A. Scope of Work

The selected consultant firm will be expected to carry out following tasks:

1. Review current business processes, inventory/warehouse management system, billing system, accounting system, and overall company indicators and other related documents.
2. Identify objectives and develop requirements of the system.
3. Analyze the existing business processes and work closely to identify areas of integration.
4. Review global best practices and design practical, relevant, and appropriate system which is applicable to the context Nepal.
5. Incorporate Monitoring, Evaluation, and Reporting components for Executive Leadership.
6. The system should have features to show real time information of commodity, such as its location, collection supply and financial status.
7. The system data should be able to integrate with other modules in operation and export of data to other application programs should require minimal post processing.
8. System documentation covering technical design, configuration, detail administrative tasks and operational aspect of the system.
9. Develop the user manual for reference of different level of users.
10. Assist for obtaining necessary approval related to software/system from regulatory authority.
11. Identify and assess the levels of information groups and content to design Role Based Access Control (RBAC).
12. Migration of existing data into new developed system.
13. Ensure high availability and stability of the system.
14. Develop user friendly and efficient system.
15. Use source code management system like Git, SVN etc.
16. Identify Hardware and Network requirements for the implementation of the software.
17. Develop, test, integrate, train, and provide technical support.
18. The system should incorporate global best practices in data storage, system recovery, offline backup for both owned physical server and Cloud Service Provider, whichever necessary.
19. Recommend disaster recovery methods.
20. Additional requirements may be covered during the analysis phase.

B. Duration OF Assignment

Assigned project should be completed within 1.5 months (45 days) from the day of contract. The System deployed by the consultant should operate smoothly and seamlessly. Consultant shall provide support and maintenance service for additional 1 year as a support warranty after the User Acceptance.

C. Support

1. Determine scope of technical assistance and expertise required for operation and maintenance of software and provide maintenance and technical support during the entire project duration and 1 year from the date the project implementation and user Acceptance.
2. Implementation and configuration of system for Cloud or Local server architecture.
3. Support for database maintenance, crash recovery and database backup.
4. Should provide training to operate the system and provide full documentation with user manual.

D. Technology Stack

The Consulting Firm should develop the system on the .NET platform. The database engine of choice is either MSSQL or PostgreSQL. The proposal should clearly include the technology stack diagram along with data flow between modules.

Hence, the proposal should include experience, data flow diagrams, backup and more related to the technology stack below:

- .NET Platform
- Angular
- MSSQL/PostgreSQL
- Client-side scripting in Java Script, CSS

E. Additional Required Technology Features

1. Backup

A detailed continuous system and database backup and restore work plan should be included along with system upgrade methodology as required by later support technical team members.

2. Reports

Various customized reports should be listed in the system. Additionally, Periodic Reports for each subject matter along with Yearly Graphical Reports should be available .

F. Expected Project Outcome

1. Multi User, Web based Accounting, Inventory, Billing System
2. Cloud based or Local based integration setup and operational work flow development
3. Orientation and Training to End Users and relevant team members on system operation, maintenance, and support

G. Deliverables

The service provider/consultant is expected to deliver the following:

1. An Inception Report with a clear methodology and a work plan to undertake the assignment.
2. A User Acceptance Test Report which includes types of system testing that were conducted; testing results; necessary changes, possible changes, and rejected suggestions/changes with detailed reasons.
3. A Training Report with both End User and System Administration Manuals.

H. Training (Knowledge Transfer)

The consulting firm will be responsible for the knowledge transfer on the enhanced systems, not limited to:

Train the ICT personnel and staffs about entire system development cycle and technology used.

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I. Development which includes but is not limited to the following modules and sub- modules

◆ <u>System Administration</u>
- Manage user access privileges
- Manage workflows
- Manage facilities
- Manage endpoints
- Password protection
- Vacation rule

◆ General Requirements
- System Management help function
- User interface
- Audit trail
- Offline access
- Report display requirements
- Report filter
- Report types

◆ <u>Inventory Management Module</u>

1. Purchasing
- Manage commodity and its purchase price.
- Record purchase date and assign a batch number to establish shelf life of commodity.
- Record quality management process during grain purchase.

2. Inventory Planning
- Manage pipeline
- Manage arrivals plan
- Manage dispatch plan
- Reconcile deliveries & dispatch
- Manage buffer stock levels

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3. Inventory Management
- Receive inventory
- Dispatch inventory
- Adjust inventory
- Maintain inventory
- Maintain facility

4. Commodity Tracking
- Manual tracking and handover management
- Change of commodity during processing
- Disposal of damaged stock

5. Asset Management
- Maintain equipment

6. Sales
- Retail sales
- Commercial sales
- Sale in support of "significant event" program

7. Transport
- Maintain transport agreements and Tracking inventory

8. Physical Verification
- Monthly consolidation of stock in retail sales location
- Cycle counts
- Annual 100% physical verification
- Annual PV loss calculation

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9. **Inventory Definition**
- Stock location
- Add additional stock keeping units
- Special handling
- Measurement units

10. **Support Emergency Operation**
   Manage emergency operation

11. **Information Sharing**
   Manage outgoing data transfers

12. **Order fulfillment**
   Capture demand

13. **Reports**
   All inventory and warehouse related periodic reports: - location, store/warehouse, Stock status, commodity, transportation, assets, offers, loss wise etc.

♦ <u>Accounting System Module</u>

- **Vouching**
  Prepare all the Journal entities

- **Budgeting**
  Controlling mechanism of budgeting

- **Determination/Calculation of Tax and VAT**
  Tax, Vat, Deprecation, ETDS, etc.

- **Reconciliation**
  Branches, Cashbook, Ledgers, Financial Inventory a/c etc.

- **Entry and Posting**
  All Ledger Posting

- **Final Reports**
  Balance Sheet, I/O Statements, Cash flow Statement, Trail Balance, profit and loss and Statement of changes in Equity etc.

- **Others**
  Statement of Depreciation, Properties and Assets, Liabilities and Capital, Revenues and Sales, Expenditures and Losses, Cash and Bank Balances,

Advances/ Loans, Stock statement, mortgage, Opening stock and Closing stock ,advance Tax, Branch Balances, provision, reserve fund etc.

♦ Billing System Module

1. Billing System Module Design Features
- Billing System should be integrated with a Barcode System
- Manual Code Billing System
- Cash Management System
- Wholesale and Retail Billing
- Hold Bill
- Customer & Membership Tagging
- Multiple Discount Modes
- Mixed Mode Payment
- Dynamic QR

2. Reports
- Sales Collection Report
- Daily/Weekly/Monthly Sales Report
- Top N Sales Analysis Report
- Profitability Sales Analysis Report
- Other related Reports

J. Eligibility & Completeness Test

Sl. No.	Criteria Title
1	Company/Firm/Institution Registration
2	Tax Clearance/Tax Return Submission
3	VAT/PAN Registration
4	10 years of documented experience of system software design and enterprise level applications design, development and implementation of similar projects types for, Trading business.
5	Must have an experience of at least 10 web based MIS/ERP projects development in last 5 years.
8	Company Certification and Recognition IRD Certified Listing for Electronic Invoicing software development.