



# **Yesodhara Rural Muninipality**

Kapilvastu

## **Terms of Reference (TOR) Document Management System**

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## **Introduction**

Yashodhara rural municipality of Kapilvastu district under Lumbini Province is an important rural municipality. Yashodhara rural municipality is located in the middle south of Kapilvastu district. It is bounded on the east by Mayadevi rural Municipality, on the west by Maharajganj Municipality, on the north by Kapilvastu Municipality and on the south by neighboring India. There is a Madhesi majority in this village municipality. There is a majority of castes including Brahmin Muslim Kurmi Yadav Pasi Kalwar Chamar Mallah Dhobi Gupta.

It is a rural municipality formed by the former village development committee of Kapilvastu district Titirkhi Gauri Basantapur Parasohiya Baidauli Rangpur Somdih and Sihokhor. Its total area is 67.75 sq km, population is 44144 and center is Baidauli Kapilvastu.

Kudan (Lorik Kudan), the sacred site of Gautam Buddha located in the north of this village, which is important from the point of view of Buddhists and from the point of view of Sishaniyakot historical site to its east.

## Objectives:

The objectives of the Document Management System are listed below:

- To provide fast search and retrieval of documents.
- It reduces the amount of physical space used to store documents such as file cabinet, boxes and shelving.
- It helps in better organize of the existing documents.
- It reduces document lost and misfiled document problem.
- It provides streamline information and better workflow of the organizations.
- It includes the basic details of the documents as given below:

### ❖ Document Details:

- Date (**auto display today's date or can change if required**)
- Document type
- Related Voucher No
- Budget No
- Planning Title No

## Functional requirements:

- **Web-based, customized, easy to use interface, easy user navigation and lightweight system**
- **Multi-language Mode:**
  - The software should be in **Nepali** as well as in **English** language mode
  - Based upon user preference, the language mode of the software should be changed to *Nepali* or *English* mode upon single click on *Nepali or English mode* button link displayed somewhere on the header of the software
- **Centrally managed dashboard:**
  - Only authorized user should be able to access the system and utilize other features.
  - The sub-branches of the municipality should register themselves and manage their employees in the same system
- **Role-based user management:**
  - Role-based user management
- **Scalable:**
  - Should be based on open architecture to integrate new modules in the future.
  - Should store an audit trail (log) of each transaction by the role player.

- System should go through secure audit, and report should be delivered.
- **Report Generation:**
  - Should generate various reports for strategic planning.
  - Should support import/export open standard file (Excel, csv, JSON, API, etc.)
  - Should have provision for database backup.
  - Non-repudiation should be ensured for entered data.
  - Should be based on latest technology and should meet the document management system standards

## **Software Modules:**

The main modules of the Document Management System (DMS) are listed and described below:

- **Document Management**
  - The system should provide the provision of uploading and downloading the documents of the office by the authorized person only.
  - The system should receive the data from the client's computer and directly store it on the server.
  - The system should provide access to upload and retrieve the documents based on the user type i.e. Normal user, Admin, and Super Admin.
  - The maximum size for the document upload should be set to 2 MB. The system should allow the document of types JPEG, PNG, and PDF to be uploaded to the system
  - Normal users should be able to view and upload documents only.
  - Admin and super admin should be able to view the details of the documents and also retrieve them if necessary.
  -
- **Dashboard Management**
  - The system should have a separate dashboard for normal users, admin, and super admin, and based on the access level and role, the information, and services should be displayed on their dashboard.
  -
- **Reset Password Management**
  - The system should provide the provision of resetting the password when the normal user/admin/super admin forgets the password.
- **User Management**
  - There should be provision by the system to provide the authority to the users based on the accessibility of the information.

S.N.	User	Role	Access Level	Authority
1.	Normal User	<ul style="list-style-type: none"> <li>Should update and entry basic level documents</li> </ul>	<ul style="list-style-type: none"> <li>Should be able to view, edit and update own details only</li> </ul>	Low
2.	Admin	<ul style="list-style-type: none"> <li>Should assign the details of the documents</li> <li>Should authority to create and block normal user account.</li> </ul>	<ul style="list-style-type: none"> <li>Should be able to view, edit, update and delete the details of any events</li> </ul>	Medium
3.	Super Admin	<ul style="list-style-type: none"> <li>Should able to create the normal user and admin</li> </ul>	<ul style="list-style-type: none"> <li>Should be able to view, edit, update and delete the details of all documents details</li> </ul>	High

- The admin and super admin should also be able to search and view the details of the documents with the help of any of the following keywords or the combination of the following keywords:
  - Document type
  - Planning title
  - Budget No

## Features of Software:

### I. Document Metadata

Each document is usually stored along with its metadata, such as the date of storage and the identity of the person storing the document. The system can take metadata or request the user to provide metadata.

At Folder it, you can add a wide range of metadata including tags, notes, signers, data or due date, and much more to help keep our documents well organized and easy to access. We can even add our preferred data fields.

### II. Document Capture

Capture in document management required to the processing of paper documents through scanning to enable storage in electronic format. Capture also involves accepting documents in electronic format and other computer-based files into the system.

### III. Indexing

It required to track electronic documents stored in the system. It can be as simple as tracking document identifiers throughout the system or as complex as providing a specific classification for each document based on metadata or word indexes

taken from the content of each document. It used to make the retrieval process faster, efficient, and more accurate.

**IV. Storage**

The document is stored in a central repository (Internal server) for later retrieval. Rural Municipality server each document is stored within the system, how long it is stored, migration of documents through different storage media, and the eventual destruction of a document are needed.

**V. Document Retrieving**

The system required how a document is retrieved from the central storage. It is needed a complex process that regulates permissions and access to each document. It only needs to allow users to access documents by identifying unique identifiers of the document, such as metadata and specific search terms.

**VI. Document Versioning**

Versioning is basically a process through which a document is checked in or out of the system, giving users access to current or previous versions of the document. Documents change or are updated over time, which is where versioning comes in to ensure users can still access previous copies as reference. The folder provides better and easier version control of your documents. We can upload a new version of any document stored in the system while still preserving the earlier version and existing metadata. The system's highly efficient check-in and check-out feature allow us to even lock access to a document by other users when you are editing it.

**VII. Searching**

Searching allows users to find specific documents and folders using template attributes or via a full-text search. The folder has a powerful search that allows we to search for any document stored in the system via a wide range of attributes including the document's title and other metadata such as tags and signers.

**VIII. Sharing or distribution of documents**

An efficient document management system such as Folder it allows the regulated sharing and distribution of documents, sections of documents, folders, or even the entire account with any authorized person. The system has "View" permissions where the user can only see the document and "Edit" permissions where the user is allowed to edit metadata.

**IX. Document security**

The importance of document security is vital in any document management system. With the emergence of advanced security threats needed it is now mandatory to ensure that our documents are stored in a safe and secure central repository.

## **Support and Maintenance:**

Upon successful installation of the system, the system shall be handed over to YRM. The development firm shall provide training to respective staff, and provide setup and configuration support (intermittent and on-demand support) for a maximum of 2 months from the date of formal launching of the system.

For a period of 2 months, the consultant is expected to issue bug fixes in a timely manner. Security patches are to be implemented as per the IT Security audit report provided by Information and Communication Technology Pratisthan (ICTP). Furthermore, regular maintenance of the application components and configuration validations are to be Carried.

## **Deliverables:**

The firm should deliver:

- Fully tested system outlined in the section “Section (3.1), Software” and adjusted based on feedback and comments from the YRM team within the agreed timeframe and deployment of system.
- Full source code including all developed libraries shall be handed over to YRM.

## **Development firm Criteria:**

The development firm to be selected through the procurement procedure should meet the following criteria:

- Development firm must be a legal entity registered in Nepal.
- Development firm must have tax clearance up to the fiscal year 2077/78, according to the Government of Nepal.
- Development firm must not be blacklisted by any agencies of the Government of Nepal.
- Development firms must have solid knowledge of system security and system hosting.
- Development firm must have necessary qualification to provide user manual and training documents in English and Nepali.

## **Firm Responsibility:**

- Should follow the guidelines and standards mentioned by the Department of Information Technology
- Should follow Government Office Website Development and Management Directory, 2078
- Should coordinate and give periodic system development update to **Yasodhara Rural Municipality, Baidauli, Kapilvastu** during the development of the system
- Should deliver properly commented, well documented and standard source code including the libraries, every detail of the software development (including the technologies used in the front-end and back-end) in the form of software documentation and software user manual (in **Nepali** as well as in the **English** language) of the developed system to the **Yasodhara Rural Municipality, Kapilvastu** .

## **Key Human Resource, Qualification, and Experience required for Personnel:**



S.N.	Specialist/ Member	Qualifications and Experience Required	Person-days Design and other technical works for the project
1	Team Leader-1	<ul style="list-style-type: none"> <li>• Masters in Computer Science or Computer Engineering.</li> <li>• Thorough understanding of the Software Development Lifecycle.</li> <li>• At least of experience in implementing large-scale web systems.</li> </ul>	25 days
2	Database Designer-1	<ul style="list-style-type: none"> <li>• Bachelors in Computer Engineering or Information Systems or a similar discipline</li> <li>• Has at least five years of experience in developing enterprise-scale web applications.</li> <li>• Strong command in web security application concepts.</li> </ul>	25 days
3	Software Developer-1	<ul style="list-style-type: none"> <li>• Bachelors in Computer Engineering or Information Systems or similar discipline.</li> <li>• At least five years of experience in developing web systems.</li> <li>• Experience in implementation of latest security measures for safekeeping of system.</li> </ul>	25 days

### Working Arrangement

The team of CAO (Chief administrative officer) and Account officer (AO) from YRM, IT officer from YRM will perform the following task:

- Provide strategic direction to the development firm.
- Coordinate activities to ensure timely dissemination of system.
- Provide co-ordination of all resources.
- Monitor project tasks to ensure the timely delivery of work products

Development firm should perform the following task in overall Guidance of above designated team:

- The successful firm will participate in a debriefing session understand the overall project and expectations.
- Based on the debriefing session and this TOR, the company will develop a design concept for the system. The development firm will share the design of the system with the team.
- The development firm will develop the visual concept for the system adapting it to the different components outlined in the section “Section (3), Details of work” and adjusting it based on feedback and comments from the team.
- Development of front-end and document management system.
- Integration of system and final approval by team.
- Test system before going live.

### Remuneration Breakdown

क्र. स.	विवरण /शीर्षक	एकाई	परिमाण	दिन	अनुमानित लागत	
					दर	जम्मा (रुपैया)
१	टोली प्रमुख	जना	१	२५	८०००।	२०००००
२	डेटा बेस डिजाइनर (Database Designer)	जना	१	२५	४१९४	१०४८५०
३	वरिष्ठ प्रणाली विकास बिज्ञ	जना	१	२५	३६३९	९०९७५
४	अन्य खर्च (जडान खर्च , संचार, यातायात खर्च, तालिम खर्च आदि)	एकमुष्ट	१			१०४१३४
	जम्मा					४९९९५९

### परामर्शदाता फर्मले पेश गर्नुपर्ने कागजात

- फर्म दर्ता नवीकरण प्रमाणपत्रका प्रतिलिपी ।
- मुल्य अभिवृद्धि कर दर्ता प्रमाणपत्र ।
- आ.व. २०७७।७८ पौष मसान्त सम्मको कर चुक्ता प्रमाणपत्रको प्रतिलिपि।
- कार्यसम्पादन गर्ने तरिका, कार्यक्षेत्रगत शर्त प्रतिको प्रभावग्राहिता, समय तालिका र संस्थाको कार्यानुभव र संस्थाको जनशक्तिको योग्यता एवं अनुभवको विवरण र काम गर्ने जनशक्तिको बायोडाटा ।
- संस्थाको विस्तृत प्रोफाइल ।
- उस्तै प्रकारका कामको अनुभवको विवरण ।

- आर्थिक प्रस्ताव ।

### खरिद विधि, प्रस्ताव छनौट र सम्झौता:

सार्वजनिक खरिद ऐन र नियमावली अनुसार सूचिकृत फर्महरूबाट सोझै प्रस्ताव माग गरी खरिद गर्ने ,

- पेश भएका प्रस्तावहरू मध्ये न्यूनतम योग्यता पुगेका फर्मबाट पेश भएका आर्थिक प्रस्तावमा सबैभन्दा न्यूनतम रकम प्रस्ताव गर्ने फर्मसंग सोझै खरिद सम्झौता गरी खरिद गर्ने ।

### विधि:

Software निर्माण, विकास, जडानको लागी निम्न विधिको प्रयोग गर्नु पर्ने:

क. Requirement Analysis

ख. System Architecture Design

ग. Database Design

घ. Coding

ड. UI/UX Design

च. Network Security Assessment

छ. software testing-integration test, unit test

### परियोजना विकास प्रणाली

- Agile/scrum/waterfall/SDLC/extreme Programming/others

### समय सिमा

सम्झौता गरेको २० दिन भित्र सम्बन्धित निकायमा प्रणाली जडान गर्नु पर्नेछ ।

### भुक्तानी प्रक्रिया

सफ्टवेर जडान पछि जारी गरिएको कर बिजक अनुसार एकमुष्ट भुक्तानी गरिनेछ ।

.....  
Anil Kumar Ojha  
IT Officer  
Yasodhara Rural Municipality

.....  
Tej Bahadur Singh  
Chief administrative officer  
Yasodhara Rural Municipality

**\*\*Removed**

**Human resource removed as per Remuneration Breakdown (IT Engineer and System Analyst)**

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