

Expression of Interest (EOI)

Title of Consulting Services

**Preparation Master Plan and DPR of 10 Bed Basic Hospital in Dolpo
Budhha Rural Municipality**

Method of Consulting Service

National

**Project Name: Preparation Master Plan and DPR of 10 Bed Hospital in
Dolpo Budhha Rural Municipality**

EOI: 02/EOI/DBRM/078/079

Office Name : Dolpo Budhha Rural Municipality, Municipal Executive
Office

Office Address: Dolpo, Dolpa, Karnali Province

Issued on: 2078/12/14

Financing Agency: 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

Government of Nepal

Dolpo Budhha Rural Municipality, Municipal Executive Office

Date: 2078/12/14

Name of Employer: Dolpo Budhha Rural Municipality, Municipal Executive Office, Dolpa, Karnali Province

Name of Project: Preparation of Master Plan and DPR of 10 Bed Hospital in Dolpo Budhha Rural Municipality (EOI number: 02/EOI/DBRM/078/079)

1. Dolpo Budhha Rural Municipality has allocated fund toward the cost of Preparation of DPR of 10 Bed Hospital in Dolpo Budhha Rural Municipality 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 Dolpo Budhha Rural Municipality, Municipal Executive Office now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Preparation of DPR of 10 Bed Hospital in Dolpo Budhha Rural Municipality
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Dolpo Budhha Rural Municipality, Municipal Executive Office, Dolpo, Dolpa, Karnali Province, during office hours on or before **2078/12/28** .
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered before **2078/12/28**
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 (30%), Experience (55%), and Capacity(15%) 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 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. 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 6 months.
6. A Consultant will be selected in accordance with the QCBS 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 ***Preparation of DPR of 10 Bed Hospital in Dolpo Budhha Rural Municipality*** 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

Dolpo Buddha Rural Municipality

Office of Municipal Executive

Dolpo, Dolpa

Terms of Reference (ToR)

For

**Preparation of Detailed Project Report for Construction of
Primary Hospital (10-Bed)**

.....

2078, Chaitra

1. Introduction

Dolpo Budhha Rural Municipality in the fiscal year 2078/79 in its annual planning and budgeting has proposed the construction of primary hospital (10-Bed) Type B2 in ward number 01. In line with the proposed plan, Dolpo Budhha Rural Municipality seeks to outsource the consulting services for preparation of project detailed project report (DPR). In order to outsource the competent Consulting firm, this Terms of Reference (ToR) has been prepared for the preparation of the detailed project report for the 10 bedded primary level Type B2 hospital in Dolpo Budhha Rural Municipality.

2. Objectives

The main objective of the ToR is,

- To procure a consultancy service for the preparation of the detailed project report (DPR) of 10 bedded primary level Type B2 hospital

The specific objectives of the TOR are to procure the consultancy services for:

- Carrying out detailed need assessment.
- Conduct topographical survey of the proposed hospital building project site
- Carrying out the detailed geotechnical investigations, and possible multi-hazard risk assessment of the project site and incorporate the findings in the design process to make the construction multi-hazard resilient.
- Preparation of detailed architectural design and drawings, structural design and drawings, electrical design and drawings, sanitary design and drawings and HVAC design and drawings of the proposed hospital building in compliance with Nepal National Building Code (NNBC), Health Building Infrastructure Design and Construction Guidelines 2074 B.S, MoHP, instructions received from Federal Ministry of Health and Population (MoHP) if any and other national/international codes and standards/guidelines.
- Preparing the detailed quantities and cost estimates, analysis of rates, technical specifications, and Bill of Materials (BOM) and tender documents for the proposed hospital building project.

3. Scope of the work

The consulting firm under these terms of reference (TOR) will be required to prepare the DPR in close coordination with the authorities from Dolpo Budhha Rural Municipality. The consulting firm should deliver the following documents and services in phases in the process of the preparation of the final DPR.

3.1 Detailed Topographic Surveys

Consultant shall here to consult topographic survey to determine and understand the detailed land profiles and features.

- Conduct an engineering survey of the site to prepare a topographic map of the site using survey tools such as total station, theodolite, and other necessary equipment.
- The map should be prepared in 1:1000 scale with the following features

- Should show major contours in 2m interval and minor contour in 0.10m interval
- Indicate spot levels and contour labels.
- Indicate all the existing features of the site
- Should incorporate at least 4 nos. of land profile and cross-section of the site.
- A comparative study should be done with the cadastral map and should be mentioned clearly in the survey report.
- The final submission of the map should be made in the soft copy with 3 sets of hard copies to the Dolpo Budhha Rural Municipality

3.2 Detailed Geotechnical Investigations & Possible Multi-hazards Risk Assessment

3.2.1 Scope of geotechnical investigations shall be as follows:

- Borehole advancement to 15 meters at least 3 locations. The number of holes will be decided as per the provisions made in the Building Byelaws 2064 and 2072 B.S
- Standard penetration tests (for Dynamic Cone penetration; if required) at 1.10 m interval;
- Collection of disturbed samples at a regular interval
- Collection of at least two undisturbed samples in each bore holes
- Groundwater table observation
- Laboratory test and analysis of data to determine the engineering properties;
- Technical report of the investigation work;
- Predict liquefaction of soil strata and recommend necessary preventive measures against liquefaction;

The above-mentioned depths and number are indicative. The Consultant shall decide the required depth of soil investigation according to the field condition and design parameters.

3.2.2 Scope of Multi-hazards Risk Assessment shall be as follows:

The Consultant shall conduct a study on assessment of possible risks/hazards of the proposed site based on the primary and secondary data.

- Conduct hydro-metrological studies.
- Land use condition and watershed management
- Conduct study of past disasters events in the proposed region
- Identify the possible risks and its recommendations for mitigation measures

3.3 Prepare Detailed Architectural / Engineering Design

Architectural and all Engineering Design including Structural, Electrical, Sanitary, and HVAC

- Prepare a master plan of the Hospital showing all the existing services and the

layout of the proposed structures including proposed landscaping.

- Prepare detailed architectural and engineering design and working drawings for the construction of all the buildings and supporting infrastructures. The detailed drawings must include architectural, structural, electrical, water supply and sanitary and HVAC including the landscape design in compliance with the prevailing Nepal National Building code, Health Building Infrastructure Design and Construction Guidelines, MoHP 2074 B.S, instructions received from Ministry of Health and Population (MoHP) if any and other relevant national/ international code and practices.
- Building structure includes
 - 10 bed primary hospital type B2 comprising the facilities as provisioned Nepal Health Infrastructure Development Standards (NHIDS) 2074 B.S and Minimum Service Standard (MSS) 2076 B.S.
- Other infrastructures and services
 - Access Road and drainage works,
 - Compound wall
 - Retaining wall,
 - MGPS (Medical Gas Plant System) if required in consultation with MUNICIPALITY,
 - The water treatment plant if required in consultation with MUNICIPALITY,
 - Hospital waste management area,
 - Landscaping including parking areas and garages for ambulance,

3.4 Preparation of detailed cost estimates and procurement documents

The consultant shall prepare the detailed quantity estimates, analysis of rates, cost estimates, bill of quantities, technical specifications and procurement documents for the works.

4. Deliverables

The final deliverable and reporting shall be done making the volumes as following:

- 4.1 Survey Design report – Volume 1
- 4.2 Geotechnical Soil investigation report – Volume 2
- 4.3 Design and Drawings – Volume 3
 - 4.3.1 Architectural design
 - 4.3.2 Structural Design
 - 4.3.3 Sanitary Design
 - 4.3.4 Electrical Design

4.3.5 HVAC Design

4.3.6 Landscape design

4.4 Estimating and costing, analysis of rates, specifications, BoQ and tender document-
Volume 4

Detail requirements of the design, drawings and reports are listed below:

a. Architectural Working Drawings

- Site plan (1:200) (must show at least site layout, setbacks, land uses and features of land around the site, spot levels and contours, pavement and landscaping work, location of services (water tank, soak pit, septic tank, and placenta pit), entrance gate, north orientation, fencing, etc.
- Floor plans (1:100)
- Finishing schedule plans (1:200)
- Four side Elevations (1:100)
- Longitudinal sections (at least from two direction cutting staircase)
- Door and window schedule with counts and detailed drawings and specifications.
- Typical wall section details
- Blow up Details (Staircase; toilets; sill, lintel, parapet, overhangs, ducts, expansion joint, flooring, roofing and counter detail; low walls or partitions detail; handrail; any other if required to illustrate any design idea other than mentioned here need to be prepared.
- Blow up details and sections should be cross-referenced with the related small-scaled drawings and Key plans.
- Design Report

b. Detail Structural Working Drawings

- Detailed Drawing of foundation (Isolated, combined or raft/ pile if necessary)
- Column Layout plans, Column Details
- Beam-Column Junction Details
- Water Tank detail and drawing
- Tie Beam, Toe wall, Sill Band, Lintel Band & parapet band detail drawing
- Beam Layout plan
- Beam sections
- Slab Reinforcement Details
- Staircase Details
- Other Roofing like Truss details if required
- Ramp details
- Retaining wall detail
- Other necessary details as required
- Design report

c. Detailed Electrical Design and Drawings

- Lighting and fan layout plan
- Power (general and AC point) layout plan
- Telecommunication and networking cable layout plan

- Power backup system plan
 - Sound system plan
 - Fire alarm system
 - AC unit plan
 - Lightning arrester and earthing detail
 - Main Distribution and distribution board design (single line diagram)
 - A sheet of drawings specifying the standard dimension and position for the placement of the switches, plug sockets, height of hanging light, or wall light.
 - Design report
- d. Detailed Water Supply, Sanitary and firefighting System Design and Drawings**
- Soil and waste pipe layout plan (specifying required slope)
 - hot water and cold-water layout plan
 - Rainwater harvesting plan and details.
 - Section details of piping at the critical locations such as ducts bends etc.
 - Isometric illustrations for the piping
 - Toilets and other sanitary fixtures layout plan
 - Blowup sections showing fixtures specifying height from the floor and floor slopes.
 - Septic tank and soak pit details
 - Storm water flow in the site plan.
 - A sheet of drawings specifying the standard dimension and position for the placement of the fixtures and fittings.
 - Firefighting system
 - Design report
- e. Detailed HVAC Design and Drawings**
- Ducting and outlet layout plan
 - AC unit plan
 - A sheet of drawings specifying the standard dimension and position for the placement of the ducts, joints, and fixing details.
 - Design report
- f. Detailed Landscape Design and Drawings**
- Landscape plan layout
 - 3D visualization
 - Working details of landscape furniture, pavements, curbs, etc.
 - Design report explaining the design concept and specifications of the items.
 - A sheet of drawings specifying the standard dimension and position.

g. Design Report

The consultant shall submit a detail engineering survey report, geotechnical investigations report, architectural design process report, structural design analysis report, electrical design report, and sanitary design report as part of the DPR.

h. Specification

The consultant shall submit the detailed specification of all the above-mentioned works.

i. Quantity, Cost Estimates, Analysis of rates, and tender documents

The consultant shall estimate the quantity of applying accepted methods. The cost estimate shall be carried out based on district rates and approved Government Norms. The rate analysis of each item and the tender document for the project execution shall be prepared.

5. Process of finalizing the Deliverables

The consultant shall submit the reports to the Municipality in following sequence:

10.1 Inception Report

This is the preliminary report. The inception report is expected to broadly outline the format of the final report. This will enable the consultant the opportunity to organize and define the course of actions for the preparation of proposed DPR. In pursuance to enhance a greater knowledge base and receive expert views on the different activities of the proposed study, the consultant is required to hold interactions with experts as well as key personnel of the proposed hospital. This report should include the site survey report, geo-technical site investigation report and multi-hazard risk assessment report with detailed methodology. Any practical comment and required modification to the TOR must be clearly stated in the report so that necessary actions can be initiated. A detailed work schedule must also be submitted along with this report. The inception report shall be submitted in two copies within 15 (Fifteen) days from the date of the agreement.

10.2 Preparation of Draft Report with Conceptual Design

After submission of the inception report, the consultant must make a field visit of the proposed site to conduct needs assessment and observation before the conceptual design and drawings of the proposed construction work is initiated to reflect the ground reality in the design work. The consultant must submit the conceptual design and masterplan of the proposed facility construction within 45 (Forty-five) days from the date of the agreement with a draft report defining the process of preparation of conceptual design. Draft report must also include approximate cost estimate of the total project. The draft report must be presented to Municipality and other concerned stakeholders for discussion. The presentation meeting will be organized by Municipality. The agreed feedback and suggestions received during the presentation must be listed by the consultant to make necessary corrections on the draft designs.

10.3 Preparation of final report (DPR)

After incorporation of the feedback received from the stakeholders meeting, draft final architectural design must be prepared and once again presentation made to Municipality and the stakeholders until an agreement on the draft design is achieved. Once the final draft is agreed the consultant must proceed with finalizing the architectural drawings and based on the final architectural designs the following designs should also be developed.

The final DPR must be submitted with 5 copies of all sets of drawings with soft copy within the 60 (Sixty) days from the date of the agreement. The sets of drawings must include following drawings:

10.4 Time schedule for submission of the Report

Submission Phases	Copies	Time
Inception Report	2	15 days from the date of Agreement
Draft Report with Conceptual Design	2	45 days from the date of Agreement
Final Report	5	60 days from the date of Agreement

6. Composition of the Consultant's team

The composition of the consultant's team for the proposed task shall not be limited to as follows:

SN	Description	Person	Person month	Minimum Qualification
	Key Expert			
1	Team Leader /Architect	1	2	Bachelor in Architecture and master's degree in architecture/ urban planning / urban design/housing with minimum 7 years of experience in the related field
2	Structural Engineer	1	1	Masters in Structural/Earthquake Engineering with a minimum of 7 years of experience in the related field
3	Architect	1	1.10	The architect must have a Bachelors' degree in Architecture and a minimum of 6 yrs of experience in the related field.
4	Civil Engineer/Quantity Surveyor	1	1.10	Civil Engineers must have a Bachelors' degree in Civil Engineering and a minimum of 5 yrs of experience in the related field.
10	Sub Engineer/Draft Person	2	1	Diploma in Civil Engineering and 3 years relevant experience after diploma
	Non-Key Expert			
1	DRR Expert	1	0.75	Masters in Earthquake Engg/ Structural Engg/ DRR/ DRM /climate change and a minimum of 3 yrs. of experience in the related field.
2	Electrical Engineer	1	0.75	Bachelor's degree in Electrical Engineering and a minimum of 3 yrs. of experience in the related field.
3	Civil/ Sanitary Engineer	1	0.75	Bachelor's degree in Civil/ Sanitary Engineering or any other related field and a minimum of 3 yrs of experience in the related field.

4	HVAC Expert	1	0.5	Bachelor's degree in mechanical engineering or any other related field and a minimum of 3 yrs of experience in the related field.
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The Key Experts CV is required only for Evaluation.

7. Mode of Payment

The payments shall be made in three installments. Each installment shall be paid only when the required reports are submitted and accepted by the Municipality. In each report, the contents, formats, and copies to be submitted should be strictly maintained as mentioned above. The details of the period for various report submission, payment amount, and the report to be submitted are shown in the following table.

No. of installment	Period	Payment in % of the total contract amount	Report to be submitted
First	Within 15 days	20%	Inception report
Second	Within 45 days	40%	Draft-final report with conceptual design
Final	Within 60 days	40%	Final report (DPR)

8. Client's Input and Counterpart Personnel

Client (MUNICIPALITY) will provide all the available information, studies, reports, and documents relevant to the hospital building design and development to the consultant. Client will also appoint an authorized representative to help the consultant's team to organize discussions and meeting with the related stakeholders for the purpose of development of the DPR and coordinate with concerned authorities to provide access to the consultant's team the construction site and available information.

9. Consultant's Obligations

Consultant is required to review and understand the scope of services and be able to produce the acceptable deliverables as outlined in the TOR. Consultant must organize and manage necessary experts and support staff members transportation and logistics required to complete the proposed DPR and accordingly quote all the financial requirements in their financial proposal.

10. Duration of Services

The intended commencement date for the Consulting Service is Kartik 2077 (Approximately) and the period of execution of the contract will be 60 days from the date of agreement.

11. 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

S.N.	Criteria Title	Compliance Yes/No
1.	Corporate Registration Certificate	
2.	VAT/PAN Registration.	
3.	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission.	
4.	EOI Form 1: Letter of Application	
10.	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 10: Qualification of Key Experts	
9.	Power of Attorney in case if JV.	
10.	Self-Declaration	
11.	Adherence to code of ethics and Anti-corruption Policy.	

ii) EOI Evaluation Criteria

A. Qualification

SN.	Criteria	Minimum Requirement	Score (Out of 100 %)
1	Qualification of Key Experts	As Per ToR	Mark Allocated 30
2	Experience of Key Experts	As Per ToR	

SN.	Criteria	Minimum Requirement	Score (Out of 100 %)
1.	General Experience of the Consulting Firm	Experience in Preparation of any engineering consultancy service successfully completed within last 7 years.	

2.	Specific Experience of the consulting Firm	Experience in Detailed Engineering Survey Design/ DPR of Academic building/Institutional building/ at least 5 Bed Hospital Buildings within last 7 years.	Mark Allocated 55
3.	Similar Geographical Experience of the consulting Firm.	Experience in Preparation of any engineering consultancy service successfully completed within last 7 years in the Similar Geographic Region.	

B. Capacity

SN.	Criteria	Minimum Requirement	Score (Out of 100 %)
1.	Financial Capacity	Minimum Average annual turnover of best three year = 37.5 Lakhs of last seven years.	Mark Allocated 15
2.	Infrastructure/equipment related to the proposed assignment	Office Spaces, Survey Equipment, , Vehicles, software, etc.	

Pass Mark: 60 Marks

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV Expression of Interest (EoI) shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

Adherence to Code of Ethics and Adherence to Anti-Corruption Policy

Commitment for code of ethics

We follow the following code of ethics and committed for:

- We consider humankind as a family; hence we do not discriminate any one by religion, cast and gender.
- As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairly with all, avoiding prejudice and hatred.
- As a business entity, topmost priority is given on confidentiality of data, works, analysis, result or information and without proper authority of the respective client, will not published or given or made available to anyone.
- We fully abide by the work done by us undertaking full responsible about the authenticity and accuracy of our service.
- Being a legal entity, the company understand, respect and comply with all of the laws, regulations, policies and procedures that apply in the Nepal.

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Authorized Signature in blue ink:
Name and Title of Signatory: Name
of Consulting Firms:

Seal of Consulting Firm:
Address:

Note: If you agree on the above statement, please sign to indicate your commitment.

Commitment for adherence to anti-corruption policy:

We, incorporated under Nepal Company Act, are a legal body and we fully abide by the laws of the land. Our policies prohibit offering and kind of bribes to anyone in the course of obtaining contract. All the officials in the company are fully committed to abide by the act.

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Authorized Signature in blue ink:
Name and Title of Signatory: Name of
Consulting Firms:

Seal of Consulting Firm:
Address:

1.

Standard EOI Document

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.

<u>i) Eligibility & Completeness Test</u>	<u>Compliance</u>
Corporate Registration	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission (FY: 2077/78)	
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	
In case of joint venture, the maximum number of partners must be limited to three.	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the	

Standard EOI Document

Corruption Charges.	
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<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100 %]</u>
A. Qualification		
Qualification of Key Experts	As per TOR	30
Experience of Key Experts	As per TOR	
B. Experience		
Business of the firm		
Relevance of core business of the firm to the assignment	Should have experience in field of DPR of building, masterplan projects	5
Active years in consulting service (any one firm in JV)	At least one of the firms should have 3 years of work experience	
C. General Experience		
Preparation of Masterplan/ Detail Project report/ Supervision of consulting infrastructure works like road/bridge/ buildings/ canal/irrigation or others	Should have at least completed 1 Project of Masterplan/ Detail Project report/ Supervision of consulting infrastructure works like road/bridge/ buildings/ canal/irrigation or others with consulting fee more than ≥ 10 lakh	10
Specific Experience		
Experience in building design, construction supervision like government/institutional building designs or similar with cost more than 10 Lakhs	Should have at least completed 5 Project	40

Standard EOI Document

Experience in hospital building design at 5 bed hospital with cost more than 10 lakhs	Should have at least completed 2 Project	
Experience in Similar Geographical region- Experience in Hilly region of Masterplan/ Detail Project report of civil consulting works like road/ bridge/ buildings/ canal/ irrigation or others with consulting cost more than 10lakh	Should have at least 1 project	
E. Capacity		
Financial Capacity (Average turnover required shall not exceed 150% of cost estimate)	Minimum Average Annual turnover of three year = NRs. 37.5 Lakhs (in case of JV, at least one partner must meet the 40% of the total requirement, and all partners combined must meet the total requirement) of last 7 years (Best of 3 years)	15
Infrastructure/equipment related to the proposed assignment	Firm should have at least one total station	

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

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.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

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

Standard EOI Document

[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 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.)

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.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried <i>out</i>
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) ² :
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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

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)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration

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

- **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.)

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

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

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)

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

(Please insert more rows as necessary)