial proposal shall be awarded and signed the formal contract upon assurance of performance guarantee as mentioned in the data sheet.</p> <p>The award shall be cancelled as and when the consultant is declared as criminal by court or blacklisted by PPMO/Government of Nepal.</p>

Section -3: Data Sheet (DS)

CLIENT INFORMATION	
ITC clause Reference	Description
1.2	The name of the Client is: Reintegration of Returnee Migrant Workers Project (ReMi) / Helvetas Nepal
2.4	The RFP document comprises: Section -1: Request for Proposal Section-2: Instructions to Consultants (ITC) Section-3: Data sheet (DS) Section-4: Technical Proposal – Standard Forms Section-5: Financial Proposal – Standard Forms Section-6: Helvetas Fraud related Code of Conduct/Policies Section-7: Terms of Reference (ToR) Section-8: General conditions of contract (GCC) Section-9: Special conditions of contract (SCC) Section-10: Contract and other templates
2.6	Validity of the proposal: 90 days
2.7	Substitution of key experts: After written approval of client, the consultant may substitute the key experts. The new key experts should have at least equal or higher quality in terms of qualification, experience, skills, and any other relevant factors as mentioned in ToR.
2.8	Sub-contracting: Not Allowed
2.9	Pre-proposal conference on RFP A pre-proposal conference will be held on 15th September 2025 at 11:00 AM at ReMi/Helvetas Nepal Office , Dhobighat, Lalitpur. All interested applicants are invited to participate in this discussion. Clarification of RFP: The deadline for submitting clarifying questions on the RFP is 16th September 2025 . All questions should be sent by e-mail to : remi.np@helvetas.org Compiled responses to Clarifications will be provided to all inquirers by 17th September 2025
2.13	Price adjustment: Not applicable
2.17	Professional liability Insurance: Not applicable
3.1	Deadline for submission: 24th September 2025 at 1:00 PM Address for submission: Reintegration of Returnee Migrant Workers (ReMi) Project Project Support Unit, Dhobighat, Lalitpur, Kathmandu, Nepal M8G5+CP Phone: +977 1 5421063, 5437148, 5429929



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3.2	<p>Place of opening the technical proposal: Reintegration of Returnee Migrant Workers (ReMi) Project Project Support Unit, Dhobighat, Lalitpur, Kathmandu, Nepal M8G5+CP</p> <p>Date & time of opening the technical proposal: 24th September 2025 at 2:00 PM</p>																																																																			
3.3	<p>(a) Documents to be submitted with sealed proposal:</p> <ol style="list-style-type: none"> 1. Firm registration 2. VAT registration 3. Tax clearance certification – 2080/081 4. Audit report (balance sheet and income statement) for the previous three years 5. Self-declaration letter (as prescribed in the RFP) 6. Liquidity Evidence (other than audit report)- Liquidity evidence refers to the audit report or recent (close to proposal submission date) bank statement which reflect the minimum requirement of 1 million. Those who have sufficient balance in their latest audit report, no need to submit liquidity evidence. <p>(b) Evaluation criteria: The number of points to be given under each of the evaluation criteria are: 100 Points</p> <table border="1" data-bbox="430 900 1461 1948"> <thead> <tr> <th colspan="2">Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="2">Section 4 A. Technical Proposal Submission Letter</td> <td>Not Rated</td> </tr> <tr> <td colspan="2">Section 4 B. Organization General Information</td> <td>Not Rated</td> </tr> <tr> <td colspan="2"></td> <td>Not Rated</td> </tr> <tr> <td colspan="2">Section 4 C. (i) Understanding of the proposal</td> <td>10</td> </tr> <tr> <td colspan="2">Section 4 C. (ii) Methodology</td> <td>40</td> </tr> <tr> <td colspan="2"> <table border="1" data-bbox="446 1088 1112 1572"> <thead> <tr> <th>Sub-Section (Methodology)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>a. Finalize the technology requirements</td> <td>5</td> </tr> <tr> <td>b. Develop Returnee MIS</td> <td>15</td> </tr> <tr> <td>c. Pilot testing</td> <td>5</td> </tr> <tr> <td>d. Finalization of the application</td> <td>5</td> </tr> <tr> <td>e. Capacity Development and Training</td> <td>2.5</td> </tr> <tr> <td>f. Application Hosting, Maintenance and Support</td> <td>5</td> </tr> <tr> <td>g. Handover of Technical documents and Source code</td> <td>2.5</td> </tr> </tbody> </table> </td> <td></td> </tr> <tr> <td colspan="2">Section 4 E. Experiences of the Consulting Firm</td> <td>10</td> </tr> <tr> <td colspan="2"> <table border="1" data-bbox="446 1599 1112 1706"> <thead> <tr> <th colspan="2">Sub-Section (Firm Experience)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>(i) General Experiences</td> <td></td> <td>Not rated</td> </tr> <tr> <td>(ii) Related Experiences</td> <td></td> <td>10</td> </tr> </tbody> </table> </td> <td></td> </tr> <tr> <td colspan="2">Section 4 F. Curriculum Vitae of Proposed Team</td> <td>30</td> </tr> <tr> <td colspan="2">Section 4 G. Proposed work plan in responding to the Terms of Reference</td> <td>5</td> </tr> <tr> <td colspan="2">Section 4 G: Financial Capacity</td> <td>5</td> </tr> <tr> <td colspan="2">a. Annual Average Turnover: minimum NPR 15 million</td> <td></td> </tr> <tr> <td colspan="2">TOTAL POINTS</td> <td>100</td> </tr> </tbody> </table>	Criteria		Points	Section 4 A. Technical Proposal Submission Letter		Not Rated	Section 4 B. Organization General Information		Not Rated			Not Rated	Section 4 C. (i) Understanding of the proposal		10	Section 4 C. (ii) Methodology		40	<table border="1" data-bbox="446 1088 1112 1572"> <thead> <tr> <th>Sub-Section (Methodology)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>a. Finalize the technology requirements</td> <td>5</td> </tr> <tr> <td>b. Develop Returnee MIS</td> <td>15</td> </tr> <tr> <td>c. Pilot testing</td> <td>5</td> </tr> <tr> <td>d. Finalization of the application</td> <td>5</td> </tr> <tr> <td>e. Capacity Development and Training</td> <td>2.5</td> </tr> <tr> <td>f. Application Hosting, Maintenance and Support</td> <td>5</td> </tr> <tr> <td>g. Handover of Technical documents and Source code</td> <td>2.5</td> </tr> </tbody> </table>		Sub-Section (Methodology)	Points	a. Finalize the technology requirements	5	b. Develop Returnee MIS	15	c. Pilot testing	5	d. Finalization of the application	5	e. Capacity Development and Training	2.5	f. Application Hosting, Maintenance and Support	5	g. Handover of Technical documents and Source code	2.5		Section 4 E. Experiences of the Consulting Firm		10	<table border="1" data-bbox="446 1599 1112 1706"> <thead> <tr> <th colspan="2">Sub-Section (Firm Experience)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>(i) General Experiences</td> <td></td> <td>Not rated</td> </tr> <tr> <td>(ii) Related Experiences</td> <td></td> <td>10</td> </tr> </tbody> </table>		Sub-Section (Firm Experience)		Points	(i) General Experiences		Not rated	(ii) Related Experiences		10		Section 4 F. Curriculum Vitae of Proposed Team		30	Section 4 G. Proposed work plan in responding to the Terms of Reference		5	Section 4 G: Financial Capacity		5	a. Annual Average Turnover: minimum NPR 15 million			TOTAL POINTS		100
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	<p>The minimum technical score required to pass <u>70</u> (70% of total points)</p> <p>Technical proposals that score at least 70% of the Technical Maximum (70 out of 100 points) will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step.</p>
3.4	<p>Method of selection: Fixed Budget Selection (FBS)</p> <p>Maximum Available Budget : NPR 6.5 Million</p> <p>Total Score: 100 Points</p> <p>Weightage of evaluation: Technical (80%) and Financial (20%)</p>
4.2	<p>Performance Guarantee: 5% of contract amount in the form of bank guarantee from a commercial bank. The guarantee should be unconditional.</p>

Section -4: Technical Proposal – Standard Forms

In the technical proposal, Bidders should demonstrate their understanding of the requirements contained within the RFP and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise, and clear manner for carrying out the work. The technical proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Bidders are requested to address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



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4A. TECHNICAL PROPOSAL SUBMISSION LETTER

Date:

The Team Leader,
Reintegration of Returnee Migrant Workers (ReMi) Project
Project Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Submission of the Technical Proposal

Dear Sir/Madam:

With reference to your request for proposal (RFP) dated 9th September 2025, we, the undersigned offer to provide service to develop **Returnee MIS for ReMi Project** as per the ToR provided therein.

We undertake, if our proposal is accepted, to commence and complete the delivery of all services specified in the contract within the stipulated time frame. We hereby confirm that our proposal is in accordance with the Standard Formats provided in the Request for Proposal (RFP).

We also declare that our Firm/Consultant/Staffs has not been subjected to any legal action and all the information contained herein are true and complete to the best of my knowledge. Further, we understand that you are not bound to accept any proposal you receive.

Duly Authorized to sign proposal for and on behalf of

.....

Signature and stamp of Entity

Name of Representative:

Designation:



4B. FIRM/ORGANIZATION GENERAL INFORMATION

Provide here a brief description of the background and of your Firm/Organization.

Firm/Organizational Profile:

S.N	Particulars	Detail Information	
1	Name of the organization		
2	Type of Organization		
3	Organizational Goal and Objectives (according to statute)		
4	Contact address and contact details	Province: District: Municipality/RM: Ward no: Contact Person: Contact number: Email:	
5	Registration status	Registration No.	
		Reg. date	
		Name of reg. authority	
		Renewal Valid Date	
6	VAT registration number and date	VAT No.: Date :	
7	Latest tax clearance certificate	Fiscal year:	
8	Total number of full-time staff	Full time staff: Part time staff:	

4C. TECHNICAL PROPOSAL (Maximum combined points: 100)

(I) UNDERSTANDING OF THE PROPOSAL (max 1 page)

The proposal should include a narrative summary which reflects their understanding of the Terms of Reference.

(II) METHODOLOGY (max 5 pages)

The proposal should include a complete description of the methodology for the development of returnee MIS. The following rated criteria will be used for evaluation:

- a. **Finalize the technology requirements:** The consultant shall conduct joint workshops on technology requirement with ReMi and key stakeholders to finalize the application's architecture, features, modules, and technology stack. The finalized design must fully comply with the Government of Nepal's interoperability framework, data standards, and integration requirements with



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platforms such as FEIMS, FEWIMS, Nagarik App, Shram Sansar, and the N-LMIS. The proposed solution should be scalable, secure, and designed with bilingual (English and Nepali) support to ensure accessibility and sustainability.

- b. **Develop the Returnee MIS:** The consultant will design and develop the Returnee MIS by building its core modules, including Lead Generation, Screening, Counselling and Planning, Referral, Follow-up, Employment Coordination, Reporting, Data Exchange, and E-learning. The system will incorporate role-based access control and robust data protection measures in full compliance with prevailing laws related to privacy. Additionally, the application will feature offline functionality to ensure uninterrupted service delivery in areas with poor internet connectivity.
- c. **Pilot testing:** The consultant will carry out rigorous internal testing of the application, followed by pilot testing in collaboration with the ReMi team and selected local governments. Feedback gathered during this stage will be systematically incorporated to resolve bugs, enhance usability, and improve overall system performance. Comprehensive test documentation and validation report will be produced to capture the outcomes and adjustments made during the process.
- d. **Finalization of the application:** In the finalization phase, the consultant will deliver a fully functional, secure, and scalable application that is free from critical bugs and ready for deployment. This stage will also include the successful migration of legacy data and the establishment of seamless integration with relevant government digital platforms to ensure smooth operation and interoperability.
- e. **Capacity Building and Training:** As part of capacity building, the consultant will prepare comprehensive user manuals, training guides, and multimedia training resources to support effective system use. Training sessions will be conducted for ReMi staff and designated focal persons at the LGs and ESC levels, equipping them with the knowledge and skills required for data entry, reporting, system administration, and overall platform management.
- f. **Hosting, Maintenance, and Support:** The consultant will initially host the system on a secure server in compliance with national standards, followed by deployment on the IDMC server or another government-approved data center. Post-deployment, the consultant will provide at least one year of continuous maintenance, including 24/7 technical support, troubleshooting, regular upgrades, and automated data backups. In addition, monitoring tools and usage analytics will be deployed to ensure continuous performance optimization and system reliability.
- g. **Handover of Technical Documentation and Source Code:** The consultant will hand over all technical documentation, including the complete source code, database schema, system architecture diagrams, and API documentation, to ReMi/Helvetas. In addition, structured knowledge transfer sessions will be conducted to build the capacity of government and ReMi staff, ensuring long-term ownership, effective management, and future scalability of the system.

4D. EXPERIENCES OF THE CONSULTING FIRM

- a. Please list out specific experiences of consulting firm related to this assignment in reverse chronological order (most recent first).



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S.N	Name of Project	Assignment details	Contract Duration		Contract Value	Contact References of Client /funding agency	Remarks
			Start Date	End Date			
1							
2							

Note:

Please submit valid evidence for the experiences listed in the above table, such as letters of completion, contracts, or other official documents. Without proper supporting evidence, the experience mentioned will not be considered during the evaluation.



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4E. FORMATS OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL TEAM

Team Composition of Key Experts:

S.N	Name of staff/ expert	Designation	Type of contract (par/full time)	Qualification	Years of total experience	Years of Specific experience

*** Repeat this format for each additional proposed team member.*

Name of Expert: _____

Proposed Role: _____

Phone /Mobile No.: _____

Date of Birth: _____

Education:

Summarize the degrees obtained, college and university and year of education completion of a expert.

Qualification	Institute/School/College	Year of Completion

Specific/relevant Experience:

Starting with present relevant position, list in reverse chronological order all professional experience. List all names of organizations and major tasks performed.

Designation and Duration	Organization	Major tasks performed

Certification:

Training/course certification	of Institution	Duration and Date

Publications (recognized academic journals or international organizations only) :

Name of publication	Academic / Professional association	Date of publication

Professional membership/affiliation:

Membership/affiliation	Institution/authority	Duration and date

Language skills

Please highlight proficiency in each language as Fluent, Very Good, Good, Weak.

Language	Proficiency		
	Reading	Writing	Speaking
English			

Nepali			
Other..... (please specify)			

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and myself.
I confirm my availability to undertake this assignment as per the required expectation and suggested timeframe.

[Signature of consultant]

Date:
[DD/MM/YYYY]

Stamp: _____

4F. ACTIVITY (WORK) PLAN

Please briefly describe your major planned activities in the given format below for a total duration of 8 months from the start of the contract.

The proposed work plan should be consistent with the approach and methodology. A list of the final documents (including reports) to be delivered should also be included in the plan.

Activity (Work)	M1	M2	M3	M4	M5	M6.....	Remarks

MSD

Section -5: Financial Proposal – Standard Forms

5A. FINANCIAL PROPOSAL SUBMISSION LETTER

Date:

The Team Leader,
Reintegration of Returnee Migrant Workers (ReMi) Project
Project Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Submission of the Financial Proposal

Dear Sir/Madam;

With reference to your request for proposal (RFP) dated 9th September 2025, we, the undersigned offer to provide service to develop **Returnee MIS of ReMi project** as per the ToR provided therein. The attached Financial Proposal is for the sum of NPR. -----
----- (Amount in words-----).

I understand you are not bound to accept any proposal you receive.

Duly Authorized to sign proposal for and on behalf of

.....

Signature and stamp of Entity

Name of Representative:

Designation:



5B. DETAILED BREAKDOWN OF COST

Financial Proposal of
Returnee MIS Development for ReMi Project

Name of the Consulting Firm:

Address:

SN	Cost Items	Unit	Unit Cost	Qty	Total cost	Remarks
1	Professional Team					
1.1		Person days				
1.2		Person days				
1.3		Person days				
1.4		Person days				
1.5		Person days				
	Sub-total					
2	Travel (if applicable)					
2.1						
2.2						
2.3						
	Sub-total					
3	Other cost					
3.1						
3.2						
3.3						
	Sub-total					
	Total (1+2+3)					
	13% VAT					
	Grand total					

Authorized Signature

Date:



Section -6: Helvetas Fraud Related Code of Conduct & Policies



Code of Conduct for Contracted Parties

Final version February 2020

Scope of this Code of Conduct

HELNETAS Swiss Intercooperation (hereinafter HELNETAS) is a civil society organization for development and humanitarian response. We strive to empower people, so they can determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Our work is guided by the following values¹:

- Our engagement is based on solidarity and partnership.
- We work towards achieving human rights and upholding the principle of self-determined development.
- We are committed to social equity and strive for equal opportunities for men and women regardless of age, origin, language, religion, culture, mental and physical capacity, sexual orientation, or political convictions.
- Our collaboration with our partners is based on mutual respect for cultural values and principles.
- We stand for development that balances economic viability, environmental appropriateness, and social benefits.

The organizational values are the basis for the attitude, behavior, and high standards that HELNETAS requests to be respected and adhered to by its employees.

Further, we expect that all individuals and institutions with whom HELNETAS engages respect these values and act in accordance with them, as well as with national and international laws. This applies both to professional contexts and to private matters that have an influence on the professional domain.

This Code of Conduct outlines the attitude and the behavior that HELNETAS expects from consultants, services providers of goods and services, implementation partners, system partners and assisted organizations – in the following called **contracted parties** – that are responsible for implementing projects, project components and/or recipients of contributions, etc. in Switzerland as well as abroad.

This Code of Conduct is binding, and an integral part of all contractual agreements made between HELNETAS and its contracted parties. In signing their contract, contracted parties take on the commitment to observe the Code of Conduct, to ensure adherence by their personnel and their subcontractors, and to behave accordingly. Any action violating the Code of Conduct may entail an enquiry and the imposition of measures relating to non-compliance with contractual obligations, or of other measures.

The Components of the Code of Conduct

Loyalty and confidentiality and civic duty

The actions of contracted parties in the frame of the collaboration with HELNETAS must be consistent with the goals, the values, and principles of HELNETAS as expressed in its mission statement and

Contracted parties are expected to ensure that their employees and any person working for them adhere to this Code of Conduct by putting in place adequate policies and regulations and through sensitization, supervision, and training of concerned persons.

¹ Organisational Strategy HELNETAS Swiss intercooperation



organizational strategy. Contracted parties are expected to regularly reflect upon their own actions and behavior and those of subcontractors.

Contracted parties, their employees and subcontractors commit to abide by the national laws, as citizen or resident of a specific country or as a short-term visitor.

Use of competences, means and assets

Contracted parties, their employees and subcontractors contribute with their competences and capacities to the objectives of the collaboration. They commit to make use of available means and assets effectively and efficiently, according to legal stipulations, internal regulations, contractual agreements and in conformity with project goals.

Culturally sensitive behaviour

Contracted parties, their employees and subcontractors are aware that even as private persons, they are subject to public interest. They must consider this in behavior and statements.

Contracted parties, their employees and subcontractors must respect local norms and conventions in contacts with authorities, partners and local people. They must respect the customs and culture of the country of cooperation in appearance and manner of dress, behavior, and communication. They must respect the customs and culture of the country, avoiding indecent or offensive behavior, insulting, or accusing statements, or spreading rumors.

Inter-personal relations and professional conduct

Contracted parties, their employees and subcontractors must have respectful, fair and equitable relations with all persons irrespective of their age, origin, language, religion, culture, social position, physical ability or sexual orientation.

They are aware of their privileged and often powerful status vis-à-vis other actors and must refrain from abusing any hierarchical, material, or social position in any way.

They never request any service or favour from primary stakeholders or other persons of concern in return for support or protection. They never engage in any exploitative relationships – sexual, emotional, financial, or employment-related – with primary stakeholders or other persons of concern.

They must refrain from any form of disrespectful social interaction and abstain from anything that could be interpreted as degrading or putting others down.

Protection of children and youth

Contracted parties, their employees and subcontractors commit to protect the rights and integrity of children and youth and must refrain from all forms of abuse towards them in accordance with the universal Convention on the Rights of the Child.²

² <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

Mobbing and sexual harassment

Contracted parties, their employees and subcontractors abstain from mobbing³, sexual or sexist harassment⁴ of colleagues, partners, or any other person.

Conflict of Interest and duty of disclosure

Contracted parties, their employees and subcontractors are aware that professional interests can conflict with organizational or personal interests. Therefore, they must make own interests transparent and avoid any behavior which could be perceived as biased in favor own interests.

Fraud and corruption and accepting gifts or other benefits

Contracted parties, their employees and subcontractors must be honest in all professional activities, avoiding and countering any kind of corruption. They abstain from abusing financial, material, and intellectual assets to which they have access in relation with the HELVETAS mandate for personal gains or for third parties. They do not accept gifts, invitations or other favors that may afford them or third parties an unfair material or immaterial advantage, or that may compromise their integrity, freedom of action, or impartial judgement. Contracted parties must inform HELVETAS if confronted with corrupt practices or unethical promises by collaborators, partners organization, consultants, officials or others. The applicable reporting mechanisms are specified in chapter 3 of this Code of Conduct.

Safety, Security & Health

Contracted parties undertake to safeguard the personal safety, health and integrity of their employees and refrain from putting others in a dangerous situation. Contracted parties, their employees and subcontractors must respect the physical and mental integrity of their colleagues and others.

Environmental and Social Safeguarding

Contracted parties, their employees and subcontractors are expected to wherever possible support a precautionary approach to environmental matters and undertake efforts to safeguard natural resources. Contracted parties must promote good governance principles, namely participation, inclusion, integrity, effectiveness, transparency, rule of law, and accountability. Contracted parties, their employees and subcontractors must ensure that their professional actions and their motivations are understood and transparent.

Public appearances and use of non-public information

Contracted parties handle all information received in relation with the contract with the necessary discretion, never using it to the detriment of HELVETAS or beneficiaries including after termination of the contract.

³ *Mobbing means to pick on, pester or exclude a person or a group systematically at work in verbal or non-verbal attacks which affect the physical or mental health as well as the self-esteem of the person(s) concerned*

⁴ *Sexual or sexist harassment is an action with sexual reference or undertones unwelcome to the person addressed. Sexual or sexist harassment can be expressed in the following ways: suggestive remarks; remarks about physical advantages or weaknesses or about sexual orientation; sexist talk and jokes in any form of verbal, written or non-verbal communication; sharing suggestive material over email or social media; ambiguous invitations; making bodily advances; making advances together with promises or threats of advantages or disadvantages at work.*

Persons working for contracted parties should not provide aforesaid information to the media, policy makers and donors or the public, without an explicit assignment to do so.

In public communication they must provide explicit reference to the sources of the information/experiences.

They must refrain from making accusations, provocative statements or spreading rumors. They give due consideration to their cooperation with HELVETAS and to its interests in their communications, particularly via the internet or social media.

Reporting mechanism of a violation of the Code of Conduct and Whistleblowing

Any person working for a contracted party of HELVETAS who feels under pressure to act in a way that runs counter to this Code of Conduct, or who witnesses violations of the same, must inform either the management of the contracted party and/or HELVETAS. The contracted party is obliged to share the reported cases and action taken with HELVETAS.

The whistleblowing policy (e.g. whistle-blower protection) of HELVETAS applies to all employees worldwide and to persons working for contracted parties. All concerns will be treated confidentially, and every effort will be made not to reveal the identity of the whistleblower. The policy is publicly available on HELVETAS' website and the specified contacts are accessible for anyone.

Consequences of a violation of this Code of Conduct

In case of breach of this Code of Conduct by contracted parties, their employees and subcontractors, HELVETAS expects them to sanction misbehaving persons similar to HELVETAS' measures. These sanctions range from requesting apologies, written warnings to dismissal of guilty persons. In serious cases or if no appropriate sanctions are taken, HELVETAS reserves the right to end the collaboration, ask for compensation of financial losses or to pursue legal action.

Final Remarks

HELVETAS encourages its contracted parties to create their institutional codes of conducts and related policies and regulations, including internal reporting procedures that enable their employees and subcontractors, as well as third parties, to promote professional, respectful, inclusive and secure working conditions; and safely report instances of wrongdoing to the management or to an independent body.

HELVETAS is committed to mutual transparency and learning on any aspect of this Code of Conduct. HELVETAS is therefore available for consultation in cases of doubt or questions relating to the Code of Conduct.

This Code of Conduct is issued in French, English and Spanish. In case of any doubts, the English version prevails.

Read and agreed.

Name of the contracted party:

Name of signatory of contracted party:.....

Place and date

Signature:



Section -7: Terms of Reference (ToR)

Returnee Management Information System (MIS)

1. Background

The Reintegration of Returnee Migrant Workers (ReMi) Project (1st phase) is a bilateral initiative of the Governments of Nepal (GoN) and Switzerland. The project contributes to the social and economic reintegration of returnee migrant workers in Nepal. The project is funded by the SDC and implemented through a partnership between the Ministry of Labor, Employment and Social Security (MoLESS); respective provincial line ministries and selected local governments in Koshi and Madhesh Province, with technical assistance from Helvetas Swiss Inter cooperation Nepal (Helvetas Nepal). The project duration is from 16th July 2022 to 15th July 2026.

While foreign employment, migration, return and reintegration is significant to Nepal, there is a significant dearth of data and statistics on migrant workers returning to Nepal. There are no records of return migration that can be accessed readily for any analysis making it incredibly difficult to understand the patterns and trends of returning migrant workers, including their experiences of reintegration and assimilation, their savings and expenditure habits, the psychosocial stigma and trauma they may face, and more.

To address this lack of information, the project is planning to design and develop a Digital Returnee MIS system.

ReMi will initiate the development of a Returnee MIS to be introduced through the ESCs at the 20 LGs, and with the potential to be scaled up to all 753 LGS as part of the broader envisioned N-LMIS. The system serves a dual purpose at the LGs: (i) it will provide LGs with digital (real-time) data management and profiling of RMWs to support need analysis and planning; (ii) will facilitate service provision, monitoring and follow-up for RMWs through the ESCs. The project will also explore possibilities for the platform to be hosted within government servers and identify opportunities for the three tiers of government to take ownership of the platform from the early stages.

2. Objective:

The selected agency will design, develop, deploy, and maintain the Returnee MIS. The platform will be used by the ESCs at the 20 LGs, and with the potential to be scaled up to all 753 LGS as part of the broader envisioned LMIS. The main objective of this assignment is

- To design, develop, and deploy a bilingual (English and Nepali) application.
- To design an application architecture that supports scalability, incorporation of new modules, and ensures integration with the N-LMIS system
- To ensure interoperability, data exchange, and integration with national digital platforms(FEIMS, FEWIMS, Nagrik app, Sharam Sansar etc.)
- To securely migrate existing data and uphold data privacy and cybersecurity standards

-
- To host, maintain, and manage the system on a secure government-approved server

The contracted agency will expect to perform the following task:

I. Develop the Returnee Profile Database in both English and Nepali languages with following Modules:

- Lead Generation Module
- Screening module
- Counselling and Planning module
- Referral module
- Follow-up module
- Employment Coordinator Module
- Report module
- Integration and Data Exchange Module
- E-Learning Module

II. Transfer of legacy data from the existing database to the Returnee MIS.

III. Ensure the data security, confidentiality of data gathered by the Returnee MIS as per of Government of Nepal rules and regulation.

IV. Platform should be complaint to Interoperability standards of Government of Nepal (GoN)

V. Platform should be compatible to data exchange with other digital platforms/ applications like FEIMS, FEWIMS, Nagarik app, Shram Sansar or any other digital platform identified by MoLESS .Forward the created Returnee profile to Shram Sansar and nagarik app

VI. Hosting of the Returnee MIS on the secure server in compliance to GoN guidelines.

VII. Management service for maintenance, update, back up and troubleshooting of Returnee MIS hosted on the secure server in compliance to GoN guidelines.

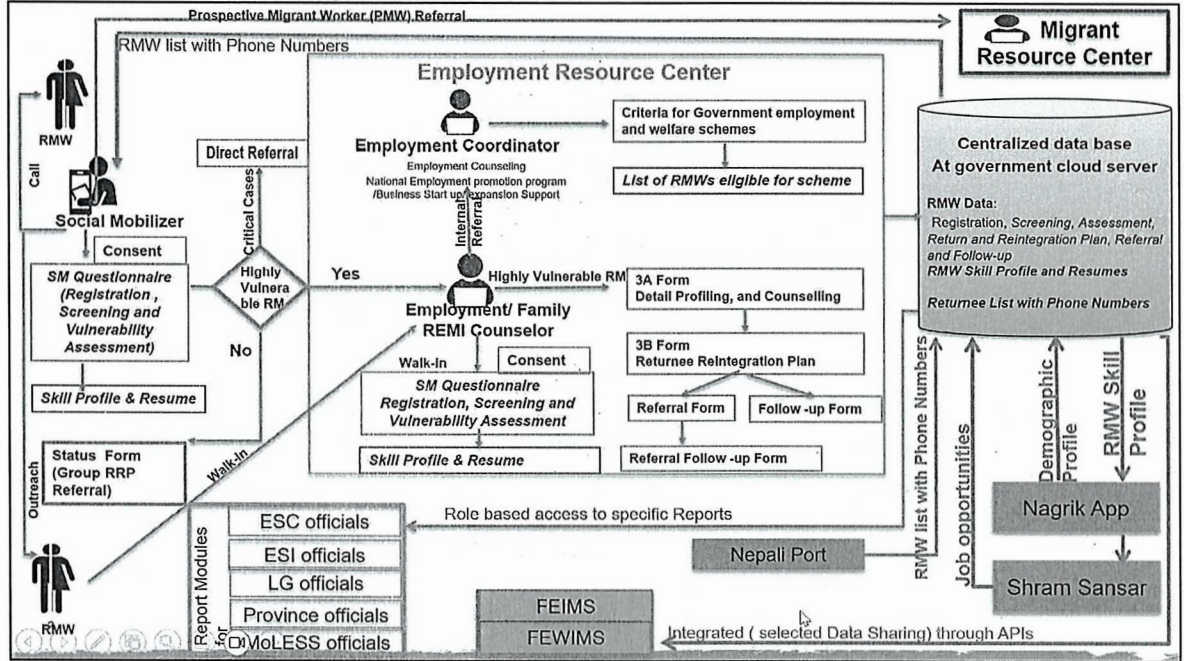
VIII. Deploy the Returnee MIS on IDMC server.

3. Scope of Work

The contracted agency will be responsible for the development, deployment, and maintenance of the Returnee MIS. It will be a web-based platform which could be accessed through android / iOS. Under this scope of work the contracted agency will perform the following task:

I. **Develop the Returnee MIS in both English and Nepali languages with following Modules and functionalities:**

Proposed Data Flow Diagram



a. **Lead Generation Module:** This module will be integrated with FEIMS and Nepali Port to get list of Returnee based on Passport number from Immigration System and FEIMS. The leads will be automatically listed in the proposed application with RMW details like name, mobile number, address and type of work as registered in FEIMS.

b. **Screening module:** After taking the consent, Social mobilizer (SM) will use this module to fill the screening form and Register the Returnees in system at the outreach through tablets. System generated Unique Registration Number will be assigned to each RMW.

If tablet is not available screening data can be recorded on hard copy Form and data entry into screening module can be done at ESCs by SM using computer systems at ESCs.

For Walk-ins screening Form will be filled by ReMI Counselors in absence of SM. System will identify Vulnerability status (Critical, No, Low or High) as per vulnerability assessment algorithm. System will refer high vulnerable RMW to ReMI Counselors.

Social mobilizer will make call on each lead gained from Lead Generation Module and fill the screening Form.

SM will also fill the Data Entry Form Monthly to shared status of group RRP and direct referral. The information captured in this form will be linked to RMW record in database.

Skill Profile and Resume of the RMW will be generated in the basis of information filled in SM Form. SM can download the Skill Profile and Resume of RMW.

-
- c. **Counselling and Planning module:** ReMi Counselors will fill the Detailed assessment Form and RRP for the highly vulnerable RMWs . ReMi Counselor has the view of information filled in the SM Form.
- d. **Referral module:** If RRP action points has Referral than Referral Module will open and details of Referral will be captured in Referral Form.
After 15 days Task will be created for counselor to do the follow-up of Referral and Counselor will fill the referral Follow up Form
- e. **Follow-up module:** ReMi Counselors will use to track progress on RRP's action points and update the RRP status.
The Follow up task will be generated automatically after **15 days**. Counselor will can change the date of next Follow up.
- f. **Employment Coordinator Module:** Employment Coordinator will enter the eligibility criteria for the employment scheme or Welfare scheme by Government. The system will generate the list of eligible RMWs registered in Returnee Profile database.
- g. **Report module:** The report module will be accessed by ESCs, EICs, LGs, Provincial ministry, MoLESS officials through role based access. Report module will have following features:

Dashboard: An interactive dashboard that provides a summary of the progress on selected data elements and indicators

- There will be approximately 10-12 items display zones for graphs and charts on the dashboard.
- User can design the graphs and charts with the data or indicators of his/her own choice and pin it/ publish it to the Dashboard.

Reports: There will be a provision to generate and download the following reports (in multiple formats like MS Excel, CSV, PDF, MS word etc.):

- Predefined standard reports (10-15 in number) to be generated at multiple level (SM, ReMi Counselor, ReMi officers, ReMi specialists. ESCs, EICs, LGs, Province, MoLESS) based on predefined indicators and aggregated data.
- Individual RMW Skill Profile, Resume and Case History including RRP action points and Referral status.

Data Analyzer (Query Builder): Interactive tool to view and analyze the data:

- Customized reports to be generated based on a selectable list of data elements and indicators and selection criteria related to periodicity and hierarchical level.

h. **Data Exchange Module:**

Once the Returnee profile is created, the interested returnee profile will be pushed to Shram Sansar module and Nagarik app module.

Platform should be compatible to data exchange with other digital platforms/ applications like FEIMS, FEWIMS, Nagrik app, Sharam Sansar or any other digital platform identified by MoLESS. Returnees MIS will receive the data regarding Returnee Names and Phone numbers from FEIMS, Nagrik app and Nepali Port Portal. Same data will be access by Social Mobilizers for screening and Returnee Profiling. Returnees MIS will share Returnee Skill Profile with Nagrik app and

Shram Sansar. Returnees MIS will receive the data related to Returnee Demographic profile from Nagarik app and job opportunities from Shram Sansar. The application should be able to integrate with upcoming National -Labor Information Management System of MoLESS or any other Information Management Information System identified by the MoLESS Data Exchange should be compliant to the National Data Sharing and Accessibility Policy, 2074 (2017) and Privacy Act, 2075 (2018), Electronic Transaction Rules, 2064 or any other statutory requirement of Nepal government. The system should follow the data classification and sharing protocols, along with access control and metadata standardization.

- i. **E-Learning Module:** SM and ReMi Counselor can access training material uploaded in the Module. This module will have Pdf, Audio and Video file for training purpose. The Admin user can upload the training material using the admin panel.

II. Legacy Data Transfer

As per the National Data Sharing and Accessibility Policy, 2074, Transfer of legacy data from the existing database to the Returnee MIS.

The data of the cases registered into existing database will be transferred to the Returnee MIS and the cases will continue to get the services as mentioned in the Section -I .

III. Data privacy, confidentiality and Protection

As per the Privacy Act, 2075 and E-Governance Framework (MoCIT), Ensure the data privacy, confidentiality of data gathered by the Returnee MIS as per of Government of Nepal rules and regulation.

The platform will be designed for the role base access and control.

The appropriate consent will be taken by the returnee to share the PII and Profile of the Returnee with the other government digital platform and applications like Nagrik app, Shram Sansar etc.

IV. Platform should be complaint to Interoperability standards of Government of Nepal

The Returnee MIS platform must be compliant with the interoperability standards of the Government of Nepal, as outlined by the Ministry of Communication and Information Technology (MoCIT) and Integrated Databae Management Center (IDMC). This includes adherence to the Digital Nepal Framework (DNF) and e-governance Blueprint to ensure seamless, secure, and meaningful data exchange with other national digital platforms such as the Nagarik App, Shram Sansar, FEIMS, and FEWIMS etc .

V. Data exchange with other digital platforms/ applications

The platform should utilize standardized data formats (such as JSON/XML etc), implement secure communication protocols (e.g., HTTPS, RESTful), and Secure data sharing platform such as Application programming Interface (APIs) as well as follow uniform data identifiers and metadata models in line with IDMC (e.g., municipality codes from MoFAGA, MOICT, Nagarik app, NID, CBS etc).

VI. Hosting of the Returnee MIS

In the development and testing phase, the Returnee MIS will be hosted by the contracted agency on a secure server with the compliance of all necessary security protocols as per GoN protocols.

In scale-up and transition phase Returnee MIS will be deployed on the IDMC server or any other data centre identified by state MoLESS.

VII. Management service

Management service for maintenance, update, back up and troubleshooting of Returnee MIS hosted on the secure server in compliance to GoN guidelines.

Ensure the interrupted service: The Returnee MIS are up and running always.

Troubleshooting: Provide 24X7 support service to troubleshoot complaints received from the users.

Provide maintenance support: continuous maintenance to keep the Returnee MIS up to date and secure.

VIII. Deploy the Returnee MIS on IDMC server.

Hardware and software requirements: Share the rational hardware and software requirement to host Returnee MIS on IDMC server.

Compliance with IDMC data center procedure: Fill all necessary forms and share information required to comply with IDMC procedure for hosting the application.

Transfer fully customized Returnee MIS: Collaborate with IDMC team to transfer e- Returnee MIS to data center server.

4. Technology Stack

Returnee MIS. will be a web-based platform which could be accessed through android / iOS. An offline strategy should be in place to handle scenarios with bad internet connectivity. The technology stack to be used for the development of Returnee MIS will be finalized in consultation with ReMi Team. The agency will propose the final technology and the architecture after the consultation meetings. The application will be built upon agreed on technology and the architecture.

Proposed Technology Stack (This is only a suggested technical stack; agencies are encouraged to propose their own)

Description	Stack/Tools and Technologies
Hosting	IDMC or any other server identified by government
Development Methodology	Agile : sprints and regular review of what have been done will be planned
Code Repository	Helvetas -owned GitHub repository (Sole ownership will be with Helvetas Nepal)
Backend	Java (Spring Framework) or more
Database	PostgreSQL
Development Technology	Flutter/Native android
Data Visualization	Apache Superset

5. Data Security

As per the Nepal Privacy Act 2018 section 24-26 and other prevailing laws, to maintain the confidentiality of personal information, the entity collecting, storing, and using such data must

implement appropriate technical and organizational security measures the Server, all data is stored in encrypted storage devices. This protects the data from physical disk access, even by the hosting provider. The protected data includes application code, database, images, documents and more. The encryption is implemented with Linux Unified Key Setup (LUKS), using industrial standard algorithm Advanced Encryption Standard (AES) with a strong 256 bit key. Sensitive data goes through an extra pass of brute-force-resistant crypt encryption.

Server is also setup to provide the following:

1. Restrict usage to authorized users.
2. **Audit Trails:** Logs and retains OS level activities such as logins, failed login attempts, file access, etc. providing an audit trail for forensic analysis.
3. Automated review of logs for malicious or anomalous activity.
4. Automated intrusion detection.
5. Requires multi-factor authentication to strongly establish the identity of users.
6. Facilitates creation and use of encrypted file systems.
7. Provides incremental backups and data archival.
8. Has documented and well-tested disaster recovery procedures.

All material, produced during the order fulfilment such as source code, data structures, documentation, design options, etc. will be transferred to Helvetas after confirmation of the successful receipt and project completion.

6. Task and Output Details /Deliverables

Tasks and Outputs for Returnee MIS

a. Finalize the technology requirements: The agency will coordinate and work with ReMi team to finalize and list out key features of Returnee MIS and its data exchange with various government platforms. The technology partner will also lead a brainstorming workshop with the ReMi Team to finalize the technological requirements and technical stack. Please refer to scope of work section I for the functions and functionalities.

b. Develop the Returnee MIS: The agency will develop Returnee MIS as per the finalized technological stack. The agency will work closely with ReMi team which will support functional testing of the application and provide necessary feedback. All the feedback provided needs to be incorporated into the application prior to pilot testing.

c. Pilot testing: The finalization of the technology developed will be based on the outcome of a rigorous pilot test.

- i. Agency will do rigorous testing from its end and then share the application for testing by ReMi team.
- ii. Agency will incorporate all the modifications identified by ReMi Team after testing of application.
- iii. The agency will also provide around-the-clock application management, network monitoring, and customer support - to ensure that there is less downtime, instant query resolutions and quick bug fixes.

d. Finalization of the application: Pilot testing the Returnee Profile in the real environment will provide critical insights. Based on the lessons learned, all further accommodations will need to be finalized, and all bugs will be identified and removed. A high quality, bug free application that meets the requirements along with the legacy data is expected to be handed over to ReMi team at the end of the engagement.

e. Training: The agency will develop training material to aid the training of the users Agency will train the master trainers from ReMi team, and its partner organizations on different functionalities of the Returnee Profile Database.

f. Application Hosting and Maintenance: Initially the agency will host the application and ensure the compliance to data protection guidelines of GoN. The agency will be responsible for deployment of IDMC server/ or any other server identified by the MoLESS. Agency will provide the maintenance and security update up to one year of transfer of application to GoN. Provide 24X7 troubleshooting support service and complaints resolutions upto one yearpost deployment.

g. Handover of Technical documents and Source code: The agency will hand over the technical documents and source code to the ReMi Team.

7. Ownership and disclosure of data/information

All documents, design, data and information shall be treated as confidential and shall not without the written consent of Helvetas be made available to any third party. In addition, the agency formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of Helvetas share it with any third party.

The utilization of the data, report is solely at the decision and discretion of Helvetas Nepal. All the documents containing both raw data / materials provided by Helvetas or any of its partners on their behalf, both in soft and hard copies are to be returned to Helvetas upon completion of the assignment. All documentation and reports written as, and as a result of the assignment or otherwise related to it, shall remain the property of Helvetas. No part of the report shall be reproduced except with the prior, expressed and specific written permission of Helvetas.

8. Duration of Consultancy

The contract will last for 8 months, starting from the signing of the agreement.

Required Qualifications and Experience

a. Consulting Firm:

Essential

- At least 5 years of proven experience in software/database design, development, deployment, and maintenance.
- Demonstrated experience in designing and implementing large-scale MIS
- Prior experience in data migration, cloud hosting, and integration with government systems preferred.

Desired

- Expertise in interoperability frameworks, data exchange standards, and cybersecurity as per Government of Nepal standards.
- Demonstrated experience in designing government-integrated systems.

b. Team Composition:

Dedicated technical team with expertise in:

- Project Manager/Team Leader
 - Bachelor's degree in computer engineering/ computer science or any relevant field from a recognized university
 - Minimum 7 years in project management of large-scale MIS/software projects
 - Proven leadership skills with strong communication and reporting skills
- Software Architect

MSD

-
- Bachelor's degree in computer science, Software Engineering, or related discipline
 - At least 5 years of experience in system/software architecture.
 - Demonstrated experience in large-scale system design and integration.
 - Strong understanding of government IT frameworks, data exchange, and security standards preferred
 - knowledge of GoN e-governance framework is preferred
- Backend Developer
 - Bachelor's degree in computer science, Software Engineering, or related discipline
 - 3 years of experience in backend development of MIS systems.
 - Experience in building and integrating information systems is preferred.
 - Experience in developing and maintaining scalable applications is preferred.
 - Frontend Developer
 - Bachelor's degree in Computer Science, Information Technology, or related field.
 - 3 years of experience in frontend development
 - Knowledge of usability, accessibility, and responsive design principles is preferred.
 - Experience in developing government or enterprise-level applications is preferred.
 - Mobile Developer (Android/iOS)
 - Bachelor's degree in computer science, software engineering, or related discipline
 - 3 years of mobile app development experience.
 - Experience in developing bilingual and offline-capable mobile applications.
 - Knowledge of user-centered design principles for mobile platforms.
 - Database Administrator
 - Bachelor's degree in computer science, database management, or related field.
 - 3 years of experience in managing large and complex databases.
 - Strong knowledge of data security and privacy standards.
 - Experience in data migration and integration with external platforms is preferred

10. Reporting

The consulting firm will report to the ReMi Project Knowledge management and digitalization specialist and provide regular updates on deliverables.

B. CONTRACTUAL PROVISION AND CONTRACT TEMPLATES

Section 8: General conditions of contract (GCC)

Section-9: Special conditions of contract (SCC)

Section-10: Contract and other templates

MSA

Section-8: General conditions of contract (GCC)

A. General Provisions

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this contract; will have the following meanings:

- (a) "Applicable Guidelines" means the procurement guidelines and code of conduct of Helvetas Nepal, Bilateral agreement between Government of Nepal and Government of Switzerland for ReMi project.
- (b) "Applicable Law" means the laws and any other instruments having the force of law in Nepal and relevant amendments.
- (c) "Client" means the ReMi/Helvetas Nepal that signs the Contract for the Services with the selected Consultant.
- (d) "Consultant" means legally established professional individual consultant or consulting firm or an entity that may provide the Services to the Client under the Contract.
- (e) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (f) "Sub-consultants" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract. Provision of Sub-consultant shall be outlined in the **SCC**.
- (g) "Third Party" means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.
- (h) "Contract" means a legally binding written agreement signed by the Client and the contract.
- (i) "Party" means the Client or the Consultant who agrees contractual clauses and signs the agreement.
- (j) "Day" means a working day or as specified in the **SCC**.
- (k) "Effective Date" means the date on which this contract comes into force and effect.
- (l) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant or JV member(s) assigned by the consultant to perform the Services or any part thereof under the Contract.
- (m) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was considered in the technical evaluation of the Consultant's proposal.
- (n) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (o) "Joint Venture (JV)" means an association with a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the



members of the JV are jointly legally liable to the client for the performance of the Contract. JV provision is as outlined in **SCC**.

- (p) "Foreign Currency" means any currency other than the currency of the client's country.
- (q) "Government" means the government of Nepal (GoN).
- (r) "Local Currency" means the currency of Nepal (NPR).
- (s) "Agreed" means any relevant matters communicated in writing and mutually agreed by the parties.
- (t) "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.

2. Applicable law

Applicable Law shall be as provisioned in **SCC**.

3. Language of contract

RFP, contract, and any other relevant communication shall be done in the language specified in **SCC**.

4. Use of stationary

Plain paper

5. Communications

Any communication required pursuant to this contract shall be in writing in the language of contract. Verbal communication between the parties or representatives shall not be the part of this contract.

6. Location

The Services shall be performed at or as are specified in **SCC** or place approved by client.

7. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this contract by the client or the consultant may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification and Termination of Contract

8. Commencement of Contract

This contract shall come into force and effect on the date of the client's notice to the consultant or specified in the **SCC**.

9. Commencement of Services

The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.

10. Modifications [Variations, Time extension etc]

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. The modification may apply in the situation of Force Majeure but not limited to.

11. Termination

This Contract may be terminated by either Party as per provisions set up below:



a. By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in the following:

- (a) If the Consultant fails to comply required quality and stipulated time.
- (b) If the Consultant breach the applicable law and guidelines under this contract.
- (c) If the Consultant fails to comply code of conduct of the client especially zero tolerance related provisions.

b. By the Consultant

The Consultant may terminate this Contract in case of the occurrence of any of the events specified in the following:

- (a) If the Client fails to pay any payment as per contract.
- (b) If the consultant fails to accomplish the assignment due to force majeure.
- (c) If the Client is in material breach of its obligations pursuant to this Contract.

e. Payment upon Termination

Upon termination of this Contract, the Client shall make the following payments to the Consultant:

- (a) remuneration for services satisfactorily accomplished and approved by client.
- (b) any reimbursable expenses/costs already paid by consultant approved by client.

C. Obligations of the Consultant

9. General

a. Standard of Performance

The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall always support and safeguard the Client's legitimate interests in any dealings with the third parties.

b. Law Applicable to Services

The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts comply with the Applicable Law.

c. Conduct of Consultants

The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and Applicable law and guidelines.

The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the contract agreement :

- (i) give or propose improper inducement directly or indirectly,
- (ii) distortion or misrepresentation of facts.



- (iii) engaging or being involved in corrupt or fraudulent practice
- (iv) interference in participation of other prospective consultants.
- (v) coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- (vi) collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
- (vii) contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to then notification of award of contract

9. Confidentiality

The Consultants, and the Personnel of either of them shall not, either during the term or within ten (10) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

10. Liability of the Consultant

Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

11. Insurance

The Consultant shall be responsible for ensuring the prevailing regulations (labor act or other relevant act) for personnel insurance such as GPA and any other insurance and implantation accordingly or as provisioned in **SCC**.

12. Reporting Obligations

The Consultant shall submit to the Client the reports and documents specified in **ToR**, in the form, in the numbers and within the time periods set forth.

13. Proprietary Rights of the Client in Reports and Records

Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents, and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same information unrelated to this Contract without prior written approval of the Client.

14. Equipment, Vehicles and Materials

Equipment, vehicles and materials made available to the Consultant by the Client or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination/expiration of this Contract, the Consultant shall make available to the Client or must handover to the client.



- 15. Description of Key Experts** The title agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in **ToR**.
- 16. Replacement of Key Experts** Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.
- Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
- 17. Approval of Additional Key Experts** If during execution of the contract, additional Key Experts are required to carry out the services, the consultant shall submit to the client for review and approval of their CVs. Client may consider such proposal based on the careful assessment and notify to consultant for implementation.
- 18. Replacement/ Removal of Experts – Impact on Payments** Except as the Client may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed. If exceeded the consultant should bear all such costs.
- 19. Working Hours, Overtime, Leave, etc.** Working hours and holidays for Experts are set forth in **Financial Proposal**. To account for travel time to/from the client's country, experts carrying out services inside the Client's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Client's country as is specified in **Financial Proposal**.
- The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in **Financial Proposal**, and the Consultant's remuneration shall be deemed to cover these items.
- Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.
- 20. Transportation** The consultant shall be responsible for arranging means of transport for all kinds of local travels.
- E. Obligations of the Client**
- 21. Assistance and Exemptions** Unless otherwise specified in the **SCC**, the Client shall use its best efforts to:
- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

22. Access to Project Site

The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

23. Payment Obligation

In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant within stipulated time.

F. Settlement of Disputes

24. Amicable Settlement

The Parties shall use their best efforts to settle seek to resolve any dispute amicably all disputes arising out of or in connection with this Contract or the interpretation thereof by mutual consultation.

25. Dispute Resolution

Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably within seven (7) days after receipt by one party of the other Party's request for such amicable settlement may be referred to by either Party to the arbitration in accordance with the provisions specified in the **SCC**.

MSP

G. Discontinuance

26. Discontinuance If any kind of misconduct by the consultant has been recorded or identified; ReMi/Helvetas Nepal will not continue the services with consultant and Helvetas Nepal will not consider for any further contracts for such consultants.

MSP

Section-9: Special conditions of contract (SCC)

Number of GCC Clause	Amendments and supplements to clauses in the GCC
A(1-f)	Sub-contract: Not Allowed
A(1-j)	"Day" means working day
A(1-o)	JV: Not Allowed
A(2)	Applicable law: prevailing laws in Nepal
A(3)	Language use for this contract: English
A(6)	Location of service to be performed: as per Terms of Reference
A(7)	Authorized representative of the Client: Madushika Lansakara Authorized representative of the Consultant: <i>[to be mentioned as per proposal of consultant later while signing the contract]</i>
B(1)	Contract commencement date: 2025
C(6)	Liability of the consulting firm: No further requirements.
C(7)	Insurance policies to be confirmed by consulting firm: Applicable insurance as per prevailing law shall be the liability of consulting firm.
C(9)	Proprietary rights: All information, documentation and products under this assignment are the sole proprietary of ReMi/Helvetas Nepal
E(17)	Obligation of client: Coordination and facilitation with Ministry of Labour, Employment and Social Security and other key stakeholders.
F(21)	Dispute settlement: Mutual understanding

Handwritten signature

Contract

#.....

Between
Helvetas Nepal
and
Consultant

for
Study/Investigation/Intellectual
service



Form of Contract

This contract (hereinafter called the "Contract") is made on the day of the ... (month)... of 2025 between M/s ReMi/Helvetas Nepal (hereinafter called the "Client") on the one hand, and M/s (hereinafter called the "Consultant") on the other hand.

WHEREAS

- (a) the client has requested the consultant to provide certain consulting services as defined in this contract (hereinafter called the "Services");
- (b) the consultant, having represented to the client that it has the required professional skills, expertise, and technical resources, has agreed to provide the Services on the terms and conditions set forth in this contract.

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this contract:
 - (a) The General Conditions of Contract (GCC)
 - (b) The Special Conditions of Contract (SCC)
 - (c) Annexes:
 - Annex- A: Terms of Reference
 - Annex- B: Key Experts
 - Annex- C: Minute of Negotiation Meetings
 - Annex -D: Form of Advance Payments Guarantee Template
 - Annex-E: Details of Budget
 - Annex-F: Detail Workplan

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Annex-A; Annex-B; Annex-C; Annex-D; Annex-N.

Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

- 2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.



Performance guarantees template

[insert Bank's Name, and Address of Issuing Branch or Office]

Date: [insert date]

Beneficiary: ReMi/ Helvetas Nepal

Date:

Performance Guarantee No.:

We have been informed that name of the supplier.
. . . (hereinafter called "the Supplier") has entered into Contract No.
reference number of the contract. dated
.with you, for the execution of name of contract
and brief description of goods and related services. (hereinafter
called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we name of
the bank. hereby irrevocably undertake to
pay you any sum or sums not exceeding in total an amount of
. name of the currency and amount in words
(. amount in figures.)
such sum being payable in the types and proportions of currencies in which the
Contract Price is payable, upon receipt by us of your first demand in writing
accompanied by a written statement stating that the Supplier is in breach of its
obligation(s) under the Contract, without your needing to prove or to show grounds for
your demand or the sum specified therein.

This guarantee shall expire, no later than the day of
. , and any demand for payment under it must be received by us at this office
on or before that date.

.....
Signature(s) and seal of bank (where appropriate)

 **HELVETAS** pg. 41
NEPAL


Self - Declaration Letter template

Date:

The Team Leader,
Reintegration of Returnee Migrant Workers (ReMi) Project
Project Support Unit, Helvetas Nepal
Dhobighat, Lalitpur, Nepal

Subject: Self Declaration Letter

Dear Sir/Madam:

We, as applicant for the RFP, we hereby declare that

1. Board of directors or proprietors are not involve in any political parties,
2. Key experts proposed in this proposal are not directly or indirectly involved in the roles which may declare the conflict of interest. The proposed key experts shall be made available for implementation,
3. All the information provided in this proposal are true and genuine

to the extent of our knowledge. If any discrepancies arises due to above mentioned factors we will abide by any legal cases or disqualification of the proposal or both.

.....
Signature and stamp of Entity

Name of Representative:

Designation:



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A handwritten signature in blue ink, appearing to be 'M. S.', is written over the page number and extends upwards and to the right.