

नेपाल सरकार
सञ्चार तथा सूचना प्रविधि मन्त्रालय
हुलाक सेवा विभाग
बबरमहल, काठमाडौं

मिति: २०८३/२/११

विषय: कोटेशन पेस गर्ने सम्बन्धी सूचना ।

यस विभागमा संचालनमा रहेका देहायका सफ्टवेयरहरूको स्तरोन्नती गर्नु पर्ने भएको हुँदा यसैसाथ संलग्न ToR अनुसारको कार्य गर्न प्राविधिक र आर्थिक प्रस्ताव मिति २०८३/२/१४ गते भित्र पेस गर्नुहुन सूचीकृत फर्महरूलाई यो सूचना आव्हान गरिएको व्यहोरा मिति २०८३/२/११ गतेको निर्णयानुसार अनुरोध छ।

१. Postal Ticket Management System (PTMS)
२. Personal Information Management System (PIMS)

ToR संलग्न छ।

२०८३/०२/११
शाखा अधिकृत

NEPAL GOVERNMENT
MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY
DEPARTMENT OF POSTAL SERVICE
BABARMAHAL, KATHMANDU

Terms of Reference for
Update, Support and Maintenance of POSTAL TICKET MANAGEMENT SYSTEM
(PTMS) and Personnel Information Management System (PIMS)

Kathmandu, Nepal

Background

Department of Postal Services need has been using Postal Ticket Management System (PTMS) software for keeping up-to-date information on current Postal ticket inventory and revenue generated from postal ticket sales at a glance. The software collects information on postal ticket inventory, distribution of postal tickets, sales of postal tickets, and sales of postal tickets for philatelic purposes and makes a control mechanism in postal ticket management. The system has been developed to run in the network within Postal Services Department and its subordinate Offices. By using the application, it has become easy to generate Postal ticket related information any time needed along with generating the reports of revenue, stocks, distribution of tickets. The Administration section manages Personnel Information Management System (PIMS) software to manage information of staff under the department as well as various offices under the department. The application allows users to enter the basic information of the staff as well as job history, transfer, promotion, and other data of staff. For smooth functioning of the applications, the department needs regular update, maintenance and support services from technicians. Additionally, users of the systems have identified issues that need to be updated form improving the performance of the software in future. This TOR has been developed to obtain the services of updating features of the applications and providing support and maintenance services for the fiscal year 2082/83.

Objectives

The primary objectives of the task are as follows:

- to update the web-based systems (PTMS and PIMS) to manage information of postal tickets and staff
- provide orientation to users of the system
- provide technical support and maintenance service

Scope of the Job

The jobs that need to be performed are as follows:

- **Part 1: Postal Tickets Management System Software Update**
 - Replace the current table in dashboard with a pie chart, to show the total income, expenditure and net stock. Should be customized such that every user sees only the data of that particular office.
 - Link Dainik Rajaswa Dakhila module to maag form module such that the vouchers added in dakhila can be selected while entering the maag form detail transactions.

Restrict double entry of rajaswa vouchers by integrating the dainik rajaswa dakhila with maag form entry module

- Develop new report for sampurti section and mulbhandar (**Expenditure of tickets**)
 - Display tickets sent to each
 - Province
 - District
 - Office
 - Also allow users to view the reports for all provinces, districts or offices at once as well
- Develop new report for sampurti section and mulbhandar (**Statistics of stamps**)
 - Show combined income and expenditure of Mulbhandar and sampurti that shows stock from last year, printed tickets for this year, expenditure and remaining stock.
- Develop new report for revenue collection from whole country, based on daily revenue entry from users.
- Develop new report for revenue vouchers sent by districts and all the offices while demanding tickets from higher offices.
- Update the Maagform Module as per following:
 - Allow upper level user to send back the maag form to sender of the maag form
 - Restrict users to edit the maag forms after sending the upper level offices
 - Allow upper level offices to send the maag forms back to senders for corrections if any mistake entries are made by the senders
- Update letters module
 - Allow users to edit letters. The letters should be allowed to be edited before they are received by central user. Once received by central users, the letters should not be edited by the office users
- Update User Manual
 - Update the user manual of the system after making the changes
 - Develop a video tutorial of the application
- Develop module to enter the following information
 - Minaha
 - Destruction of tickets

- Update module for foreign ticket
 - Philatelic users should be able to enter the foreign tickets received.
 - User should also be able to add record of tickets sent to foreign countries
 - Integrate this in report to show the foreign tickets received and local tickets send.
- Develop new module for FDC transaction
 - Users should be able to add FDC names, published year and rates.
 - Transaction part to add the income of FDC
 - Transaction part to enter the expenditure of FDC
- Develop Report for FDC
- Update Ujrati Module

The current process allows the user to send ujrati to lower level offices, the stock remains in the sending office but subtracted in the report only. New feature need to be added in the module such that users are able to renew the ujrati once the stock is cleared/sold from ujrati taking office. Update the renewal module for renewing the ujrati module.

- Provide search feature in sampurti and demand form's main page.
- Update existing reports of the application as per the changes made
- Update reports of the application as per the changes made

- **Part 2: Update Personnel Management Information System (PIMS)**

- Update the Job Exit module

Currently, the job exit module has issues displaying data by segregating them as per following sub modules. Display the data by filtering as per the module button clicked by the users. Separate data based on the following sub-modules:

 - Resign
 - Death
 - Normal Retirement
 - Voluntary Retirement
 - Punishment
- Update the following options to Atirikta Karmachari report
 - Print Option
 - Export option

- Update the lok sewa maag report. Correct the bug in the module
 - Solve the error in Contract Staff Report
 - Verify the existing data and remove inconsistent data (for example duplicate staff information)
 - Add Staff Delete option in the main staff module. Make sure no staff is deleted if it contains child data.
- **Part 3: Support and Maintenance**
 - Provide technical support and maintenance service till the end of fiscal year 2082/83
 - Be available physically at the department or from remote assistance and take part in solving issues of the software
 - Bug Fixes: Identify and resolve software bugs or glitches that may affect performance or functionality.
 - Update user manual as changes made in the application

Technical Skills and Expertise

1. Minimum 3 years web-based application development experience.
2. Experience in programming in web scripting languages.
3. Experience with My-SQL databases.
4. Company objectives should be associated in some of the work area identified in the scope of the work provided

Reporting Mechanisms

The consultant firm will work under the direct supervision of the concerned head assigned by **the Department** and reporting milestones set by the concerned head.

Deliverables

The consultants should deliver the following components at the handover of the system

- The updated applications hosted in the server
- Source Code in USB Drive
- Work Completion Report
- User Manual

Duration of the Assignment

The time required for updating and launching the application is 2 months and support period should be throughout fiscal year 2082/83.

Payment Mode

Department of Postal Services will pay the fees at the completion of the system update and installation of the updated system in the server.