Expression of Interest
(EOI)

Title of Consulting Services :
SSPP-EOI-082/83-01

Method of Consulting Service :*National*

Project Name : Update of Information System Security Guidelines and
Security Audit of Information Systems of Lumbini
Province
EOI: SSPP-EOI-082/83-01
Office Name : Suchana tatha Sanchaar Prawidhi Pratisthan
Office Address: Butwal, Rupandehi, Lumbini Province
Issued on: December 11, 2025
Financing Agency: Government Budget

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Contents

A. Request for Expression of Interest

Lumbini Province Government
Suchana tatha Sanchaar Prawidhi Pratisthan
Butwal, Rupandehi

Date: December 11, 2025

Name of Project: Update of Information System Security Guidelines and Security Audit of Information Systems of Lumbini Province

1. Lumbini Province Government has allocated fund **towards the cost of Information system security audit** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **Suchana tathaa Sanchaar Prawidhi Pratisthan** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Design of Security Guidelines for Software Systems and Perform Security Audit of Information Systems** of Lumbini Province
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address during office hours on or before 26 December, 2025 or visit the website ictp.lumbini.gov.np.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually to the address **Information and Commu**nication Technology Pratisthan, Butwal, Rupandehi, Lumbini Province on or before 26 Dec, 2025 16:00 hours.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification (40%), Experience (50%), and Capacity (10%)** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **70**.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.

2. Interested consultants must provide information indicating that they are qualified to perform the services *(descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).*

3. This expression of interest is open to all eligible **consulting firm**.

4. The assignment has been scheduled for a period of **6 months**. Expected date of commencement of the assignment is **15 february, 2026.**

5. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method.

6. Expression of Interest should contain following information:

   (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.

   (ii) Applicants shall provide the following information in the respective formats given in the EOI document:

   - *EOI Form: Letter of Application (Form 1)*
   - *EOI Form: Applicant's Information (Form 2)*
   - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
   - *EOI Form: Capacity Details (Form 4)*
   - *EOI Form: Key Experts List (form 5).*

7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.

The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **"Update of Information System Security Guidelines and Security Audit of Information Systems of Lumbini Province**

8. **"**. The Envelope should also clearly indicate the *name and address of the Applicant*.

9. The completed EOI document must be submitted on or before the date and address mentioned in the **"*Request for Expression of Interest*"**. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Background of the Project:

With the advent of new federal structures, personnel and new workflows in place, various software systems have been developed and commenced in Province 5. Thus, establishing standard cyber security protocols for system to be built and auditing the security of existing systems has become obviously important. To support this, Suchana Tathaa Sanchaar Prawidhi Pratisthaan, Lumbini Province wishes to prepare Information System security guideline consisting of the best practices protocols along with associated forms. Furthermore, it is also required to evaluate and recommend Information System security standards for existing systems.

Scope of the Project:

The scope of this work are as follows:
   I.   Design and submit detailed guidelines stating best practices protocols involving Information Systems Security.
   II. Recommend Practices based on the criticality of the commissioned/built system.
   III. Design forms with checklists / agreements to be completed when submitting a system.
   IV. Perform information system security audit and recommend solutions for the projects delegated by Suchana Tathaa Sanchaar Prawidhi Pratisthaan.

Consultancy Requirements

Section I: Design of Information Systems Security Guidelines and Corresponding Forms

The following tasks are to be completed (not limited to) for designing the information systems security guidelines and corresponding forms.

1. Technology Requirements

The information systems security guideline should contain a detailed requirement to be fulfilled for any platform/programming language to be used to develop a product. The guideline should have identifiable minimum traits required for a platform to be selected for building a system.

2. Test Requirements and Reporting Formats

The guideline to specify the requirements for the types of tests to be reported to Suchana Tatha Sanchaar Prawidhi Pratishthaan, Lumbini Province by any software developer/vendor. The tests requirements should have sufficient coverage to test popular application vulnerabilities and loopholes. The format of the report should also be recommended in the detailed information system security guideline.

3. Metrics/Criteria/Models for Software System Testing

The guideline should specify various metrics that are used to evaluate the security preparedness of the application. Various criteria as well as testing models can be recommended in the information system security guideline.

4. Authentication/Authorization Protocols Recommendation

The guideline should clearly state authentication and authorization protocols used in any system. The guideline should recognize criticality of the system and recommend standards to be followed for authorization and authentication.

5. Production Deployment Security

The guideline should establish a set of standard allowed protocols with recommended security measures. There should be standard guidelines for public-facing component security, web application firewalls, software based networking component security and high availability assurance architecture.

6. Data Security

The guideline should recognize different nature of data that is aggregated and stored. Based on the sensitivity of the information stored, the guideline should specify different data protection/encryption/storage requirements.

7. Forms Design

The guideline should also contain standard forms and checklists that any software application developer vendor must submit to prove compliance with the security guidelines.

a. Penetration Testing Results Form
b. Deployment Architecture Compliance Form
c. High-Availability Compliance Form
d. Best Practices Compliance Form
e. Data Types and Security Measures Form
f. Data Flow Security Compliance Form
g. Programming Platform Compliance Form
h. Dependency Evaluation Form

8. Agreement Design

The guideline should also contain standard contracts that guarantees that the software developer/vendor is compliant with the information system security guideline.

The following standard agreement templates should be designed:

1. Data Security Agreement
2. Non-Disclosure Agreement
3. Test Coverage Guarantee Agreement

Section II : Security Audit of Existing Systems

Dependency Vulnerability Testing

This testing approach assumes at least one 3rd party module (or framework, libraries, code, etc.) have been used in the production build of the system. So, this testing requires security audit of those modules. The security engineer must verify and report whether modules that provide security services (firewall, authentication servers, etc.) fail during automated testing, whether there are known security vulnerabilities in the registries and whether all modules are properly updated to the latest security patch.

Client Facing Components Security Testing

During this type of testing a security engineer works only with the user interface and checks to produce unwanted results. This test involves entering incorrect input sequences or performing malformed POST requests. Some of the examples include using escape characters; using long strings; experimenting remote code injection and/or remote code execution; Performing SQL injection; User controlled cache bypassing; Cross site scripting; Cross Site Request Forgery attempt, etc.

Design and Implementation Vulnerability Testing

This testing is carried out manually to evaluate if there were any unintentional loose ends left behind from the software development process. This involves looking for demo user accounts, privilege leaks, open and unsecured ports, SSL coverage, intertwined debug logic, TOCTOU issues, etc.

Key Manpower, Qualification and Experiences required for Personnel:

Specialist	Qualifications and Experience required	Person-days Design and other technical works (including field

		work) for Single Project
Team Leader	Masters in Computer Science (or equivalent) or higher. Thorough understanding of the Software Development Lifecycle. At least 8 years of professional experience in implementation/evaluation or management of large scale systems.	6 months
Deputy Team Leader	Masters in Computer Science or in similar discipline with Information system security track or recognized certifications. Thorough understanding of the Software Development Lifecycle. At least 5 years of experience in implementation, evaluation of large scale websystems.	6 months
Cloud Engineer (Security)	Bachelors in Computer Engineering or Information Systems or in similar discipline. Experienced in Designing Highly Available Cloud Architecture with proven track record. Experience in implementation of latest security measures for safe keeping of infrastructure resources.	6 months
Software Engineer (Security)	Bachelors in Computer Engineering or Information Systems or in similar discipline Experience in implementation of system testing and security measures for safe keeping of website from malicious attacks. 3 years of experience in design and development of enterprise scale applications.	6 months
Software Engineer	Bachelors in Computer Engineering or Information Systems or in similar discipline Has Experience building back-end Development of the website and its systems.	6 months

	Strong command in web security application concepts. 2 years of experience in design and development of enterprise scale applications.	
Technical Documentation Writer	Bachelors in Computer Science/Engineering or Equivalent Strong command over English Language At Least 2 years of experience in technical documentation	6 months

Time Schedule

The consultant shall commence the work from the date of signing of the agreement and should complete within the period mentioned in the agreement. The duration of the assignment shall be of 6 months from work order date.

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration *(for National consulting firm only)*	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission **2075/76** *(for National consulting firm only)*	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
Qualification of Key Experts	*As per ToR*	*40%*
Experience of Key Experts	*As per ToR*	
B. Experience		
General Experience of consulting firm	*Should have at least 3 years of experience in the field of software development/support and/or IT consulting*	*50%*
Specific experience of consulting firm within last 7 years.	*Should have at least 3 years of experience in Information Security System Audit of Large scale systems*	
Similar Geographical experience of consulting firm	*In order to show geographical competence, provide the details required as per the attached format*	
C. Capacity		
Financial Capacity[1]	*Average annual turnover of*	*10%*

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[1] *Average turnover required shall not exceed 150% of cost estimate*

	best three years out of last seven years should be at least NRs. 2.5 Million	

Note : In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3.Experience *(General, Specific and Geographical)*

Form 4. Capacity

Form 5. Qualification of Key Experts

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: ....

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by *[Insert name of Client)* as Consultant for *{Insert brief description of Work/Services}.*

2. Attached to this letter are photocopies of original documents defining:

   a) the Applicant's legal status;

   b) the principal place of business;

3. *[Insert name of Client]* and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. *[Insert name of Client)* and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.²

5. All further communication concerning this Application should be addressed to the following person,

   [Person]

   [Company]

   [Address]

   [Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings

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² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed   :

Name   :

For and on behalf of (name of Applicant or partner of a joint venture):

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:

2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)

3. Date of Registration / Commencement of Business *(Please specify):*

4. Country of Registration:

5. Registered Office/Place of Business:

6. Telephone No; Fax No; E-Mail Address

7. Name of Authorized Contact Person / Designation/ Address/Telephone:

8. Name of Authorized Local Agent /Address/Telephone:

9. Consultant's Organization:

10. Total number of staff:

11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried *out*
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRS)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: **Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.**	

Firm's Name: _____

3(C). Geographic Experience

Experience of working in similar geographic region or country
(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	**Amount Currency**

- **Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years**

(Note: Supporting documents for Average Turnover should be submitted for the above.)

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)