

# EXPRESSION OF INTEREST

For

Annual Maintenance and Minor Upgrade of the Tele-terminal system and  
MICS server

## **Consulting Firm/Joint Venture:**

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.....

## **Prime Consultant (in case of a JV):**

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.....

Employer:

Government of Nepal  
Ministry of Population & Environment  
Department of Hydrology and Meteorology  
Naxal, Kathmandu

.....2017



**Government of Nepal**  
**Ministry of Population and Environment**  
**Department of Hydrology and Meteorology**

Naxal, Kathmandu

Notice No:

Re-Advertisement: 9<sup>th</sup> Chaitra 2073

**Expressions of Interest (EOI)**

The Government of Nepal, Department of Hydrology and Meteorology (DHM) invites EOI (Expressions of Interest) for the purpose of short listing the qualified, eligible and experienced Companies/firms and or their joint ventures for **Annual Maintenance and Minor Upgrade of the Tele-terminal system and MICS server works**.

1. The budget to this purpose has been allocated by the Government of Nepal (GON) for the fiscal year 2073/074.
2. Experienced, eligible and interested Consulting Firms or companies are invited to submit their EOI, either alone or in joint venture with other firms with a certified copy of Consultancy /Company Registration Certificate, VAT and Tax Clearance (2072/73)/ Tax Return Submission receipt for the last fiscal year.
3. EOI documents could be obtained free of cost from DHM upon request during office hour on all government working days within the 15<sup>th</sup> day of the first date of publication of this notice or can also be downloaded from the website: <http://www.dhm.gov.np>. The instruction to the consultant, prescribed format, evaluation criteria, scope of the work and duration of the study and other details of the project are mentioned in the EOI. Only lead firm may obtained EOI form mentioning the names of all members of Association/JV and submitting Association/JV agreement.
4. Applications for EOI must be clearly marked **Annual Maintenance and Minor Upgrade of the Tele-terminal system and MICS server** and shall be submitted in sealed envelopes by companies or their joint venture received by the due date and within the specified time in the presence of the applicant or their authorized representatives. Absence of any applicant (or their authorized representative), however, shall not obstruct or prevent the opening of the EOI in any way, which must be delivered to the following address within the given time below.  
Last Date of EOI Submission:- 24<sup>th</sup> Chaitra 2073 and 12:00 pm  
Date of EOI opening :- 24<sup>th</sup> Chaitra 2073 and 01:00 pm
5. Certified evidences of the client reference indicating satisfactory completion of the projects along with the cost of consulting services in NRs and date of completion of the assignment only will be counted.
6. In case the day of submission of the EOI falls on a public holiday, it shall then be submitted on the following working day at same hour. Only the short-listed Consulting Firms shall be invited for RFP (Request for Proposal). During the RFP process, the consulting firm/companies will be selected in accordance with quality and cost Based Selection procedure (QCBS).
7. DHM reserves the right to shortlist any or reject all of the Firms without assigning any reasons whatsoever. Further information or clarification can be obtained from DHM during office hours.

Procurement Unit

Department of Hydrology and Meteorology

Naxal, Kathmandu

E-mail: [shivaamet@gmail.com](mailto:shivaamet@gmail.com), [spd\\_acharya@yahoo.com](mailto:spd_acharya@yahoo.com), [cbhetuwal@yahoo.com](mailto:cbhetuwal@yahoo.com)

Website: [www.dhm.gov.np](http://www.dhm.gov.np)

# Annual Maintenance and minor upgrade of Tele-Terminal System and MICS Server

## 1. INFORMATION ON THE CONSULTING FIRM

Information shall be provided in the following format. No field shall be left vacant. In case of a joint venture, the same form shall be filled by each of the JV partners separately. The form shall be submitted in the time, date and venue as mentioned in the published notice.

### 1. General

Name of Firm	Address	Telephone	Email	Fax	JV Percent

Out of the above list, .....  
 .....will be the Prime Consultant.

### 2. Financial Capacity

Annual turnover over the last three years are as follows. The auditor's report/tax clearance certificates are attached.

Fiscal year	Turnover (Rs)

### 3. Overall Experience\*

Overall experiences of the firm in relevant work during last ten years are as follows (Work completion certificates are attached).

Name of Project	Project	Client	Contract amount (excluding VAT)	Year of completion	Description of work carried out

### 4. Specific Experience\*

Experiences of the firm in related field during last ten years are as follows. Work completion certificates are attached.

Name of Project	Project	Client	Contract amount (excluding VAT)	Year of completion	Description of work carried out

*\* The firm/s shall produce certified evidences of the client reference indicating satisfactory completion of the mentioned projects along with the cost of consulting services in NRs and date of completion of the assignment are required for the consideration of that project for evaluation. Sublet works or assignment as a sub consultant shall not be considered for evaluation.*

**5. Human Resources**

**Human Resources in the company**

Staff Member	Details	
	Permanent/part time	Name of personals

**7. Other Resources**

Other relevant resources available with us are as follows. The office layout, invoice/bill of equipment/vehicle/software/computer is attached.

Resource	Unit	Total Available	Engaged by Works on Hand
Office area	m2		
Telephone lines	line		
Photocopy, Printers	set		
High capacity Computer	set		
vehicles(Four wheel Drive)	no		

Authorized signature:

Seal:

Date:

## **ANNEX 1: INFORMATION TO THE CONSULTING FIRM**

### **General Information**

**Purpose of inviting the EOI:** The main purpose shall short-list suitable consulting firms or software development companies for development of online weather and climate related products so that proposals could be invited from them only. However, the client may extend the short-list to include additional relevant consulting firms which are capable of giving the desired output.

**Format and Signing of Application:** Applicant intending to file an application in response to this EOI should submit an “Application together with the duly completed EOI form providing all the information required therein after signing in by Authorized Representative of Consulting Firm or company (in case of Joint Venture, Authorized Representative of Lead Firm) with Company’s seal in every page of EOI forms.

**Minimum eligibility of the firm:** Registered software development companies, consulting firms/company registered at VAT office and tax clearance certificates.

**Deadline for submission of EOI:** at or before 24<sup>th</sup> Chaitra 2073 and 12 Noon (NST-Nepal Standard Time) **Number of copies to be submitted:** Two

**Joint Venture:** A firm may apply to be short-listed alone or in joint venture with other firms. However once short-listed, JV partners are unchangeable.

**Duration of completion:** Duration to complete the works will be 1year from the signing of the contract agreement.

**Information from the Client:** In due course of time, the shortlist shall be published on the Client’s notice board, at the website: [www.dhm.gov.np](http://www.dhm.gov.np). The client shall mail the short-list to each of the firms/JV submitting the EOI and initiate the process of RFP without waiting for the receipt from the firms that they have received the short-list.

**ANNEX 2: EVALUATION CRITERIA****(I) Eligibility Criteria (Pass / Fail)**

<i>Sr. No.</i>	<i>Eligibility Criteria</i>	<i>Requirement</i>	<i>Compliance</i>	<i>Remarks</i>
1.	Corporate Registration	Mandatory	Yes/ NO	Pass/Fail
2.	Tax Clearance / Tax Return Submission receipt for the last fiscal year (F/Y 072/73)	Mandatory	Yes/ NO	Pass/Fail
3.	Vat Registration	Mandatory	Yes/ NO	Pass/Fail
4.	Minimum Years of Standing	The applicant or the Lead partner of J/V applicant must have min. 5years of standing.	Yes/ NO	Pass/Fail

**II) Ranking Criteria (Out of 100%)**

<b>Experience of Consultant (70 marks) Work, completed during last 10 years</b>		<b>Office Set up and Logistics (10 marks)</b>	<b>Availability of Staff (10 marks)</b>	<b>Financial Turnover Last three years (10 marks)</b>
<p><b>Overall experience of Firm. (40 marks) 5 Projects</b></p> <p>Work Experience of firm in Application software developments, software system supply etc  (5x8=40 marks)</p>	<p><b>Work Experience in Specific Projects. (30 marks) 2 Projects</b></p> <p>Work Experience of firm in related field (Hydrological/Meteorological software development, Climate software development and supply, development of aviation meteorology related software and scientific study related to hydrology and meteorology)  (2x15=30 marks)</p>	<p><b>Office equipment, space, communication facilities, Vehicle and related Software (10 marks)</b></p> <p>1. Office equipment &amp; data visualization software -5 marks (equip-2, soft.-3 marks)  2. Office Space -3 marks.  3. Communication facilities -2 marks  .</p>	<p><b>Related Technical Human Recourse (10 marks)</b></p> <p>1. Senior Software developer -1 number – 4 marks 2. Software Engineer – 1 number – 2 marks 3. Android developer – 1 number – 2 mark 4. Technician – 1 number – 1 Mark 5. Admin assistant/Secretary-1 number-1 mark</p>	<p><b>Financial Turnover of the consultant within last three years</b></p> <p>1. Less than one million - 4 marks 2. UP to two million- 6 marks 3. More than two million- 10 marks</p>

NOTE: The consultant should score more than 60 percent on the overall ranking criteria as mentioned above to qualify for short listing

## Terms of References

### Project Description:

#### Background

DHM operates hydro-meteorological stations all over Nepal that measures the hydrological and Meteorological parameters like river water level, temperature, humidity, precipitation etc. DHM Operates manual as well as automatic hydro-met stations and most of the Automatic Stations have telemetric systems to remotely transfer the station data to an online server. The objective of the work is to maintain and ensure smoothly operation of the SYNOP/METAR data acquisition system established by Meteorological Forecasting division (MFD) of DHM in the following 15 synoptic and aero-synoptic stations: Dadeldhura, Dipayal, Dhangadhi, Surkhet, Nepalgunj, Jumla, Dang, Pokhara, Bhairahawa, Simara, Janakpur, Okhaldhunga, Taplejung, Dhankuta, and Biratnagar.

- To solve any technical problem which may arise, regarding the transmission of SYNOP data from the tele-terminals in synoptic/aero synoptic stations to its server in Kathmandu Airport. This includes
  - solving any hardware/software related problem in the server,
  - solving any hardware/software related problems in the tele-terminals installed in the synoptic/aero-synoptic stations by visiting the stations and
  - Any problem in the internet based communication system
    - Develop forms and mechanism for reporting the problem; keep track of efforts made for solving the problem and inspection and housekeeping work, and compile those in comprehensive reports.
    - The technical support service should be provided during office hours from 10 am to 5 pm in working days. Any technical problem reported should be acknowledged and that can be solved remotely should be solved within 24 hours
    - Submit comprehensive report at the end of the year.
    - There should be at least one site visit per station in a year.

#### Area of works:

The following synoptic and aero-synoptic weather stations are equipped with tele-terminal system which is to be monitored and visited if necessary during the contract period.

S.N.	Station Name	Equipments	Accessibility
1	Dadeldhura	mini-pc or embedded pc, monitor, ADSL internet, ADSL router, mouse, keyboard, DC battery charged by a solar panel etc. and software	Road
2	Dipayal	As above mentioned	Road
3	Dhangadhi	As above mentioned	Road
4	Surkhet	As above mentioned	Road
5	Nepalgunj	As above mentioned	Road
6	Jumla	As above mentioned	Road
7	Dang	As above mentioned	Road
8	Pokhara	As above mentioned	Road
9	Bhairahawa	As above mentioned	Road
10	Simara	As above mentioned	Road
11	Okhaldhunga	As above mentioned	Road



12	Taplejung	As above mentioned	Road
13	Dhankutta	As above mentioned	Road
14	Biratnagar	As above mentioned	Road
15	Janakpur	As above mentioned	Road
16	Kathmandu	MICS , online database server of MFD at NITC Singh durbar	Road

### **MICS Annual Maintenance and Need Assessment for a New System**

The objective of the work is to maintain and smoothly run the MICS server and SYNOP/METAR data push system into website: mfd.gov.np at National Information and Technology Centre (NITC) of Government of Nepal at Singh durbar established by Meteorological Forecasting Division of DHM, Kathmandu.

Scope of work:

- To maintain the link for data transmission of synop data from the MICS server to RTH Delhi
- To ensure that MICS server is operational by its periodic inspection
- To solve any technical problem, which may arise, related with ongoing transmission of synop data from the MICS server to RTH Delhi, India
- To ensure posting of relevant data from MICS server to MFD website ([www.mfd.gov.np](http://www.mfd.gov.np)) by solving any technical problem that may arise.
- Any technical problem reported should be acknowledged within short period and solved as soon as possible.
- Develop forms and mechanism for reporting the problem; keep track of efforts made for solving the problem and inspection and housekeeping work and compile those in comprehensive reports.
- Reports should be submitted in timely basis
- While the annual maintenance is being executed, a need assessment will be done for a new MICS System. The final report should include the following:
  - Research on how MICS is being used by various neighboring countries
  - Need assessment for a better system
  - Requirement specification and mockups for a new system

### **For minor software upgrade**

- The system provision should be made to ensure METAR/SPECI can be entered any time in to the system
- Generated data from all Tele-terminal of the sixteen stations should be synchronized and updated to MICS server automatically.

## Manpower

The following technical experts and assistants are envisaged for the completion of the study.

### Input of professionals:

SN	Professionals	Number	Tentative Days required
1	<b>Monitoring operation and maintenance</b>		
	Senior Software Developer	1	8
	Support Engineer/ Software Engineer	1	32
	Technician	1	32
2	<b>Field Work/ Site Inspection</b>		
	Support Engineer	1	14
	Technician	1	14
3	<b>Software Development</b>		
	Senior Software Developer	1	4
	Software Engineer	1	10
	Android Developer	1	10
<b>B</b>	<b>Documentation and Analysis</b>		
	Software Engineer/Android Developer	1	7
	Admin Assistant/ Secretary	1	7

## Timeline

The duration of the monitoring and maintenance work is 1 year effective from date of signing of contract.

### Schedule of Implementation

The time schedule for the completion of the report is as follows:

S.N.	Description	No. of Reports to be Submitted	Due date for submission after effective date of contract agreement
1.	Inception report	2 Copies	1 month after the date of agreement
2.	Draft report and minor software upgrade	2 Copies	4 months after the date of agreement
3.	Submission of Stations' status Report in first eight months	2 Copies	8 months after the date of agreement
4	Final report submission	3 Copies	1 year

## Schedule of Payment

Schedule of Payment for documentation, analysis and monitoring work will be as follows:

S.N.	Description	% of Contract Amount
1.	Submission and approval of Inception Report	20
2.	Submission and approval of Draft Report	30
3.	Submission of Stations' status Report in first eight months	25
4.	Submission of final report in twelve months	25

## Output

- Regular monitoring of the specified stations during the time period of the contract.
- Site visit to required station if and when the need arises.
- Need assessment for a better system
- Requirement specification and mockups for a new system

## Deliverables

- Upgrading of the Tele-terminal system according to the TOR
- All algorithms and data created during the upgrade of the Tele-terminal system and MICS system.
- The preliminary and draft report should be presented in MFD/DHM for review and approval.
- All the algorithms used for calculation, spatial interpolation should be provided to MFD/DHM.