

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service:  
Mechinagar/QCBS/075/76-01**

**Method of Consulting Service: National**

**Project Name : EOI for preparation of Municipality and ward level Profile**

**EOI : Mechinagar/QCBS/075/76-01**

**Office Name: Mechinagar Municipality Jhapa**

**Office Address: Itabhata,Jhapa Jhapa**

**Funding agency : Internal Resources**

## **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

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## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Mechinagar Municipality Jhapa

Date: 30-10-2018 00:00

Name of Project: EOI for preparation of Municipality and ward level Profile

1. Government of Nepal (GoN) has allocated fund toward the cost of EOI for preparation of Municipality and ward level Profile and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Mechinagar Municipality Jhapa now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Municipality and ward level profile preparation
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Mechinagar Municipality Jhapa, Mechinagar Municipality Jhapa Itabhatta, Jhapa Jhapa Nepal during office hours on or before 30-10-2018 00:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [www.mechinagarmun.gov.np](http://www.mechinagarmun.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) MECHINAGAR MUNICIPALITY ITABHATTA, JHAPA on or before 14-11-2018 12:00
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 50.0 %, Experience 40.0 %, and Capacity 10.0 % 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**

# 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.
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. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 12:00,14 NOV 2018. Expected date of commencement of the assignment is 03-01-2019.
6. A Consultant will be selected in accordance with the National method.
7. 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).
8. 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.
9. 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 EOI for preparation of Municipality and ward level Profile.The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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**



**EXPRESSION OF INTEREST  
(EOI)**

**Title of Consulting Service: Mechinagar/QCBS/075/76-01**

**Method of Consulting Service: National**

**Project Name: Preparation of Digital Municipal and ward level Profile**

**EOI: MECHINAGAR/QCBS/075/76-01**

**Office Name: Mechinagar Municipality**

**Office Address: Itabhata, Jhapa, Province no. 1, Nepal**

**Funding agency: Internal  
Resource**

## Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
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**A. Request for  
Expression of Interest**

# Mechinagar Municipality

## Office of Municipal Executive

Itabhata, Jhapa  
Province no. 1, Nepal

### Expression of Interest & Request for Proposal

First Date of Publication: 13-07-2075

1. Mechinagar Municipality has allocated a fund through Municipal Council toward the cost of Consulting Services as mentioned below and intends to apply a portion of this budget to eligible payments under the Contract for which this Expression of Interest and Request for Proposal is invited for National consulting service
2. The Mechinagar Municipality now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services
3. Interested eligible consultants may obtain further information and should collect the EOI document from Office of Municipal Executive, Mechinagar Municipality, Mechinagar, Jhapa during office hours on or before 2075-07-27 by submitting the written request for documents on the official letter head of Consultants and shall attach the Office Registration, VAT Registration and Tax Clearance of F/Y 074/75 (or Extension letter).
4. Consultants may associate with maximum two other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered through hand or Currier on or before 2075-07-28, 12:00 Noon
6. In case the last date of obtaining and submission of the EOI documents happens to be on holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
8. Minimum score to pass the EOI and RFP is 70

S.N.	Name of Service	Name of Service	Remarks
1	Mechinagar/QCBS/075/76-01	Preparation of Digital Municipal and ward Profile	IOE

## **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.
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 5 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 4 months. Expected date of commencement of the assignment is 03-10-2075.
5. A Consultant will be selected in accordance with the National method.  
Expression of Interest should contain following information:
6. (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
7. (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).

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
8. be clearly marked as "EOI Application for Short-listing for the Consulting Service for Mechinagar Municipality and wad levelprofile
  9. The Envelope should also clearly indicate the name and address of the Applicant.

- The completed EOI document must be submitted on or before the date and address mentioned in the "Request for
10. 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**

**Terms of Reference (ToR)**  
**For**  
**Preparation of Digital Municipal Profile**

**Mechinagar Municipality, Jhapa**  
Province No. 1, Nepal



## **Background**

'Political Transition' of Nepal has come to an end after the proclamation of present Constitution of Nepal and its implementation after the successful completion of the election of all levels recently. Nepal's political system has undergone a substantive change with the implementation of the present Constitution based on the political principle of Federal Democratic Republicanism. Government of Nepal has restructured the country into 753 local levels. The local levels exist at the bottom, provincial at the middle and federal (central) at the top level according to the constitutional provisions in the hierarchy of present state mechanism. The Constitution has envisioned that the local levels are the functional and autonomous entities working to serve people as a complete package of government in themselves.

On this specific context, Municipalities and Rural Municipalities are in urgent need of objective and authentic data (quantitative and qualitative) on geography, society, culture, economy, environment, health, education, drinking water, sanitation, service delivery, vital registration, natural resources, tourism and so. Long-term planning and development of local levels depend on the availability of authentic and accurate data.

On the other hand, Schedule 8 of the Constitution has enlisted the rights of the local level to be exercised to ensure their autonomy. One of the rights in the list is to conduct and keep an updated record of household data collection on the multiple sectors aforementioned. Therefore, this project aims to prepare a complete profile of the Municipality on the basis of secondary data collection from relevant government and other institutions, census reports of CBS, Municipal Ward Office, and community based organizations and other social groups.

## **Rationale**

First hand comprehensive data on multiple sectors related to local levels is of utmost importance since this will help identify valuable means and resources available in the local levels, find new avenues of development and prepare master and periodic plans on multiple sectors for a long future. The Constitution and the Local Government Operation Act 2074 have clearly articulated the obligations of Integrated Urban Development Plan, strategic plans based on the profile by the local levels. The rationale of ToR is self-justifiable since data collection and preparation of a complete profile of the Municipality for the multi-sect oral planning.

## **Objectives**

The key objective of this project is to prepare an all-inclusive and comprehensive profile of the targeted municipality incorporating first-hand data and the institutional data. Specific objectives of this task are:

- Historic Background and Introduction of Municipality
- Local festivals ,Jatra, Fair,,religious places,and touristal area
- Present land use regulation and pattern,agriculture land and irrigable land pattern
- forest within municipality forest ,community forest, and leasehold forest if aaplicable
- Road Network, to access neighbor Municipalities
- Municipality, Strengths, Weaknesses, Opportunities,
- Development possiblity on agriculture, Hydropower, Tourism, and industries
- Population,growth rate,sex wise data,dissabled,religious,cast
- School,Campous,non formal education institutions
- Early child development centre
- Bhu swamito Sambandhi bibran
- Registration, Matriculate
- Health service and nutrition
- Budjet allocation trend on targated people and community ,real expenses reality

- Sources of Water, water users community and its financial condition, Natural water resources,
- Present condition of road network
- Municipality electrification
- Telecommunication description
- solid waste Management
- Nagar sewa prabaha bibaran
- description of business centre
- Play Ground, Park and Children Park
- National and international NGO Office
- Tole organization within Municipality
- Cottage industries, and description of industrial business
- Main project and programme lunched by municipality
- Municipality organization chart and staff description
- Government office within this organization
- Municipality Map and location central office and ward office
- Political Parties within Municipality
- The differences between land use pattern at present and before
- The differences that came into picture on use of agriculture land since before 20 years
- Preparation and distribution of profile tamplet
- Collection of collected data from reliable resources
- Processing the data accordingly
- Data analysis
- Data interpretation
- Report finalization
- all above data should be collected ward wise and report submission should be accordingly

## **Scope of the work**

The range of the tasks for the data collection and institutional data compilation will include:

- reviewing household data collection questionnaire and make necessary amendments,
- reviewing institutional data collection questionnaire and make necessary amendments,
- developing a guidelines for data collection for the enumerators, municipal coordinators, social mobilizes and concerned others,
- Orientation to Ward chairman and members as the task is mostly related to them.
- training, deploying and supervising municipal coordinators, social mobilizes, enumerators for household and institutional data collection,
- Preparation of profile and validation of the data collected.
- Technical support to update data for one year to make office staff capable enough.

## **Methodology**

Study of secondary references and table work will be the basis of the methodology:  
Literature review of existing information available from local and central institutions.

A team of expert be deployed from consulting firm,

Social data collection from public places and relevant institutions.

Study of secondary references like;

The Constitution of Nepal,

relevant laws and bylaws,

Human Development Indices,

previous profiles and essential information related to commerce, tourism, education, environment, health, culture, history, infrastructure, natural resources.

Systematic compilation, processing and interpretation of data will needs to be made to give a final shape of the Digital Municipal Profile.

## Expected Output

- The consultant shall prepare a complete profile comprising of relevant data and information
- Demographic like population chart, migration trend. and growth trend etc;
- Socio economic like health and educational, gender, income, and occupation,
- Resource base of the area like agriculture, industries, trades, tourism(incoming and outgoing flow of goods, occurrence of weekly markets/Hat bazaar) etc;
- Physical and Social Infrastructures like road, electricity, telecommunication, water supply drainage and sewerage etc.
- Existing Land use pattern/classification Agriculture, Forest, road, residential areas, urban areas, commercial, institutional, open spaces. Play grounds, rivers, lake, pond, religious centers/areas.
- Environmental status like sanitation, solid waste, pollutions
- Ward and town level problems, development potentials and challenges
- Maps as per necessary
- An up to-date profile shall be prepared comprising of base-line information of the existing physical, social, environment financial and organizational state of the municipality. Apart from the key statistics, such base line information shall also include textual descriptions, maps, and key problems prevailing in the wards and the municipality.

### Deliverables

S.N.	Deliverables	Working Weeks																
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>				
1	Preliminary overall preparation and planning (questionnaire finalization, central level stakeholder meetings)																	
2	Preparation of tamplet and training for enumerator as well as municipal coordinators																	
4	Data collection from relevant institutions																	
5	Data processing and analysis																	
6	Preparation of draft profile																	
7	Preparation of draft report (for feedback)																	
8	Final projects report (data interpretation)																	
9	Submit complete profile to Municipality																	

## Role of the Consultant:

- i. Consultant shall be responsible to supply technical personnel as stipulated to work under the team leader.
- ii. Consultants personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader.
- iii. Consultant shall remain in Municipality (not less than one third of total assignment period) until plan preparation is complete and submitted to the Municipality.

Consultant shall manage logistics necessary for the assignment.

Consultant shall be responsible for undertaking necessary transfer of knowledge programs that required in connection to plan preparation.

Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader.

## Team composition

**Team Composition, Task Assignments**

Position Assigned	Qualification	Task Assigned
<b>A) Professionals Staffs</b>		
Team Leader	<ul style="list-style-type: none"> <li>• Masters in Urban Planning/Geography/Sociology</li> <li>• 10 years Experiences in Planning Works such as Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, Integration Development Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall coordination of the project.</li> <li>• Overall guidance to the team members regarding developing methodologies, data collection, report writing in order to complete the assigned task in the stipulated time.</li> <li>• Overall coordination and communication with different stakeholder's viz., municipality and other institutions regarding administrative, financial, technical matters for the smooth mobilization of the study.</li> <li>• Define roles and responsibilities of each team members.</li> <li>• Organize municipal and wards level interaction programs and workshops for information collection, identification of problems, potential and opportunities</li> <li>• Stationed in field and involve in the preparation of Municipality Profile at all level</li> <li>• Moderate the possible misunderstanding and disputes during the plan making process among the client and the consultant, and similarly among the community within the study area.</li> <li>• Write report and give final form to the overall report written by different personnel in their expertise</li> </ul>
Sociologist	Master Degree in Sociology/ Anthropology/ Rural Development/Population and Related Field <ul style="list-style-type: none"> <li>• 10years Experiences in Planning Works</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the checklist and questionnaire regarding the economic and financial sector for the workshop, key informants, reconnaissance survey and detail field survey.</li> <li>• Analysis of the collected data / information and identify problems and potentials</li> <li>• Participate in vision defining workshop</li> <li>• Assist the thematic groups in the preparation of Social</li> </ul>

	<p>such as Preparation of Digital Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, Integration Development Plan.</p>	<p>development plan</p> <ul style="list-style-type: none"> <li>• Prepare Municipality Profile document on the part of Social Development Plan</li> <li>• Prepare the checklist and questionnaire for the survey related to Social Development</li> <li>• Analysis of the collected data / information and identify problems and potentials</li> <li>• Discussion (meeting) with the concerned organizations, person to collect necessary information</li> <li>• Participate in vision defining workshop</li> <li>• Assist the thematic groups in the preparation of Social Development Plan</li> <li>• Prepare Municipality Profile document on the part of Social Development Plan</li> </ul>
Urban Economist/Financial analyst	<ul style="list-style-type: none"> <li>• Master in MBA/Economic</li> <li>• 7 Years after master degree</li> <li>• experience in specific work like profile/ IUDP/IDP/MTMP</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the checklist and questionnaire regarding the economic and financial sector for the workshop, key informants, reconnaissance survey and detail field survey.</li> <li>• Analysis of the collected data / information and identify problems and potentials</li> <li>• Participate in vision defining workshop</li> <li>• Assist the thematic groups in the preparation of economic development plan</li> <li>• Prepare Municipality Profile document on the part of Economic Development Plan</li> </ul>
IT Expert	Master Degree in Information Technology/Computer Science and Engineering	<ul style="list-style-type: none"> <li>• Coordinate with team member</li> <li>• Participate in vision workshop</li> <li>• Develop web page and Software programming</li> </ul>
Statistician	Master Degree in Statics/Mathematics experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> <li>• Prepare the checklist and questionnaire regarding the sector for the workshop, key informants, reconnaissance survey and detail field survey.</li> <li>• Analysis of the collected data / information and identify problems and potentials</li> <li>• Discussion (meeting) with the concerned organizations, person to collect necessary information</li> <li>• Participate in vision defining workshop</li> <li>• Assist the thematic groups in the preparation of Development Plan</li> <li>• Prepare Municipality Profile document on the part of Development Plan</li> </ul>
Civil Engineer	Bachelor in civil engineer 7 Years' experience in related field experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> <li>• Prepare the checklist and questionnaire regarding the geological features for the workshop, key informants, reconnaissance survey and detail field survey.</li> <li>• Extensively participate in the data collection process and its interpretation mostly concentrating on the physical infrastructure.</li> <li>• Participate in vision defining workshop</li> <li>• Do the SWOT analysis</li> <li>• Write report in the relevant sector in several phases and support the team leader in producing development plan of the periodic plan</li> </ul>
GIS Expert	<ul style="list-style-type: none"> <li>• Master degree's in GIS</li> <li>• 7 years Experiences in GIS Related work Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of GIS map like density map, Population distribution map, Population growth ,map, Location map etc.</li> <li>• Coordinate with the other team members</li> <li>• Participate in vision defining workshop</li> </ul>

	Works such as Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, MTMP, Integration Development Plan.	
Computer Operator	Intermediate any subject with computer subject experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> <li>• Coordinate with the other team members</li> <li>• Participate in vision workshop</li> <li>• Data entry and Report formatting</li> </ul>
Field Enumerators	Intermediate any Subject experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> <li>• Coordinate with the other team members</li> <li>• Participate in vision workshop</li> <li>• Data collection</li> </ul>

### ***Completion and Submission of Reports for municipality***

<b>Reports</b>	<b>Date</b>	<b>No. of copies</b>
1. Inception Report	Within 3week from the date of contract agreement.	2 sets hard copies and soft copies
2. Field/Interim Report	Within 6 weeksafter inception Report	2 sets hard copies and soft copies
3. Draft Report	Within 3 weeks after field report.	2 sets hard copies and soft copies
4. Final Report	Within 2weeks after submission of draft report	3 sets hard copies and soft copies 1 set of ward wise profile

#### **1. Mode of Payment**

If not indicated otherwise in the contract documents, the mode of payment for the assigned task will be as per the following schedule:

- 20% of total amount after acceptance of Inception Report
- 25% of total amount after acceptance of Field Report
- 25% of total amount after acceptance of Draft Report
- 30% of total Amount after acceptance of Final Report

Payments will be normally made within 15 (Fifteen) days of receipt of the invoices and progress report, subject to the submission and approval of the reports required to be made with respect to the invoiced services.

## **D. Evaluation of Consultant's EOI Application**

## 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

Sl. No.	Criteria Title	Compliance
1	Corporate Registration of Firm(s)	
2	Tax Clearance/Tax Return Submission of Firm(s) of fiscal year 74/75 (or Extension letter)	
3	VAT/PAN Registration of Firm(s)	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	JV agreement in case of JV (maximum no. of JV partners shall be 3 no.)	
10	Minimum years of firm establishment shall be 4 years for Lead firm or single entity firm	

### ii) EOI Evaluation Criteria

#### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per Terms of Reference
2	Experience of Key Experts	As per Terms of Reference

**Score: 50.0**

#### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm (shall be evaluated in combination of lead and other JV partners)	Prior experience in conducting any engineering study of Municipal projects (Municipality Ring Roads, Municipal Bridges, Municipal Transport Master Plan, Land Use Plan Integrated development Plan, Tourism Development Master Plan) successfully completed within last 5 years (Consulting service of fees less than NRs 1 million with VAT shall not be considered for evaluation)



2	Specific experience of consulting firm within last 5 years (shall be evaluated in combination of lead and other JV partners)	Preparation of Municipal and Rural Municipal Profile, Integrated Development Plan of Rural/Municipality, Periodic Plan of Municipality, City Renovation Plan of Municipality.
3	Experience in Similar Geographic Region (shall be evaluated in combination of lead and other JV partners)	Planning related any engineering works.

**Score: 40.0**

**C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Firm should have Average Annual Turnover of best three years within last five years of Nrs 4 million
2	Equipment/Office Accomodation Capacity	Photocopy/Printer (A3-A4)-1 Color Printer (A3-A4 ) -1 Computer-5 Office Space

**Score: 10.0**

**Minimum score to pass the EOI is: 70**

## **E. EOI Forms & Formats**

## **E.EOI Forms&Formats**

Form 1. LetterofApplication

Form 2. Applicant's information

Form 3.Experience(*General,SpecificandGeographical*)

Form 4. Capacity

Form 5. Qualification ofKeyExperts

## Standard EOI Document

### 1. Letter of Application

(Letter head 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 here by 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.
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 process and we have not been punished for an offense relating to the concerned profession or  
\_\_\_\_\_
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.

**Standard EOI Document**

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):**

## **Standard EOI Document**

### **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;

FaxNo;

E-MailAddress

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, or each joint venture partner for this assignment.)*

**Standard EOI Document**

**3.Experience**

**3(A).General WorkExperience**

*(Details of assignments undertaken.Each consultant or member of a JV mustfill inthis form.)*

<b>S. N.</b>	<b>Nameof assignment</b>	<b>Location</b>	<b>Valueof Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Descriptionof workcarried <i>out</i></b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments under taken 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; IN Nepalese Rupees)
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;
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

  
  

\_\_\_\_\_



**Standard EOI Document**

**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)*

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

**Standard EOI Document**

**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

- **AverageAnnualTurnover**

--

*(Note:Supporting documents for Average Turnover should be submitted fortheabove.)*

**4(B). Infrastructure / equipment related to the proposed assignment**

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<i>1.</i>		
<i>2.</i>		
<i>3.</i>		
<i>4.</i>		
<i>5.</i>		

**5.Key Experts** *(Include detailsofKeyExperts only)*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>WorkExperience (inyear)</b>	<b>Specific Work Experience (inyear)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

## **D. Evaluation of Consultant's EOI Application**

# 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

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	25
2	Experience of Key Experts	25

Score: 50.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	
3	Similar Geographical experience of consulting firm	

Score: 40.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	

Score: 10.0

Minimum score to pass the EOI is: 70

## **E. EOI Forms & Formats**

## **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



**Standard EOI Document**

**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.<sup>1</sup>
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 and we have not been punished for an offense relating to the concerned profession or

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<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

**Standard EOI Document**

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):**

**Standard EOI Document**

**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.)*

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

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

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

**Standard EOI Document**

**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; US\$ or Euro) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**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)*

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

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

--

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

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.



**Standard EOI Document**

**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)*

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

(Please insert more rows as necessary)