



Government of Nepal
Ministry of Industry, Commerce & Supplies
Office of the Company Registrar
Tripureshwor, Kathmandu
REQUEST FOR EXPRESSION OF INTEREST
First Publication Date: **2075/04/13**

Office of the Company Registrar (OCR) invites Expression of Interest (EOI) for the **OCR INFORMATION SYSTEMS MAINTENANCE & SUPPORT and DATA CENTRES & HELP DESK OPERATION** at OCR. The budget for this has been allocated by the Government of Nepal.

The main objective of this assignment is to contract the services of a qualified consulting company/firm to support and maintain **OCR INFORMATION SYSTEMS MAINTENANCE & SUPPORT and DATA CENTRES & HELP DESK OPERATION** for the OCR by achieving the tasks as outlined in the TOR.

The consulting companies/firms, willing to provide the above mentioned consulting services are hereby requested to submit all the required documents as prescribed in the EOI form. The EOI document submitted by the consulting company/firm shall be accompanied by following documents:

1. Company/Firm Registration Certificate
2. VAT/PAN Registration Certificate
3. Tax Clearance Certificate of FY **2073/74**
4. Financial Statement of last three fiscal years
5. Company/Firm Contact Information
6. Company/Firm Profile (*should be compiled with documents that show the fulfilment of all legal obligations.*)

Interested consulting companies/firms or their authorized representative eligible to provide consultancy services upon submission of an application letter may obtain EOI document free of cost from **OCR** during office hour on all working day within 15th Day from the date of first publication of this notice. The instruction to consultant, evaluation criteria, scope of work, duration of work and other details of the project are mentioned in the EOI document.

The duly completed EOI documents in hard copy must reach to the address mentioned below in sealed envelopes at or before 12 NOON of the 16th day from the date of first publication of the notice.

Ministry of Industry, Commerce & Supplies
Office of the Company Registrar
Tripureshor, Kathmandu, Nepal
Tel. No. 4248276, 4261821

Duly Completed EOI documents received after the due date and time will be returned and not considered for evaluation.

The EOI submitted by consultant received by due date and within specified time will be opened at 2.00 PM on 16th day from the date of first publication of this notice at **OCR** in the presence of the applicant or their authorized representative. Absence of the applicant or their authorized representative however shall not obstruct or prevent the opening of the EOI in any way.

The shortlisted consultants will be invited to submit their Technical and Financial Proposal as per the Request for Proposal (RFP). During RFP process the consulting firm will be selected in accordance with quality and cost based selection procedure (QCBS).

The Office reserves the right to shortlist or not to shortlist any or all of the firms without assigning any reason whatsoever.