**To:**

The Campus Chief   
Madan Bhandari Memorial College  
New Baneshwor, Kathmandu

#### **Subject:** Submission of EOI for Supply and Installation of LMS

**Respected Sir/Madam,**

In response to your notice dated **2081-10-05**, we hereby submit our Expression of Interest (EOI) for the supply and installation of a Learning Management System (LMS) as per the requirements outlined by the college and in compliance with UGC Nepal's guidelines.

We are confident in our ability to deliver a fully integrated LMS that meets your expectations and ensures seamless operation with the UGC HEMIS framework. Our proposal includes the following:

### **1. Technical Proposal**

• Detailed system architecture and features

• Data migration and integration approach

• Hosting details and compatibility with UGC HEMIS

### **2. Financial Proposal**

• Comprehensive cost breakdown, including development, installation, training, and maintenance

### **3. Project Timeline**

• Clear timelines for delivery, installation, and final implementation

### **4. Experience and References**

• Relevant experience in working with educational institutions

• References from prior projects

We have attached all necessary documents as per the submission requirements. We assure you that our proposal aligns with the objectives of the college and the guidelines of UGC Nepal.

### **Details of the Applicant**

**Company Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tax Registration (PAN/VAT) Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Attachments

### Company Profile

☐ Technical Proposal (System Design, Features, Integration Details)

☐ Financial Proposal (Cost Breakdown and Terms)

☐ Project Timeline

☐ PAN/VAT Certificate

☐ References and Client Testimonials

### ****Declaration****

We hereby declare that all the information provided in this application and its accompanying documents is accurate and complete to the best of our knowledge. We acknowledge that submitting this EOI does not guarantee selection or award of the project.

**Authorized Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Designation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Submission Instructions**

**Deadline**: 2081 Magh 22

**Submission Address**: New Baneshwor, Kathmandu

**Email**: quotation@mbmc.edu.np

**Contact Number**: +977-01-5172175

**Madan Bhandari Memorial College**

**Application for Quotation (RFQ) Form**

**Subject:** Submission of Expression of Interest (EOI) for Supply and Installation of Learning Management System (LMS)

**Vendor Information**

1. **Company Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Contact Person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Company Address**:

Street/Locality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Contact Details**:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Tax Registration Number (PAN/VAT)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technical Proposal**

1. **System Architecture and Features**:

LMS Features and Modules: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Integration with UGC HEMIS and other systems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role-based access and user authentication details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dashboards, reporting, and analytics tools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Migration Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Hosting Solution**:

Hosting Platform: ☐ Cloud ☐ On-Premises

Data Center Compliance (Government Approved): ☐ Yes ☐ No

1. **Implementation Timeline**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Proposal**

**Detailed Budget Breakdown**:

|  |  |
| --- | --- |
| **Item/Service** | **Cost (NPR)** |
| LMS Development & Installation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Data Migration | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training & Support | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Maintenance (Annual) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Costs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total Cost** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Payment Terms**:

Advance Payment (30%): NPR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon Installation (40%): NPR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon Data Migration & Training (20%): NPR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Acceptance (10%): NPR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Experience and References**

1. **Years of Experience**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Projects with Higher Education Institutions**:

| **Institution Name** | **Project Description** | **Completion Year** |
| --- | --- | --- |
|  |  |  |

1. **References (Contact Details)**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachments**

☐ Company Profile  
☐ Technical Proposal  
☐ Financial Proposal  
☐ References and Client Testimonials  
☐ PAN/VAT Certificate  
☐ Project Timeline

**Declaration**

I, the undersigned, confirm that the details provided above are accurate and complete. I acknowledge that submission of this EOI does not guarantee the selection or award of the project.

**Authorized Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Designation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request for Quotation (RFQ)**

Subject: Submission of EOI for Supply and Installation of Learning Management System (LMS)

**Issued By:** Madan Bhandari Memorial College

Date: 2081-10-05

**Background:**

Madan Bhandari Memorial College is committed to enhancing its digital learning environment in line with UGC's guidelines. The college invites interested and qualified companies to submit their Expression of Interest (EOI) for the supply and installation of a Learning Management System (LMS). This system will integrate with the UGC HEMIS and align with the requirements mentioned in UGC’s framework for strengthening web-based EMIS.

**Scope of Work:**

This project encompasses following:

1. **System Development and Installation**
   * Establish a centralized, modular, and integrated LMS compatible with UGC HEMIS.
   * Provide a fully functional and dynamic LMS website hosted under the college's official domain.
   * Ensure real-time data synchronization between the LMS, campus HEMIS, University, Ministry of Education, Science and Technology and UGC HEMIS.
2. **Features and Functionalities**
   * Role-based access control and user authentication.
   * Modules for course management, student data management, faculty records, and academic performance tracking.
   * Dashboards and analytics tools for reporting.
   * Integration with existing tools, including library systems and payment gateways, through RESTful APIs.

2.1 **Data Migration**

* + Conduct secure migration of existing digital and manual records into the LMS.
  + Ensure accuracy and integrity of migrated data with proper backups during the transition.

1. **Training and Support**
   * Provide training for administrative and academic staff to effectively utilize the LMS.
   * Offer ongoing technical support and maintenance services.
2. **Verification and Reporting**
   * Ensure compliance with UGC guidelines for data reporting.
   * Facilitate the UGC’s verification process by providing login credentials and hosting the system in a government-approved data center.

**5. Eligibility Criteria:**

* + Registered IT companies with experience in developing and deploying LMS or similar systems.
  + Proven track record of working with higher education institutions or government projects.
  + Capability to integrate systems with UGC HEMIS, meet all outlined technical specifications.

**6. Submission Requirements:**

Interested companies should submit their EOI along with the following documents:

* 1. Company profile and relevant experience.
  2. Technical proposal detailing system architecture, features, and integration capabilities.
  3. Financial proposal, including a detailed budget breakdown for supply, installation, and maintenance.
  4. Implementation timeline.
  5. References from previous clients (preferably educational institutions).

**7. Evaluation Criteria**

* + Compliance with technical specifications outlined in UGC guidelines.
  + Cost-effectiveness of the proposal.
  + Timeline for implementation and system readiness.
  + Experience and expertise of the proposing company.

**8. Eligibility Criteria**

* + Registered IT companies with experience in developing and deploying LMS or similar systems.
  + Proven track record of working with higher education institutions or government projects.
  + Capability to integrate systems with UGC HEMIS and meet all outlined technical specifications.

**9. Submission Requirements**

Interested companies should submit their EOI along with the following documents:

1. Company profile and relevant experience.
2. Technical proposal detailing system architecture, features, and integration capabilities.
3. Financial proposal, including a detailed budget breakdown for supply, installation, and maintenance.
4. Implementation timeline.
5. References from previous clients (preferably educational institutions).

**10. Evaluation Criteria**

* + Compliance with technical specifications outlined in UGC guidelines.
  + Cost-effectiveness of the proposal.
  + Timeline for implementation and system readiness.
  + Experience and expertise of the proposing company.

**11. Project Timeline**

* + Submission Deadline: Magh 22, 2081
  + Vendor Selection: Within 15 days after submission deadline.
  + Project Start Date: Magh 28, 2081
  + Completion Date: Within 1 month from the project start date.

**12. Payment Terms**

* + 30% advance upon signing of the agreement.
  + 40% upon successful installation and system integration.
  + 20% after data migration and user training.
  + 10% after final acceptance and system handover.

**13 Acceptance Criteria**

* + Fully operational LMS with all specified features and functionalities.
  + Seamless integration with UGC HEMIS and other campus systems.
  + Data migration verified for accuracy and completeness.
  + Completion of staff training and submission of training materials.
  + Written approval by the college’s project review committee after system testing.

**14. Disclaimer**

* + Madan Bhandari Memorial College reserves the right to accept or reject any or all submissions without providing any justification.
  + All costs incurred during the preparation and submission of the proposal are the sole responsibility of the proposer.
  + Submission of an EOI does not guarantee selection or award of the project.

**15. Submission Deadline:**

All quotations must be submitted no later than 2081 Magh 22

**Address:** New Baneshwor, Kathmandu

**Email:** quotation@mbmc.edu.np

**Phone:** +977-01-5172175

**Contact Information:**

For queries or additional information, please contact:

Madan Bhandari Memorial College

New Beneshwor, Kathmandu

+977-01-5172175, 5172715 (BScCSIT)

quotation@mbmc.edu.np