

# **Expression of Interest (EOI)**

## **Title of Consulting Services “VYAS MADI VALLEY INTEGRATED RIVER DEVELOPMENT PROJECT (VMVIRDP)”**

### ***National* Consulting Service**

**Project Name : VYAS MADI VALLEY INTEGRATED RIVER  
DEVELOPMENT PROJECT (VMVIRDP)**

**EOI:** *01/076/077/Consultancy*

**Office Name :** *Vyas Municipality, Office of Municipal Executive*

**Office Address:** *Damauli, Tanahun, Gandaki Province, Nepal.*

**Issued on:** *17<sup>th</sup> Poush, 2076*

Financing Agency: **Province Government and Local 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

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## A. Request for Expression of Interest

Vyas Municipality  
Office of Municipal Executive  
Damauli, Tanahun, Gandaki Province, Nepal.

Date:2076/09/17

Name of Project: Vyas Madi Valley Integrated River Development Project (VMVIRDP)

1. Vyas Municipality has allocated fund toward the cost of **Madi Valley Integrated River Development Project (VMVIRDP)** 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 Vyas Municipality now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services:

### **short description of objectives**

- To promote mixed use (residential, industrial, institutional, commercial) along the river corridor & support economic development of the community through trade & tourism
- To create pollution free river front parks and recreational facilities
- To create water storage facilities (reservoir created by cascades, control systems, Dams) to fulfill water demand during dry season and for irrigation purpose
- To protect natural environment, biodiversity, aquatic diversity, forests and agricultural land from haphazard growth
- To conserve indigenous values, culture and religious significance of the river/riverfront areas in order to promote cultural tourism and boost local economy
- To reduce risk of erosion and flooding in flood prone areas

### **scope of the assignment**

- i) Pre-Feasibility study,
- ii) Development Plan
- iii) Feasibility Study and
- iv) Detail Project Report.

Interested eligible consultants may obtain further information and EOI document free of cost at the address **Vyas Municipality, Office of Municipal Executive, Damauli, Tanahun, Gandaki Province, Nepal** during office hours on or before **2076/10/02, 4:00 PM NST** or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website <http://vyasmun.gov.np/>

3. Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or manually to the address **Vyas Municipality, Office of Municipal Executive, Damauli, Tanahun, Gandaki Province, Nepal** on or before **2076/10/03, 12:00 PM NST**.
5. 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.
6. EOI will be assessed based on **Qualification 50 %, Experience 40%, 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.
7. Minimum score to pass the EOI is **60**.

## 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, company, organization**.
4. The assignment has been scheduled for a period of 6 **months**. Expected date of commencement of the assignment is Shrawan,2077.
5. A Consultant will be selected in accordance with the **Quality and 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.
8. 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 **Madi Valley Integrated River Development Project (VMVIRDP)**. 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.
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. TOR

### TERMS OF REFERENCE

#### “VYAS MADI VALLEY INTEGRATED RIVER DEVELOPMENT PROJECT (VMVIRDP)”

##### 1. BACKGROUND

“Vyas Madi Valley Integrated River Development Project” is a planned development effort for Sustainable Basin Development. The project’s goal is to optimal use of Madi River valley for the benefit of residents of Vyas Municipality, and the community at large through physical, social and economic development of the river

Historically, rivers were used for multiple purposes--transportation, irrigation, quarrying sand and boulder for generating electricity. However, with changing time and context, the use of river valley has been extended to other uses such as recreation, industrial, commercial, residential purpose and tourism promotion.

The Vyas Madi Valley IRDP will identify ways to unlock the potential of the Madi River and set a framework for the holistic and sustainable use of this significant natural resource. It will set the direction for coordinated future protection, management, development of the Madi River, for implementation collaboratively across a range of stakeholders.

The Vyas Madi Valley IRDP will firstly investigate the ‘State of the Madi’ by identifying existing cultural and environment values. It will identify infrastructure and services needed to support development of the river and river front and establish measures for the long-term protection and conservation of the natural environment. It will determine key priorities and set a timeline for implementation with clearly shared responsibilities between Federal, Provincial and Local Governments, including budgetary implications. The planning process will ensure the participation of the entire municipality, its citizens and key stakeholders in identifying the most appropriate approach and solutions that will achieve local prosperity.

##### 2. Purpose

Globally, integrated river valley development projects play a significant role in effectively utilizing water resources, and surrounding areas that assist in developing an economically self-reliant local community. Moreover, well planned integrated development facilitates the most effective use of river resources including source of water, water transport and water tourism. Additionally, well planned and executed river valley management projects not only uplift economic status of the immediate community, but also can lower the risks of natural disasters such as flooding and landslides. In Nepal there are very few good examples of river and river front development. We can, however, reflect on past decisions and outcomes of the Bagmati, and other rivers and learn their successes and mistakes.

##### 3. Vision

“Vyas Madi Valley Integrated River Development Project” envisages a **‘Water Based Prosperity’ of the Valley** in the long run. The Madi River and its diverse surrounding landscape will continue to provide many benefits for Vyas residents and visitors. It is a place of cultural and landscape significance and a natural resource for agricultural and industry, areas of leisure and recreational activities as well as a key biodiversity corridor. Moreover, this implies utilizing, upgrading and safeguarding Madi River and its surrounding areas through systematic development of Institutional, Commercial, Industrial and Recreational uses with due sensitivity and respect to existing environment and socio-cultural values. Furthermore, Vyas Madi Valley IRDP will also;

- Support a healthy and clean river;
- Allow for sustainable urban and population growth;

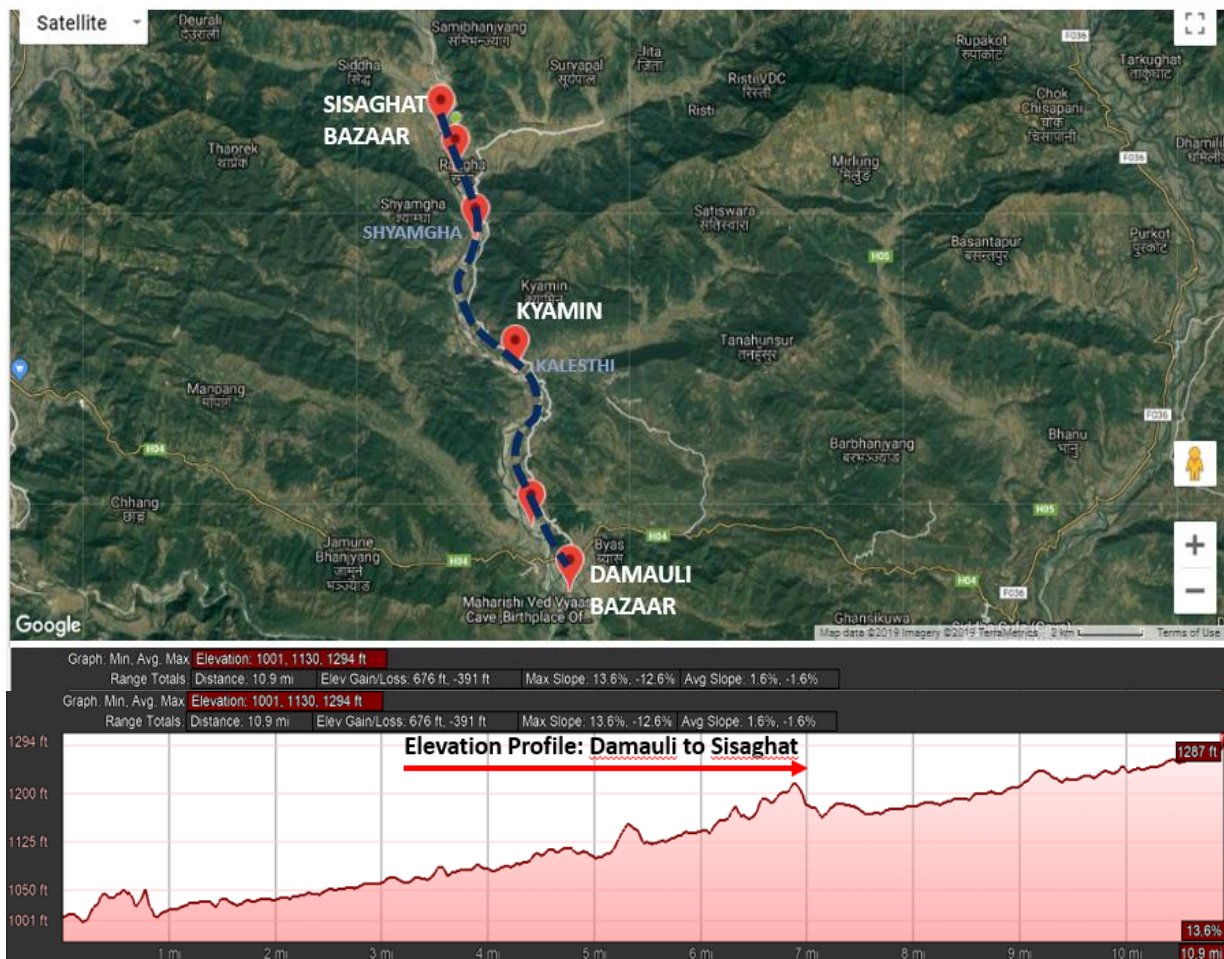
- Create tourism and business opportunities;
- Provide access for all abilities;
- Protect existing livelihoods of local communities, Bote and Majhi, long associated with the Madi River.

Water based prosperity is envisioned in all 4 dimensions -- Physical, Social, Economic and Environment.

#### 4. Project Area

The project area lies approximately 150 km West of Kathmandu in Tanahu District, Gandaki Province of Nepal. The prospective river stretch targeted for riverfront development starts from the confluence of Seti-Madi River in Damauli and up to Sisaghat Bazaar which spans nearly 18 km in distance. The envisioned river stretch for riverfront development is shown in Madi River is one of the major tributaries of Narayani River of Gandaki basin. It meets the Seti River in Damauli and flows South to meet with Trishuli. Originally, Madi River was formed by enormous ice sheets melting from Annapurna Himalaya. It is a perennial snow fed river. It does not dry out seasonally unlike other rivers. The confluence of Seti and Madi River is also known for its religious importance. As per Hindu Mythology, the great sage Ved Vyas of Hindu religion was born in the confluence of Madi and Seti River after Parasar Rishi and Matsyagandha, a boat girl copulated under the cover of a dense fog that even now covers Damauli. Madi River is surrounded by forests, alluvial plains, hills and settlements on either side. The major tributaries of Madi River are Sange Khola, Kalesti Khola, Risti Khola, Handikhola etc.(source: google map). The average annual precipitation of the project area is 2,394 mm (source: climate-data.org/asia/nepal/western-development-region/damauli). The project area experiences subtropical to temperate climate.

Figure 1 Proposed River Stretch (Damauli to Sisaghat Bazaar)



## 5. Objectives

The Vyas Madi Valley IRDP broadly aims to develop a plan to comprehensively and sustainably utilize existing water resources and its surrounding area for economic, social and environmental advantage of the local community by establishing multiple and diverse development projects in the area. More specifically, following are the key objectives of the project.

8. To promote mixed use (residential, industrial, institutional, commercial) along the river corridor & support economic development of the community through trade & tourism
9. To create pollution free river front parks and recreational facilities
10. To create water storage facilities (reservoir created by cascades, control systems, Dams) to fulfill water demand during dry season and for irrigation purpose
11. To protect natural environment, biodiversity, aquatic diversity, forests and agricultural land from haphazard growth
12. To conserve indigenous values, culture and religious significance of the river/riverfront areas in order to promote cultural tourism and boost local economy
13. To reduce risk of erosion and flooding in flood prone areas

While fulfilling the abovementioned objectives, the conservation of native flora/fauna, aquatic life, ecological values along with Madi river tributaries is also to be taken into consideration. Besides this, "River Health" is equally important which implies protecting the river from pollution and from activities which directly/indirectly destroy the original properties/values of the river.

## 6. Potential River Front Development Projects

Based on series of discussion carried out by Vyas Municipality with ward representatives, senior advisors and stakeholders, following projects are identified as Potential River projects to be included under "Vyas Madi Valley Integrated River Valley Development Project. However, the potential riverfront projects are not limited to the following only. Consultants are open to come up with better opportunities and ideas.

1. Mixed Use development along the proposed river corridor (housing, commerce, industries, educational facilities etc.)
2. Creation of artificial Lake (pond)
3. Development of recreational facilities (parks, jogging areas, playgrounds, sports, boating, fishing etc.)
4. Housing development through Land pooling projects
5. Establishing a well-organized quarry site (planned quarry of natural resources such as aggregates and sand from Madi river)
6. Cascades for water storage and irrigation purpose
7. Aquaculture/Fish farming/river bed farming



8. Small scale Hydropower project
9. River training and land reclamation as a pilot project
10. Relocation of waste dumping site at gateway entrance to Damauli from Pokhara
11. Path creation along the Madi and small local parks
12. Bird watching areas, camping areas etc.

## 7. Scope of work

The scope of work to be carried out under the “Vyas Madi Valley Integrated River Development Project” is divided into four phases viz.

- 1) Pre-Feasibility study,
- 2) Development Plan
- 3) Feasibility Study and
- 4) Detail Project Report.

Based on the Development Plan, feasibility study of identified projects, on a priority basis, shall be carried out. The most feasible project identified shall go for preparation of Detail Project Report. The primary scope of work of all the phases shall be as follows:

### 7.1 Pre-Feasibility Study

The pre-feasibility study is a general assessment carried out to identify and investigate whether or not the VMVIRDP is a feasible project principally in terms of **hydrological, environmental** and **sustainability** aspect. Following are the key tasks to be performed while conducting pre-feasibility study;

- Existing condition of Madi River which includes but not limited to **hydrological** study, study of aquatic life, geomorphic/flow, general river flood scenario in the past, overall river health, river pollution etc.
- Assess and investigate the possible environmental impacts of the project and also whether or not it can be mitigated.
- Assessment of existing biodiversity in terms of flora and fauna
- Explore possible establishment of economic activities in terms of trade, service and industry.
- Socio economic study and analysis of the inhabitants in the project area which will be instrumental in the success of implementation of plans in terms of adaptation and ownership of plan
- Study on in migration and out migration
- Trend analysis of agriculture yield over the decade
- Detail assessment of indigenous values, culture and religious significance of the river/riverfront
- Detail SWOT analysis shall be carried out
- Carry out literature review and in-depth study regarding integrated river valley development projects. It shall include but shall not be not limited to the review of major water related policy, acts, regulations and other documents related to water resource development and management in Nepal

### 7.2 Development Plan/Master plan

The development plan/Master plan will portray the entire picture of the river corridor development along Madi River. Following key tasks shall be performed for the purpose;

- Carry out a physical survey to update existing structures, including cultural and religious entities along the river corridor. This shall also include study and recording of existing settlement situations and land use of the entire project area which shall lead to preparation of existing land use map.
- Prepare a detailed land use plan (including the probable risk sensitive areas) in the entire project area supported with maps and texts
- Prepare an ‘Architectural Master Plan’ of the proposed river stretch spanning from Damauli bazaar to Sisaghat. The plan shall include both built up and non-built up areas along with subdivision/zoning for mixed use, road network, pathways, sewerage/drainage plans, greenery, open space, proposed parks, recreation areas, and all the proposed activities along the river corridor
- Propose measures of saving the river from being polluted due to establishments of human settlement and other related activities.
- Identify location for reservoir by cascading or control system to channelize water
- Identify any other suitable projects besides listed in potential river development projects
- Implementation plan along with organizational setup

### **7.3 Feasibility Study**

The feasibility shall primarily identify and investigate the opportunities of Madi River and the most feasible projects for the development of the river and its vicinity. This includes (but not limited to) the following key tasks;

- Assessment of public participation and commitment in the implementation of the projects identified
- Identification of suitable projects on priority basis.
- Identification of possibilities and impacts on physical, social, cultural and financial/economic and environmental of projects mentioned section 3 -“Potential River Projects”and other.
- Feasibility study shall also include detail **hydrological** study, flood analysis and water behavior along with impacts on aquatic lifeafter the establishment of potential river projects.
- Carry out detail Assessment of water quality of river for different uses
- The parameters of Feasibility Study shall be, but not limited to, social, environments, economic, financial, cultural and religious.
- Conduct Environment Impact Assessment (EIA) or IEE whichever required of the identified Project/s

### **7.4 Detail Project Report**

This includes Preparation of Detailed Project Report (DPR) of one identified project (DPR) along with cost detail and implementation modality. The DPR shall include detail topographic survey, Architectural and Engineering design, waste management plan, cost estimate, financial source and fund management modality and implementation mechanism of the identified project

## 8. Approach And Methodology

Consultants are required to prepare a detailed methodical framework for carrying the entire project, based on the general approach and methodology as prescribed below.

### 8.1 Approach

The preparation of the VMVIRDP shall be based on available credible scientific data and indicator. The first phase of preparation of the VMVIRDP is to conduct collection and assessment of the available collected information and consultation with the stakeholders of Vyas Municipality to identify and validate key priority issues in Physical, Social, Economic and Environment sector. The identified priority issues shall/can be analyzed using preferably DPSIR framework (Drivers, Pressure, State, Impact and Response) to identify the gaps and need which shall help in preparing project and plan in addressing the gaps and needs considering in achieving vision of the Metropolitan. Based on the consultation and analysis development plans shall be prepared on Physical, Social, Economic and Environment sector.

Coordinated approach with adjacent Municipality shall be taken to avoid duplication of works along the proposed River Corridor during project design and implementation phase

### 8.2 Methodology

#### a. Information /feedback / data collection:

After preparing checklist, relevant information and/or data shall be collected by applying following methods:

- Questionnaire survey, interview with stakeholders and field observation to collect primary data.
- Relevant literatures and documents, as secondary information, shall be collected by visiting concerned agencies.
- Spatial data shall be collected by secondary information and satellite image or other source. However, it shall be verified to the extent possible, by field visit.
- Organize consultation workshop to identify key pressing issues of Vyas Municipality by inviting municipal, ward office official and key personality and stakeholders who can contribute in identifying the key issues and development of the content of the report

#### b. Existing situation and data analysis:

Analysis of data shall be done by manually and also by using computer software viz. SPSS, MS Excel and other relevant tools. The interrelation among the various variables shall be thoroughly analyzed. Graphical methods may also be utilized.

#### c. Field survey and study

The field survey should be conducted by using the instrumentality of a structured questionnaire, an in-depth interview and discussion to generate a wide range of information on related issues. The structured questionnaires shall be administered to individuals within the target groups. Coordination meetings with local people, group discussions, field observations, and measurement, mapping, and target group questionnaire survey methods is recommended to use to collect the data. In this period, collection of land ownership details, cadastral maps, field book verification works shall be completed wherever needed. All the activities shall be carried out in close liaison with the designated officials from municipality and other related stakeholders.

The detail surveys (geological/ environmental, digital topographical/ land use/cross-section etc.), preparation of digital data (map and records), establishment of GIS, socio-economic survey, study of economic and social studies of land owners and stakeholders, field verification, shall be carried out in coordinated way with participation of concerned agencies and local people at large.

#### d. Planning, Data processing and Analysis

The collected data, from the field survey and secondary data should be processed for producing design networking and Master planning. The cross tabulation shall be frequently done to show the pattern of relationship between the variables. The graphic presentation comprised of various graphs, charts, diagrams, maps etc. shall be used for data processing. From the relevant data collected, a field survey, maps, design parameters, and discussions should be carefully studied and analyzed to give a clear picture of the relationship between differences of variables for transforming it into a draft project report for its effectiveness of all the necessary components.

e. Maps and / or Drawings preparation:

Secondary information such as cadastral maps, satellite imagery, topographical maps and other relevant maps prepared by various agencies shall be used for preparing base maps. No topographical survey shall be carried out. Maps/Drawings/Plans shall be prepared by taking reference of satellite image with the application of GIS software, Auto Cad software. Google image, open source maps can be extensively used. If necessary, field measurement shall be carried out for the places or situations where accuracy is required. Other relevant drawings shall also be prepared by using the similar program. If specific details have to be prepared, those shall be done by using software like Studio Max, Sketch up, Form G etc. free hand sketches.

## 9. Required expertise

In order to provide the highest quality of work and service at the best value, following key professionals are required for the successful completion of the project:

### A. Key Personnel

S.n.	Key Personnel	No.	Minimum Qualification	Expected Time input of experts (days)
1	Team Leader/ Sr. Urban Planner	1	Master degree in Urban planning//Urban management with 15 years of experience	120
2	Urban Planner	2	Master degree in Urban planning/Urban design/Urban management with 5 years of experience	90
3	Architect	2	Bachelor in Architecture with 5 years of experience in the field of planning and design works	90
4	Civil Engineer	4	Bachelor in Civil Engineering with 5 years of experience in Civil works	60
5	GIS Expert	1	Masters of Arts in Geography with 5 years of experience in GIS	45
6	Environmental Specialist/Ecologist	1	Master in environment management or equivalent course with 5 years of experience	30
7	Hydrologist	1	Master degree in hydrology or equivalent subject with 5 years of experience	45
8	Water resource management Specialist	1	Master degree in water resource management or equivalent subject with 5 years of experience	90
9	Sociologist	1	Master degree in sociology with 5 years of experience	45

10	Surveyor	5	Diploma in Civil Engineering with 3 years of experience	90
11	Draftsperson	2	Diploma in Civil/Architectural Engineering with 5 years of experience	60

### B. Other supportive Personnel

S.n.	Personnel	No.	Minimum Qualification	Expected Time input of experts (days)
1	Structural Engineer	1	Master degree in structure design or equivalent course with 5 years of experience	30
2	Geotechnical Engineer	1	Master degree in geotechnical Engineering or equivalent course with 5 years of experience	15
3	Hydrogeologist	1	Master degree in hydrogeology or equivalent subject with 3 years of experience	30
4	Irrigation Expert	1	Master degree in agriculture/irrigation or equivalent course with 3 years of experience	20
5	Economist	1	Master degree in economics//Finance with 3 years of experience	30
6	Botanist	1	Master degree in Botany or equivalent course with 3 years of experience	30
7	Forestry management specialist	1	Master degree in forestry management or equivalent subject with 3 years of experience	30
8	Legal Advisor	1	Master degree in law or equivalent subject with 3 years of experience	30
9	Archaeologist	1	Master degree in archaeology or equivalent subject with 3 years of experience	15
10	Tourism Expert	1	Master degree in tourism or equivalent subject with 3 years of experience	15

## 10. Output/Deliverables

The following deliverables shall be submitted to Vyas Municipality as a fulfillment of “Vyas Madi Valley Integrated River Valley Development Project”

1. Feasibility study report

2. Proposed Master/Development Plan along with land use and zoning maps and texts. This shall include all the possible projects identified located.
3. Typical details of indemnified projects
4. Tentative cost of each component of the development plan
5. Institutional arrangement and implementation plan
6. Detailed Project Report (DPR) of selected project/s

## 11. Submission Of Reports

S.n.	Reports	Deliverables
1	Inception Report	Two copies, describing their overall understanding of the project and way forward within a month after commencement of services
2	Interim report	Two copies, describing detail field survey data, physical analysis and conceptual plans. This report shall include all details pertaining to Pre-feasibility study and Development plan
3	Draft Report	Three copies, which shall include feasibility study report and draft DPR of one identified project
4	Final Report	Four copies, incorporating all the comments and suggestions by client within <i>six</i> months of commencement of work in English and summary copies in Nepali language. This shall include final copies of pre- feasibility study, development plan, feasibility study and DPR combined as one single report.
Note: The entire process includes regular consultation with Municipality officials and related stakeholders for regular feedback and comments which shall be incorporated in the reports as required.		

## 11. Duration

Duration of the assignment is **six months** from the date of issue of work order

## 12. Work schedule

The general work plan of the assignment shall be as follows:

S.N	Particulars	Time (month)					
		1	2	3	4	5	6
1	Desk study, data collection, analysis						
2	Pre -Feasibility study						
3	Development plans						
4	Feasibility Study						
5	Detail Project Report of selected project						

### 13. MODE OF PAYMENT

The consultant shall be paid in four installments. The no of installments, time period, payment % and no of reports are as follows:

No of Installment	Payment in % of total bid amount
First Progress (Inception Report)	20%
Second Progress (Interim Report)	30%
Third Progress (Draft Report)	30%
Fourth Progress (Final Report)	20%

### 14. Agreement

The consultant shall be required to enter into an agreement based on the Standard Form of Contract for Consultants Services, Team Leader shall be one of the witness while signing such agreement

### 15. Taxation

The consultant is fully responsible for all taxes applicable as per rules and regulation of the Government of Nepal.

## 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.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <b>2075/076</b>	
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	

<b>ii) EOI Evaluation Criteria</b>	<b>Insert Minimum Requirement if Applicable</b>	<b>Score [Out of 100%]</b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	25%	<b>50 %</b>
<i>Experience of Key Experts</i>	25%	
<b>B. Experience</b>		
<i>General of consulting firm</i>	10%	<b>40 %</b>
<i>Specific experience of consulting firm within last 7 years.</i>	20%	
<i>Similar Geographical experience of consulting firm</i>	10%	
<b>C. Capacity</b>		
<i>Financial Capacity</i>	10%	<b>10 %</b>



## **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.<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

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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.

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):
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: \_\_\_\_\_

### 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.			

## 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

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



**4(B). Infrastructure/equipment related to the proposed assignment<sup>2</sup>**

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

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<sup>2</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**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)