श्री सरोकारवाला सबै,

विषयःसूचना।

प्रस्तुत विषयमा,सोताङ गाउँपालिकाको यस आर्थिक वर्षको स्वीकृत कार्यक्रम अनुसार सोताङ गाउँपालिकाको डिजिटल प्रोफाईल निर्माण गर्नुपर्ने भएकोले ईच्छुक संघ संस्था अथवा कम्पनिले १ महिना भित्र यसै पत्रसाथ संलग्न Request For Proposal सहित सुचिकृत गराउनुहुन अनुरोध गरिन्छ ।

श्रीधवज राई
नि.प्रमुख प्रशासकीय अधिकृत

Request for Proposal (RFP)
For Development of Digital Profile of Sotang Rural Municipality, Solukhumbu.

Issued By:
Sotang Rural Municipality
Solukhumbu, Nepal
Date of Issue:2081/06/06

1. Introduction

Sotang Rural Municipality (SRM) intends to develop a comprehensive digital profile system that will modernize household data management, ensure proper identification of each household with metal plate house numbers, and provide a web-based platform for storing, accessing, and monitoring information.

This RFP seeks proposals from qualified firms/individuals to design, develop, and implement this system.

2. Project Objectives

- Assign and attach metal plate house numbers to all households within SRM.
- Collect and digitize household and demographic data (as provided by SRM).
- Develop a web-based application integrated with a secure server to manage data.
- Create two types of access:
  1. Admin Panel: Full access for municipality officials to enter, edit, manage, and analyze data.
  2. User Dashboard: Limited access for normal users to view household and community-level information only.
- Ensure the system is programming-language independent.
- Provide training and handover for sustainability.

3. Scope of Work

1. House Numbering

  - Design and produce durable metal plate house numbers.
  - Attach plates to each household in all wards.
  - Link physical house numbers with digital records.
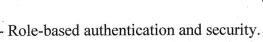
2. Data Collection & Integration

  - Collect household data as per the format provided by SRM.
  - Clean, validate, and digitize collected data.
  - Integrate into a secure central database.

3. System Development

  - Web-based application with responsive design.
  - Admin Panel with full CRUD access.
  - Dashboard for normal users with limited viewing access.

- Role-based authentication and security.
- Dashboard features: population stats, household numbers, and search functionality.

4. Technology Requirements
- Independent of specific programming languages.
- Must run on a secure web server (Linux/Windows supported).
- Database can be SQL or NoSQL.
- Scalable architecture for future expansion.

5. Training & Handover
- Provide training for SRM staff to operate admin panel.
- Documentation of system architecture, user manual, and maintenance guide.

6. Deliverables
- Numbered metal plates affixed to each household.
- Centralized household database.
- Functional web application with admin panel and dashboard.
- System documentation and user manual.

5. Proposal Submission Guidelines
Interested bidders must submit proposals containing:
1. Technical Proposal (approach, methodology, work plan, technology stack).
2. Financial Proposal (detailed cost breakdown).

Proposals will be evaluated based on:

- Technical soundness of methodology.
- Cost-effectiveness and value for money.
- Implementation timeline.
- Sustainability and scalability of the system.

8. Contact Information
For queries and submission:
Office of Sotang Rural Municipality
Solukhumbu, Nepal
Email: ito.sotangrmun@gmail.com

Estimated Budget for Development of Digital Profile

Total Estimated Cost: NPR 10,00,000 (Ten Lakhs Only)

1. House Numbering (Plates, Printing & Installation) – *NPR 3,00,000*

- Design and production of durable metal number plates.
- Transportation and logistics to all wards.
- Labor and installation charges.

2. Data Collection & Digitization – *NPR 2,00,000*

- Field data collection team mobilization.
- Data validation and entry into digital format.
- Data cleaning and structuring.

3. System Development & Deployment – *NPR 4,00,000*

- Web-based application (Admin Panel + User Dashboard).
- Database setup, integration, and testing.
- Server deployment and hosting for one year.
- Security setup (backup, encryption).

4. Project Management & Contingency – *NPR 1,00,000*

- Monitoring and coordination costs.
- Unforeseen expenses (transportation, maintenance support).