



Government of Nepal  
**Ministry of Water Supply and Sanitation**

**Kathmandu Valley Water Supply Management Board**  
Thapathali, Kathmandu

**Expression of Interest (EoI)**

*For*

**Comprehensive Study of Ground Water  
Resource of Kathmandu Valley**

**Job No : 2073/74-01**  
**Budget Head: 501128**

*December 2016*



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**Government of Nepal**  
**Ministry of Water Supply and Sanitation**  
**Kathmandu Valley Water Supply Management Board**

**Thapathali, Kathmandu**

**Invitation for Expression of Interest (EoI) for Consultancy Services**

**Date of First Publication**  
**2073/09/10)**

1. As per the annual program of fiscal year 2073/074, on behalf of Government of Nepal (GoN), Kathmandu Valley Water Supply Management Board (KVWSMB) intends to conduct the study as indicated in the table below using funds allocated by GoN. Hence, Kathmandu Valley Water Supply Management Board (KVWSMB) intends to prepare separate lists of competent National consulting firm or their JV for the Job indicated below. This Invitation for Expression of Interest (EoI) is made to invite applications from interested and eligible consulting firms.

Job No.	Job Title
2073/74-01	Comprehensive Study of Ground Water Resource of Kathmandu Valley

2. The consulting firm can apply either singly or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV for the same Job.
3. EoI documents can be obtained free of cost during office hours on all government working days within 15<sup>th</sup> day of first date of publication of this notice from Procurement Unit of KVWSMB or can be downloaded from the website <http://www.kvwsmb.org.np> or <https://www.bolpatra.gov.np>. The instructions to applicants, prescribed formats, evaluation criteria, and detail information as well as the scope of work for the Job is provided in Annex along with EoI document.
4. Duly completed EoI documents should be submitted to the address mentioned below or <https://www.bolpatra.gov.np> clearly mentioning the name of the Job in sealed envelopes before 12 Noon (NST-Nepal Standard Time) within 16<sup>th</sup> day of first publication of this notice :

The Executive Director  
Kathmandu Valley Water Supply Management Board  
Laxmi Sadan, Ramshahpath, KMC-11  
Thapathali, Kathmandu  
Tel:- +977 1 4256868, 4100610 Fax:- +977 1 4100609  
Email: info@kvwsmb.org.np



5. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.
6. Duly completed EoI documents received after the due date & time, shall be considered late, rejected and returned un-opened.
7. The completed EoI documents received by the due date and within the specified time shall be opened at 14:00 (NST) on the 16<sup>th</sup> day of first date of publication of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EoI in any way.
8. The EoI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EoI application of JV consulting firm(s) will be done in cumulative basis. Only top ranked consulting firms obtaining at least 60 % marks in the EoI evaluation process will be shortlisted for the Job and considered as qualified firms.
9. Request for Proposal (RFP) will be issued to qualified short listed firms for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
10. Further information on this EoI can be obtained from above address of KVWSMB during office hours in all working days prior to the deadline of submission of EoI.
11. KVWSMB reserves the right to accept or reject any or all EoI applications with or without giving any reason whatsoever.

# 1. INSTRUCTIONS TO APPLICANTS

## 1.1 INTRODUCTION

### 1.1.1 Scope of Qualification

Kathmandu Valley Water Supply Management Board (KVWSMB)) intends to prepare separate lists of competent National consulting firm or International consulting firm or their JV for **“Comprehensive Study of Ground Water Resource of Kathmandu Valley”**. Invitation for Expression of Interest (EoI) is made to invite applications from interested and eligible National consulting firm or International consulting firm or their JV.

### 1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EoI have the following meanings:

“Applicant” means a consulting firm (national consulting Firm or international consulting Firm or their JV) that intends to submit or submitted EoI document as per the notice and this EoI document.

“Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EoI process, is the authorized signatory to the process, and is the point of contact for KVWSMB in connection with the process.

“Bidder” means a successful Applicant those are short listed under this EoI and submits Technical and Financial proposal in response to RFP.

“KVWSMB” means “Kathmandu Valley Water Supply Management Board”

“DPR” means “Detailed Project Report”

“EIA” means "Environmental Impact Assessment".

“EoI” means "Expression of Interest".

"EPA" means "Environment Protection Act, 1997".

"EPR" means "Environment Protection Regulation, 1997".

“Firm” means a national consulting firm or an international consulting firm or their JV.

“FS” means Feasibility Study.

“GoN” means "Government of Nepal".

“International Staff” means expert having experience(s) outside Nepal.

“IT” means "Income Tax".

“JV” means "Joint Venture".

“JICA” means Japan International Cooperation Agency.

“Lead Firm” means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform the assignment.



“MOWSS” means "Ministry of Water Supply & Sanitation".

“National Staff” means expert having experience(s) in Nepal.

“NST” means Nepal Standard Time.

“Project” means the Project intended for study under this EoI and RFP.

"Public entity" means Public Entity defined in clause 2 of Public Procurement Act, 2063 (2007).

“QCBS” means Quality and Cost Based Selection.

“RFP” means a Request for Proposal.

“TOR” means "Terms of Reference".

“VAT” means "Value Added Tax".

### **1.1.3 Eligible Applicants**

1. In order to be eligible, the consulting firms should be registered in Nepal under GoN rules & regulations and should submit valid registration certificate, VAT registration certificate and Income Tax Clearance Certificate for FY 071/72. These eligibility certificates shall be notarized by authorized entity.
2. In addition, the Applicant (consulting firms) should submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non- conflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any). In case of JV, the consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.
3. In case of Joint Venture, the consulting firms shall submit Joint Venture Agreement duly signed & stamped with company seal by each member & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, name and signature of the authorized signatories. The authorized signatories of JV agreement should hold power of attorney from their respective firm. In any case, the firm/firms are not allowed to enter into more than one joint venture for same job.
4. In addition, in case of joint venture the total number of consulting firms including the lead firm should not exceed a maximum of three numbers in joint venture. The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%. The JV should have an Average Annual Turnover of at least NRs. 8 millions on average in the best three fiscal years among last five consecutive fiscal years.
5. If the consulting firm or any member of joint venture does not meet eligibility criteria mentioned above, the consulting firm will be considered as non-eligible and will not be considered for further evaluation.

## **1.2 GENERAL INSTRUCTION TO CONSULTANTS**

### **1.2.1 Clarification on EoI Documents**

A prospective Applicant requiring any clarification on this EoI document may seek



clarification by contacting KVWSMB during office hours on all working days prior to the deadline for submission of the completed EoI document at the address mentioned below:

Contact person

ER. Nabin Tiwari

Engineer

Procurement Unit

Kathmandu Valley Water Supply Management Board

Laxmi Sadan, Ramshahpath, KMC-11

Thapathali, Kathmandu

Tel:- +977 1 4256868, 4100610 Fax:- +977 1 4100609

Email: info@kvwsmb.org.np

### **1.2.2 Amendment to EoI Documents**

1. At any time prior to the deadline for the submission of the completed EoI document, KVWSMB may amend the EoI, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant.
2. Amendment(s) will be notified through the website of Ministry of Water Supply and Sanitation and/or Kathmandu Valley Water Supply Management Board, (<http://www.kvwsmb.org.np>, <https://www.bolpatra.gov.np/> ). KVWSMB will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

### **1.2.3 Cost of Preparation of EoI and Liability**

Applicant shall bear all costs associated with the preparation and submission of the EoI document. KVWSMB will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EoI process. KVWSMB shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EoI.

### **1.2.4 Confidentiality of the Document**

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. KVWSMB will make every effort to treat such documents in confidence as far as possible.

### 1.2.5 *Joint Liability for Joint Venture Firms*

By submitting an EoI in joint venture (JV), the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

## 1.3 SUBMISSION OF EXPRESSION OF INTEREST (EoI)

### 1.3.1 *Sealing and Marking*

1. The Applicant shall seal the one original and one copy of the completed EoI in separate envelopes, duly marking the envelopes as “Original” and “Copy”. These envelopes shall then be sealed in an outer envelope and marked as “Expression of Interest”. The inner as well as outer envelope shall clearly mention the Job number and title of consulting Job.
2. The inner and the outer envelopes shall be addressed to:

The Executive Director  
Kathmandu Valley Water Supply Management Board  
Laxmi Sadan, Ramshahpath, KMC-11  
Thapathali, Kathmandu  
Tel:- +977 1 4256868, 4100610 Fax:- +977 1 4100609  
Email: [info@kvwsmb.org.np](mailto:info@kvwsmb.org.np)

3. The envelopes shall also indicate the name and address of the Applicant for identification purposes.
4. The Applicant shall also submit an electronic copy of the EoI documents. However, the evaluation of the EoI document shall be done only based on the hard copy of the EoI application submitted by the applicant.

### 1.3.2 *Deadline for Submission*

1. The completed EoI document must be submitted to KVWSMB at the address specified in Section 1.3.1 before 12:00 hr Nepal Standard Time (NST) ***within 16<sup>th</sup> day from the date of first publication of this notice.***
2. The completed EoI documents received by KVWSMB after the deadline set forth in Section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned un-opened.
3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

### 1.3.3 *Withdrawal of EoI document*

An Applicant shall not be permitted to withdraw the EoI Application that has been Submitted.

## **1.4 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT**

The completed EoI documents received by the due date and within the time specified in Clause 1.3.2 (1) will be opened at 14:00 hrs NST on the 16<sup>th</sup> day of first date of publication of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the Applicant or their authorized representative, however, shall not obstruct or prevent the opening of the EoI in any way. Applicants' each designated representative must bring a letter from the Applicant stating that he/she is authorized to represent the applicants for the public opening of the EoI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of KVWSMB will read out the names of the applicants who have submitted the completed EoI document and then will open the submitted EoI envelopes.

## **1.5 PREPARATION OF THE EoI DOCUMENT**

Detail procedure for preparation of EoI documents is given in **Section – 2.** (Preparation of EoI Application).

## **1.6 EVALUATION PROCESS**

KVWSMB will carry out evaluation of the EoI documents based on the criteria approved by KVWSMB. Anything not mentioned in this document regarding the EoI process shall be governed by the prevailing Public Procurement Acts and Regulations of Nepal.

The evaluation of EoI documents will be done in two stages (i) Screening of EoI Document of all firms for eligibility; and (ii) Evaluation of EoI document of eligible firms.

### **1.6.1 Screening of EoI Documents**

All EoI documents received and duly opened as per Clause 1.4 of this document shall be screened to determine the eligibility of the Applicant. The basic eligibility criteria shall be as given in the attached Form A-4. The information/data provided in the form will be scrutinized to determine the eligibility of the Applicant. Only the Applicants fulfilling all the requirements will be considered as eligible for further consideration.



## 1.6.2 Detailed Evaluation of EoI documents

Applicants fulfilling the eligibility requirements as mentioned in Clause 1.6.1 will be further evaluated based on financial capability, experience of the Applicant in similar projects, specific experience of experts proposed for the study and availability of equipment. Ongoing and planned projects shall not be considered for evaluation.

A scoring system is adopted to rank the Applicants in the order of merit based on the criteria. The maximum overall score that any Applicant can obtain is set at **100 Marks** and is distributed as follows:

**Table: Evaluation criteria**

S. No.	Description		Marking								
A	Financial Capability of the Firm		20								
	I	Average Annual Turn Over in million Rs. of best three years of last five consecutive fiscal years (In case of JV, the cumulative of average annual of JV will be considered) <ul style="list-style-type: none"><li>20 marks will be given to the Proponent with the highest average annual turnover among all the Proponents. (average annual Turnover less than 8 million will not be eligible)</li></ul> <table><tr><td>&gt; 15</td><td>100%</td></tr><tr><td>15 to 12</td><td>85%</td></tr><tr><td>12 to 8</td><td>70%</td></tr><tr><td>&lt; 8</td><td>0%</td></tr></table> <p>* Amount are in million</p> <ul style="list-style-type: none"><li>For lead partner (at Least) =T*40%</li><li>For JV partner(At least)=T*25 %</li></ul>	> 15	100%	15 to 12	85%	12 to 8	70%	< 8	0%	
		> 15	100%								
		15 to 12	85%								
		12 to 8	70%								
		< 8	0%								
B	Experience of the firm:		50								
	I	B1) General Work Experience of the firm	10								
	a	More than 15 years of experience	100%								
	b	10 to 15 years of experience	85%								
	c	4 to 10 years of experience	70%								
	d	Less than 4 years of experience	0%								
	II	B2) Specific work experience of the firm in Ground water research and development studies	20								
	a	Experience of working in different parts of Nepal (Out of Kathmandu Valley )	20%								
	b	Experience of working in Kathmandu valley only	60%								
	c	Experience of working in foreign country or donor agency project.	20%								
	III	B3) Work experience of the firm in geological and geophysical investigations	20								
	a	Experience in geological and geophysical investigation	100%								
	b	Experience in one of geological or geophysical investigation	85%								
	c	If no such experience	0%								

C	<b>Proposed Key Professionals of the Firm (Qualification &amp; Experience)</b>	<b>20</b>
	Marks will be equally distributed among the list of key Personnel/Professionals	Marks obtain
	<ul style="list-style-type: none"> <li>Project Coordinator (Master degree and more than 15 years' experience )</li> </ul>	6
	<ul style="list-style-type: none"> <li>Hydrogeologist (Master's degree and 5 to 10 years' experience )</li> </ul>	5
	<ul style="list-style-type: none"> <li>Geophysicist (Master's degree and 5 to 10 years' experience</li> </ul>	5
	<ul style="list-style-type: none"> <li>B.E. with 5 years in experiences</li> </ul> <p>*Hydrogeologist, Geologist, should have bachelor's degree with 10 to 15 years of experience or Master's degree and 5-10 Years of</p>	4
D	<b>Equipment and Facilities</b>	<b>10</b>
	<p>Equipment and Facilities including the equipment/tools to be used during field work/verifications (10 marks )</p> <p>Have at least 1 numbers of each equipment specified in the Form A-6; i.e., digital camera, GPS, geological hammer and compass, Lap top and desktop computer, internet, office space (up to 5 marks)</p> <ul style="list-style-type: none"> <li>Have 1 numbers (set) of Electrical Resistivity survey equipment, vehicle (5 marks)</li> </ul>	

Note:

- The relevant figures/numbers of each members of joint venture shall be added together to calculate cumulative figures/numbers of the joint venture's for the purpose of evaluation of experience and turnover of the firm(s).
- The consultant must make (put) the original signature of authorized representative and stamp of company on each printed side of every page of EoI. If otherwise, these pages will not be considered for evaluation.
- The information furnished by the Firm(s) in the EoI document should be realistic. In the event of any discrepancy between the original and the copy, the original shall govern. If any faulty information is found, legal action may be taken as per prevailing rules and regulations.
- The experience of the firm should be supported with evidence/proof in the



form of experience/ completion certificates which shall be duly notarized showing the project capacity, level of study and date of completion of the assignment. Otherwise such experience shall not be considered for evaluation.

- e) The work experience(s) of the firm not listed in Form B-1/Form B-2 won't be counted for the evaluation purpose.
- f) Marks will be given only to the key professionals to be deployed for the study.
- g) Employee of public entity needs to submit official no objection letter to provide consultancy services. Failure to submit no objection letter of these professionals, evaluation of such professional will not be done.
- h) Same key personnel should not be proposed for more than one designation for the same Job from an Applicant. If proposed so, marks will not be given for such professionals in any designation.
- i) Graduation year and month of the key professional shall be mentioned in Form C. If the month of graduation is not mentioned, the month of December of mentioned year will be considered for evaluation.
- j) The minimum experience for 2a (General Work experience of the firm) shall be greater than or equal to 4 years to obtain minimum marks.

### List of Key Personnel/Professionals

S. No.	Designation	Required number
1	Team Leader	1
2	Geophysicist <sup>1</sup>	2
3	Hydrogeologist <sup>1</sup>	2
4	Geologist	2
5	GIS/Auto-Cad expert	1
6	Civil Engineer	1

1: M. Sc. in relevant subject or M. Sc. in geology with experience in related subject

### 1.6.3 Short listing of the Applicants

Only top ranked Applicants obtaining at least 60 % marks in the EoI evaluation process will be shortlisted and considered as qualified firms.

Request for Proposal (RFP) will be issued to qualified short listed firms for respective Job for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.

#### **1.6.4 Clarification during Evaluation by KVWSMB**

- During the evaluation, KVWSMB may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to KVWSMB at the address given in Clause – 1.2.1.
- Failure to provide information, essential clarification, or to provide timely clarifications or substantiation of the information furnished, KVWSMB would be at liberty to declare such Applicant as non-responsive and reject his/her document.

#### **1.6.5 Rejection of EoI Document of Applicant**

- KVWSMB reserves the right to accept or reject any or all EoI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
- Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EoI document of the firm or their joint ventures. In addition in such cases, legal action shall be taken as per prevailing rules and regulations.

### **1.7 Notice of result of Evaluation**

All applicants irrespective of the qualified or non-qualified will be notified the result of evaluation of qualification through publishing a notice in national daily newspaper and official website of Ministry of Water Supply and Sanitation and/or Kathmandu Valley Water Supply Management Board in due course of time. Applicants listed in the short-listing will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

### **1.8 Scope of work**

The information regarding the project and project area, scope of work etc. are provided in the Annex.

## 2. PREPARATION OF EoI APPLICATION

The EoI document shall be structured in accordance with the outlines given in the EoI form and must contain accurate and complete information as requested in the EoI form. The EoI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initiated by the person authorized to sign the application and stamped with the firm's seal.

### 2.1 Documents for EoI

The completed EoI documents to be submitted by Applicant shall comprise of the following documents:

#### Information Regarding Technical & Financial Capability of the Consulting Firm

Form Type	Description/Content
<b>Form A</b>	General Information regarding Technical and Financial Capability of the Consulting Firm
<b>Form A-1</b>	Letter of Submission
<b>Form A-2</b>	Joint Venture Information (Attach JV Agreement and Power of Attorney, Share Percentage)
<b>Form A-3</b>	Self-Declaration Form
<b>Form A-4</b>	Eligibility Documents (Attach Firm Registration, VAT, Income Tax Clearance)
<b>Form A-5</b>	Identification of the Consulting Firm
<b>Form A-6</b>	Logistic support of the Consulting Firm
<b>Form A-7</b>	Financial capability of the Consulting Firm (attach audit report of the last five consecutive fiscal years)
<b>Form B</b>	Relevant work experience of the firm
<b>Form –B1</b>	General work experience of the firm
<b>Form –B2</b>	Relevant work experience of the firm in technical studies of hydrogeological projects
<b>Form –B3</b>	Details of the works completed by the Consulting Firm in geological and geophysical investigations
<b>Form –C</b>	Details of key professional staff to be deployed for the study

Note: The EoI documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Form.

### 2.2 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to C in the EoI document. All necessary information shall be presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.
2. The Applicant shall enclose notarized copies of registration certificate, VAT



certificate, and Tax clearance certificate. The Applicants shall also enclose notarized copies of experience certificate or completion certificate, audit report of last five years.

## **2.3 Information Regarding Technical & Financial Capability of the Consulting Firm**

### **Form A-1: Letter of Submission**

The applicant shall submit with the EoI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in case of joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the document EoI. The letter shall also include the job number and title of consulting job being applied for.

### **Form A-2: Joint Venture Information**

In case of Joint Venture, the consultant shall submit joint venture information in Form A-2. In addition, consulting firms shall submit Joint Venture Agreement duly signed & stamped with company seal by each member & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, name and signature of the authorized signatories. In JV agreement the consulting firm should mention share percentage of each member of JV. The authorized signatories of JV agreement should hold power of attorney from their respective firm.

### **Form A-3: Self Declaration Statement of Consultant**

The applicant shall submit a self-declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning that consultant is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business and litigation history (if any) in last five years. The self-declaration letter shall be signed by an authorized person of the Consulting Firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-3 of this EoI document. In case of JV, each individual consultant should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.

### **Form A-4: Eligibility Documents**

The applicant shall complete form A-4 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of copies of registration certificate, VAT Certificate and Income Tax Clearance.

### **Form A-5: Identification of the Firm**

The background information of the consulting firm shall be presented in the prescribed Form A-5.

**Form A-6 : Logistic Support**

Logistic support form should be filled and signed as self-declared form or firm has to submit the bills of purchasing or hiring the logistics.

**Form A-7: Financial Capability of the Firm**

The financial capability of the consulting firm shall be presented in the prescribed Form A-6 of this EoI document. The financial status of the Consulting Firm shall be supported with audited reports of last five consecutive fiscal years.

***2.3.1 Relevant Work Experience of the Firm in last five years*****Form B-1: General experience of the firm**

Experience of the Firm in Technical Studies of different subject shall be presented in Form B1. Include list of the main consulting works conducted by the firm.

**Form B-2: Experience of the Firm in last four year**

Relevant Experience of the firm in hydrogeological (Ground water research and development) study in last 4 years shall be presented in the prescribed Form B-2.

**Form B-3: Work experience of the firm in geological and geophysical investigations**

Relevant Experience of the firms in geological and geophysical study in last 5 years shall be presented in the prescribed Form B-2.

**N. B.:** All work experiences of the consulting form as mentioned above shall be supported with evidence/proof in the form of experience certificates/completion certificates etc. showing the dates of completion of the assignments, capacity of the project and value of the consulting assignments. The experience of the consulting firm without evidence/proof shall not be considered for evaluation.

***2.3.2 Details of Key Professional staff to be deployed for the Study*****Form C: Details of key professionals**

The details of proposed key professional staff to be deployed for the study and their experience shall be presented in prescribed Form C.



## FORM A-1

# LETTER OF SUBMITTAL

*[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm)*

To:  
The Executive Director  
Kathmandu Valley Water Supply Management Board  
Laxmi Sadan, Ramshahpath, KMC-11  
Thapathali, Kathmandu

Date: .....

Sirs,

Being duly authorized to represent and act on behalf of .....

..... (hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EoI, the undersigned hereby apply for qualification by KVWSMB as a consultant for the Study of Ground Water Resource of Kathmandu Valley

1. KVWSMB and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter 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 you to verify statements and information provided in this EoI, or with regard to the resources, experience, and competence of the Applicant.
2. KVWSMB and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
3. This application is made in the full understanding that all decisions by KVWSMB related to this EoI are final, binding and not subject to review. KVWSMB shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.
4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.
5. All further communication concerning this EoI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

ER. Nabin Tiwari

Engineer

Kathmandu Valley Water Supply Management Board

Laxmi Sadan, Ramshahpath, KMC-11

Thapathali, Kathmandu

Tel:- +977 1 4256868, 4100610 Fax:- +977 1 4100609

Email: [info@kvwsmb.org.np](mailto:info@kvwsmb.org.np)



## JOINT VENTURE INFORMATION

If the EoI is being submitted in Joint Venture, provide Joint Venture Information

SN	NAME OF FIRM	Postal Address, TEL, FAX and E-mail	NAME OF CONTACT PERSON	TELEPHONE OF CONTACT PERSON	SHARE PERCENTAGE IN JV	Remarks
1.	Lead Firm:					Share percentages of each JV partners should be mentioned in the JV agreement
2.	Partner Firm:					
3.	Partner Firm:					

Note:

1. Maximum three (3) Firms can make a Joint Venture.
2. In case of JV, the minimum share percentage of lead firm shall be 40 and minimum share percentage of partner firms shall be at least 25. Also the lead firm should hold the power of attorney.
3. Provide duly signed and stamped Joint Venture Agreement and Power of Attorney of the signatories by each member in the JV.

### Attachment

1. Joint Venture Agreement
2. Power of Attorney of the signatory (ies) of the Applicants

Yes/No



## SELF DECLARATION FORM

Date:

To,  
Executive Director  
Kathmandu Valley Water Supply Management Board  
Laxmi Sadan, Ramshahpath, KMC-11  
Thapathali, Kathmandu

Sir,

We, .....  
(Name of all Consulting Firm) declare that we are legally eligible to participate in the procurement process of consulting services for the **“Comprehensive Study of Ground Water Resource of Kathmandu Valley”**.

We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing any consulting business.

*Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last five years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)*

**(Note: Each Consultant in JV need to submit Self Declaration document either jointly or individually with original signed and stamped with company seal together with EoI document)**

<b>Firm 1</b>	<b>Firm 2</b>	<b>Firm 3</b>
Signature:	Signature:	Signature:
Name:	Name:	Name:
Designation:	Designation:	Designation:
For & on behalf of:	For & on behalf of:	For & on behalf of:

**ELIGIBILITY STATUS****Fulfillment of Eligibility Requirement**

S. No.	Description	Status (Yes/N)	Remarks
1	Notarized Copy of Valid Firm Registration Certificate (of each member of JV in case of JV)		
2	Notarized Copy of VAT Certificate (of each member of JV, in case of JV)		
3	Notarized Copy of Income Tax Clearance Certificate for FY 071/72 or FY 072/73 ((of each member of JV, in case of JV)		
4	Self-Declaration mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing consulting business as per form A-3		
5	Joint Venture Agreement between the JV Partners duly signed & stamped with company seal by each member & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, name and signature of the authorized signatories		
6	In case of JV, the minimum share percentage of lead firm must be 40%. Also the lead firm should hold the power of attorney		
7	Power of attorney of authorized signatories of JV agreement from their respective firm with signature & seal for each member of JV		

Consulting firm or any member of JV, failing to submit above basic criteria or if do not meet eligibility criteria mentioned above, the consulting firm will be considered as non-eligible and will not be considered for further evaluation.

*The supporting documents in the form of notarized copies of registration certificate, VAT Certificate and Tax Clearance/Submission Certificate shall be attached here:*

In addition,

Description	Value	Remarks
The total number of consulting firms in joint venture		
Share percentage		
Lead firm		
JV partner firm-1		
JV partner firm-2		
The Average Annual Turnover in the best three fiscal years among last five consecutive fiscal years		
Lead firm		
JV partner firm-1		
JV partner firm-2		



## FORM A-5

# IDENTIFICATION OF THE CONSULTING FIRM

Full name of the  
Firm:

Address:

Telephone number: Fax number: E-mail: Others:	<b>Year of Establishment:</b> Number of Years since establishment:
<b>Corporate Registration:</b> Date of Registration: Registration No: Date of last renewal: Valid up to:	<b>VAT Registration:</b> Date of Registration: VAT Registration No:
<b>Name and address of contact person:</b> Name and Designation of Contact Person: Address:  Telephone number (Office): Telephone number (Residence) : Mobile no: Fax: Email:	

*Note:*

1. In case of the applicant being joint venture, provide similar information for each member in the joint venture separately.



## **FORM A-6**

### **Logistic Support of Firm**

<i>Item</i>	<i>Particular/No.</i>	<i>Remarks</i>
<i>Geological Hammer</i>		
<i>Geological Compass</i>		
<i>Digital camera</i>		
<i>Total office Space</i>		
<i>Number of rooms</i>		
<i>Number of GPS</i>		
<i>Number of vehicles</i>		
<i>Number of two wheelers vehicles</i>		
<i>Computer network in office</i>		
<i>Internet Available</i>		
<i>Number of desktops</i>		
<i>Numbers of lap tops</i>		
<i>Number of printers</i>		
<i>Number of Electrical Resistivity Equipment</i>		

***Signed:***

***Name and designation:***

***For and on behalf of (name of applicant or lead firm of joint venture);***

***Note: In case of JV, provide similar information for each member in the joint venture separately.***



## **FORMA-7**

# **FINANCIAL CAPABILITY OF THE CONSULTING FIRM**

Full name of the Consulting Firm:

## **FINANCIAL STATUS**

### **Turn Over of last five consecutive fiscal years**

Description	FY .....	FY .....	FY .....	FY .....	FY .....
Turnover (NRs.)					

### **Turn Over of best three years**

Description	FY .....	FY .....	FY .....	Average Annual
Turnover (NRs.)				

Note:

- 1 Provide similar information for each member in case of joint venture.
2. Submit Audited Reports of last five consecutive fiscal years.
3. Average annual turnover of best three of last five years will be considered for evaluation.
4. In case of JV, turnover of the lead firm must be the highest among all of the JV members.



## **FORM B-1**

### **GENERAL WORK EXPERIENCE OF THE FIRM IN TECHNICAL STUDIES RESEARCH & DEVELOPMENT PROJECTS (IN THE LAST FIVE YEARS)**

S.N.	NAME OF PROJECT, TYPE OF STUDY	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.						
2.						
3.						
4.						

- 1 Note: The experience of the firm shall be supported with its evidence/proof of experience/completion certificates showing the project size, and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation purpose.

Date:

Signature & Designation of Applicant:

Seal of the Firm:



## FORM B-2

### **RELEVANT WORK EXPERIENCE OF THE FIRM IN OF HYDROGELGICAL (Ground water research & development) STUDIES (IN LAST FOUR YEARS)**

S. N.	NAME OF PROJECT	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.						
2.						
3.						
4.						

#### Note:

- 1 The experience of the Firm shall be supported with evidence/proof of experience/completion certificates showing the project size ad date of completion of the assignment. The experience of the firm without evidence/proof/or experience certificate will not be considered for evaluation

Date:

Signature & Designation of Applicant:

Seal of the Firm



### **FORM B-3**

## **RELEVANT WORK EXPERIENCE OF THE FIRM IN OF GEOLOGICAL AND GEOPHYSICAL STUDIES (IN LAST FIVE YEARS)**

<b>S. N.</b>	<b>NAME OF PROJECT</b>	<b>LOCATION</b>	<b>CLIENT</b>	<b>VALUE OF CONTRACT</b>	<b>YEAR OF COMPLETION</b>	<b>DESCRIPTION OF RELEVANT WORK CARRIED OUT</b>
1.						
2.						
3.						
4.						

### **Note:**

**2.2.1.1** The experience of the Firm shall be supported with evidence/proof of experience/completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof/or experience certificate will not be considered for evaluation.

Date:

Signature & Designation of Applicant:

Seal of the Firm

**FORM C****DETAILS OF KEY PROFESSIONAL STAFF TO BE DEPLOYED FOR  
THE STUDY**

S. N.	DESIGNATION	NAME	QUALIFICATION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED)	NAME OF AFFILIATED COMPANY AND YEARS OF AFFILIATION	TOTAL YEARS OF EXPERIENCE
1	Project coordinator				
2	Team Leader				
3	Geophysicist <sup>1</sup>				
4	Hydrogeologist <sup>1</sup>				
5	Hydrogeologist <sup>1</sup>				
6	Geologist				
7	Geologist				
8	Engineer				
9	GIS/AUTOCAD Expert				

Note: <sup>1</sup> Master degree in relevant subject or Master degree in Geology with experience in related subject  
\* Mobile number of the professionals shall be used for validation purpose.

Date

Signature & Designation of Applicant

## **Annex**

### **Scope of Work of the Comprehensive Study**

#### **1 Kathmandu Valley Water Supply Management Board**

Kathmandu Valley Water Supply Management Board (KVWSMB) is an autonomous government body formed under Water Supply Management Board Act, 2063. The reporting line ministry is the Ministry of Water Supply and Sanitation. KVWSMB has its office located in Laxmi Sadan, Ramshahpath, KMC-11 Thapathali, Kathmandu.

KVWSMB is responsible body for all activities associated with water supply and sewerage system in Kathmandu Valley. It is responsible for developing and overseeing service policies, and providing license to service providers for the operation and management of water supply and sanitation service system in Kathmandu Valley and monitoring the same in order to ensure supply of sufficient potable water with an acceptable residual pressure head at an affordable price to its consumers. It also regulates the ground water extraction /issue license.

The related offices are Kathmandu Upatyaka Khanepani Limited, Melamchi Water Supply Development Board and Project Implementation Directorate.

The main functions of KVWSMB includes the following:

- i) Prepare policy for the use of ground water and recommend to the government for approval.
- ii) Regulate the ground water extraction /issue license.
- iii) Co-ordinate with the government and other concerned agencies.

#### **2 Study Project Description**

##### **Ground water use:**

Main sources of water used to maintain the city supply from KUKL includes river water and ground water. Of total water supply volume ground water resource occupies more than 40%. And dependency on ground water resource is increasing as the population is increasing and the surface sources are already totally used up. In addition to this, there are many private and public institutions and individuals who are using ground water to satisfy their need for different purposes, which further increases pressure in this resource.

##### **Previous Ground water study:**

The study of ground water resource was made by Nautiyal, S.B. and Sharma P. N. in 1961 under Indian Cooperation Mission, which was followed by similar study by US AID Mission in 1964.

Binnie and Partners conducted study on ground water potential of greater Kathmandu and Bhaktapur and submitted report in 1973. The latest comprehensive study was made under JICA and submitted report on Ground water resource of the valley. JICA 1990 divided Kathmandu valley in three ground water district, namely Northern ground water district, Central ground water district and Southern ground water district based on hydrogeological characteristics. Many studies (of partial nature) were conducted after these early studies to understand about geology and hydrogeology of Kathmandu valley. However there is long gap of comprehensive study of ground water resource after JICA study of 1990.

### **Aquifer settings:**

The ground water resource of the Kathmandu valley has peculiar scenario. At some places like Panipkhari it is available in abundant near the surface, whereas in other places like Tripureshor it is available only at large depth of the order of 300m below ground surface. The aquifers are normally multilayered separated by clay layers. In addition in some places like Pulchowk, the aquifer exists only in the weathered fracture rock existing beneath the thick lake sediment.

There are bedrocks exposed in the valley at Soyambhu, Shova Bhagawati, Kapan, Pashupati, Kirtipur, Chovar, Naikap, Balkhu etc. which has certain effect in the overall groundwater scenario of the valley. At some places the ground water is tapped only from the bedrock aquifers.

### **Issues of ground water resource:**

There are many issues in ground water of Kathmandu that need to be addressed. Recent studies suggests that hydrogeologically Kathmandu valley may be subdivided into further numbers to distinctly group with similar hydrogeological characteristics. The recharge area play very important role in keeping the aquifers in its ready form. The identification of such area and preserving it for effective recharge is necessary for sustainable aquifer development. In some areas, the data shows that we are actually mining the ground water resource. Such areas need to be identified and effective measures need to be taken. The bedrock aquifers seems to exist extensively underlying the fluvio lacustrine deposit. The technical parameters of such aquifers, areal extension etc. need to be studied. There are issues of water quality also. In some areas the water quality is fairly good and does not need any treatment for drinking, whereas the quality is bad in some other locations. Such areas need to be identified for future development. The natural disasters are increasing and preparedness also need to be increased to address disaster in time. The preparedness in ground water field is to identify areas in the valley with good aquifer

potential, which can be exploited at short time, area with potable ground water reserve etc. Similarly with the advent of technology, increased water demand scenario, changing climate, deteriorating water balance etc. the regular updating of aquifer study need to be conducted. Though late, present study programme is expected to fill in the gap so far.

### Study project area

The study area comprise the Kathmandu valley floor covering an area of about 350 square kilometers. It covers parts of Kathmandu, Bhaktapur and Lalitpur districts. The study area is bounded by latitudes of  $27^{\circ} 35' 30''$  to  $27^{\circ} 47' 00''$  and longitudes of  $85^{\circ} 13' 00''$  to  $85^{\circ} 26' 30''$ . The study area covers all three ground water district namely northern ground water district, central ground water district and southern ground water district as per JICA 1990.

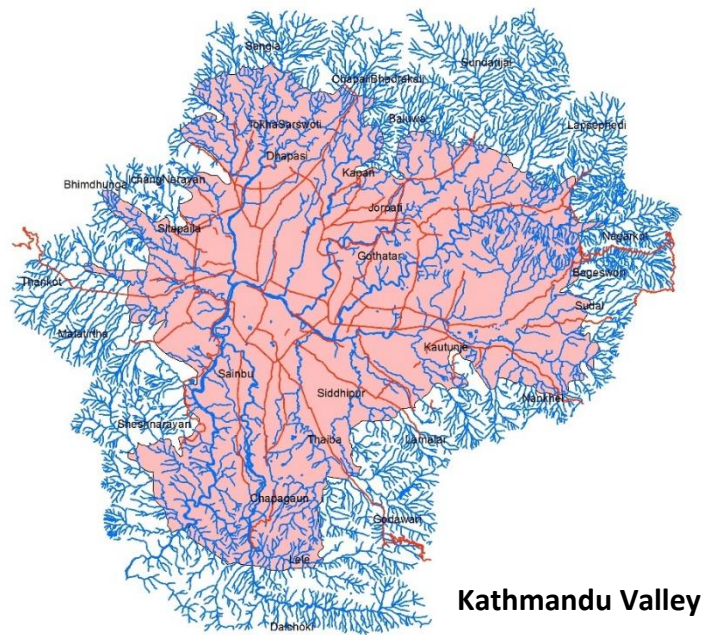
Most of the areas under study are connected either by main roads or by side or feeder roads. Hence the accessibility is fairly good. Short description of study area is also given in the following table.

Features	Kathmandu Valley
Districts	Kathmandu, Lalitpur and Bhaktapur
Valley floor area	350 Sq km
Latitude	$27^{\circ} 35' 30''$ to $27^{\circ} 47' 00''$
Longitude	$85^{\circ} 13' 00''$ to $85^{\circ} 26' 30''$
Bedrock exposed in the valley	Naikap, Kirtipur, Chovar, Balkhu, Pulchok, Gundu, Pashupati, Kapan, Soyambhu, Shovabagawati etc.
Expected number of tube wells	1,000
Ground water districts as per JICA 1990	Northern ground water district, Central ground water district and southern ground water district

### The scope of study and its description

The task in this project is to conduct the Comprehensive Study of Ground Water Resource of Kathmandu Valley. Therefore the prime scopes of the consulting service shall be to collect existing reports, papers, publications etc., collect the existing data of tube well lithology and water quality, pump test etc. from different organizations. The scope also consist of collecting ground water samples from tube wells for water quality test and age determination, conduct pumping test in some existing tube wells, carry out video recording from top to bottom of some tube wells, conduct geological investigations and geophysical surveys etc. All data from these activities shall be documented, processed and analyzed and interpretation to prepare

comprehensive report.



The scope of work to be carried out on this study includes but not limited to the following:

- a) Collect and review of previous study reports, articles, publications, books, maps, drawing etc.
- b) Conduct desk study and preliminary reconnaissance survey, analyze the available data and identify data gap of previous study & recommend the further additional study needed to prepare detail report
- c) Collect tube well data consisting of lithology, water quality, pump test etc. from drilling companies, private, public organizations, NGO's and government organizations.
- d) Rehabilitation of 3 deep tube wells for monitoring
- e) Prepare data base of these tube well data, process and analyze the data and
  - i) prepare contour map, isopach map etc. of aquifers, aquiclude and bedrock.
  - ii) Prepare shallow aquifer potential map
  - iii) Prepare lithological sections at least three in the north south and three in the east west directions
  - iv) Prepare map of shallow aquifer recharge area and deep aquifer recharge area
  - v) Study possibility of recharge from bedrock to shallow and deep aquifer.
  - vi) Identify areas feasible for further ground water extraction
  - vii) Identify areas where further ground water extraction may be risky
  - viii) Prepare model parameters for model study, etc.
- f) Collect representative ground water samples from 100 existing tube wells in the study area and conduct water quality test. Together with existing water quality data prepare
  - i) ground water quality map for shallow and deep aquifer separately
  - ii) prepare ground water contaminated map
  - iii) prepare map showing ammonia rich ground water



- iv) prepare map showing iron rich ground water
- v) prepare map showing at least two anomalous chemical constituents based on available data
- vi) prepare water quality map
- g) Representative ground water samples will be collected from about 30 locations for their age determination. Use these data together with existing ones to interpret the ground water age distribution in the valley.
- h) Prepare input parameters and boundary conditions for model and prepare groundwater flow map, water distribution map and 3D aquifer maps.
- i) Conduct video camera mapping of 10 representative Tube wells in the valley from top to bottom and process, analyze and interpret the content
- j) To conduct water balance study of the valley for deep groundwater
- k) Conduct pumping tests in 5 representative deep tube wells in the valley and use these data together with existing data to study parameter of aquifers like transmissivity, hydraulic conductivity, permeability and Storage coefficient etc.
- l) Prepare contingency plan of water supply to be used during emergency.
- m) Identify areas with good shallow ground water reserve.
- n) Identify areas that can be used in short time to extract ground water and can be fed to existing supply network.
- o) Identify areas which are to be saved from encroachment to increase ground water recharge, ground water safety etc.
- p) Conduct field investigation for geological surveys, geophysical surveys including both vertical electrical sounding (at 40 locations) and Electrical Resistivity Imaging (at 40 locations), as per requirement of the study and process and analyze and interpret the data.
- q) Prepare geological cross sections showing aquifer settings and bedrock distribution in the valley.
- r) Find out surface and groundwater balance of Kathmandu Valley and prepare 3D map of aquifer distribution of Kathmandu Valley.
- s) Prepare maps of aquifer distribution, quality of ground water, potential recharge area, ground water age etc.
- t) Identify areas for ground water development based on recharge potential, distribution network etc.
- u) Conduct preliminary study of institutional arrangement required for the ground water development and management of KVWSMB in the present scenario in the term of manpower, software and hardware for R&D part and effective service delivery.