

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: KVWSMB/CS/QCBS/07-
2078/79**

Method of Consulting Service: National

**Project Name : Detail Engineering Survey, Design, Drawing, Cost Estimate and
Procurement Documents Works of Sisnery Water Supply Project**

EOI : 07-2078/79

Office Name: Kathmandu Valley Water supply Management Board

Office Address: lalitpur Lalitpur

Funding 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

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Kathmandu Valley Water supply Management Board

Date: 06-02-2022 11:00

Name of Project: Detail Engineering Survey, Design, Drawing, Cost Estimate and Procurement Documents Works of Sisnery Water Supply Project

1. Government of Nepal (GoN) has allocated fund toward the cost of Detail Engineering Survey, Design, Drawing, Cost Estimate and Procurement Documents Works of Sisnery Water Supply Project and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Kathmandu Valley Water supply Management Board now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Detail Engineering Survey, Design, Drawing, Cost Estimate and Procurement Documents Works of Sisnery Water Supply Project
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Kathmandu Valley Water supply Management Board, Kathmandu Valley Water supply Management Board
Lalitpur
Lalitpur
Bagmati Province
Nepal during office hours on or before 21-02-2022 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website www.kvwsmb.org.np
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp Kathmandu Valley Water supply Management Board
Lalitpur
Bagmati Province
Nepal on or before 21-02-2022 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 30.0 %, Experience 60.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible All consulting firms .
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 20 months . Expected date of commencement of the assignment is 07-06-2022.
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 Detail Engineering Survey, Design, Drawing, Cost Estimate and Procurement Documents Works of Sisnery Water Supply Project". 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



Objective of Consultancy Services or Brief TOR

1. Background

Kathmandu Valley Water Supply Management Board (KVWSMB or Board) is an autonomous government body formed under Water Supply Management Board Act, 2063 and is responsible for long-term planning and development, issuing licenses to service providers for the operation and management of water supply and wastewater services in Kathmandu Valley, and monitoring to ensure adherence to leased agreements. It owns most of the assets related to water supply and wastewater services that are spread in all the newly constituted 18 municipalities (Figure 1) of Kathmandu Valley. Originally, when the Board was formed its jurisdiction comprised of 5 existing municipalities and 24 of 25 existing VDCs in the valleys, excluding Godavari.

Currently, KVWSMB is planning to carry out Detail Engineering study for Sisnery Water Supply Project which shall provide detail engineering design and estimate for all the engineering structures required for the project. Such report will be produced as the outcome of the survey and design of the project so that immediate actions could be undertaken for their implementation. The annual program and budget for this fiscal year 078/79 has been proposed and approved. The approved program has provisions for conducting detail feasibility studies for the said project with the aim of preparing comprehensive document for implementation of the Sisnery Water Supply Project. Hence, KVWSMB aims at conducting Detail Engineering Survey, Design, Drawing, Cost Estimate and Procurement Documents Works of Sisnery Water Supply Project.

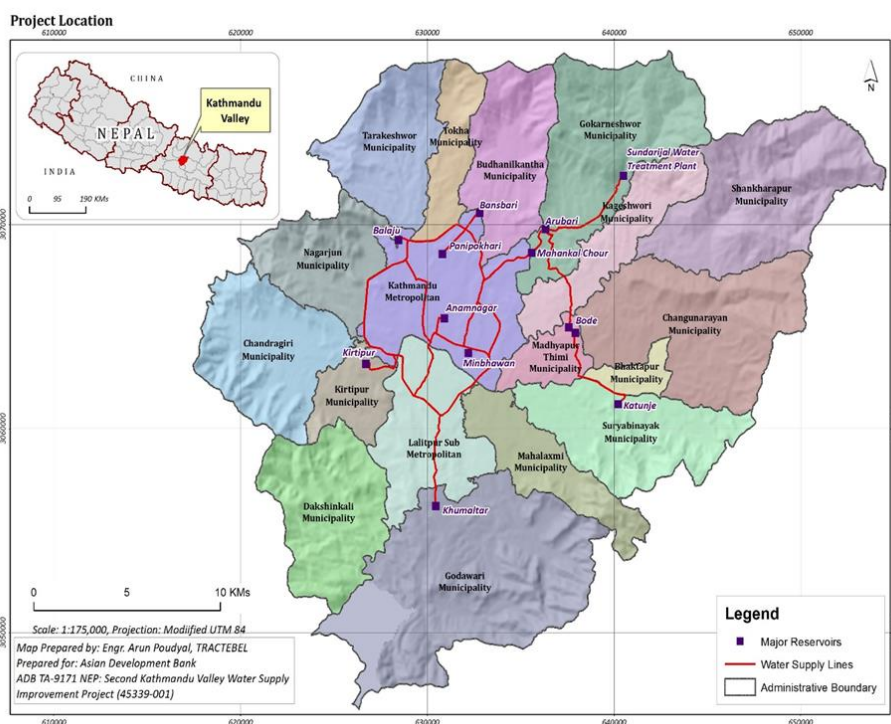


Figure-1 Administrative Boundaries within Kathmandu Valley

The demand of drinking water in the valley is increasing with the increase in population, while the existing water supply is not sufficient in terms of both quantity and quality. Water supply is intermittent from one to six hours in three alternate days in wet season up to ten alternate days during dry season. Hence reasons for the water shortage are mainly less production of water



itself, growing demand due to the fast growing population, rising use of water due to rise in the living standard of the people, increasing commercial and industrial activities including tourism, wastage and high leakage of water in the system etc. Also the quality of water supplied needs improvement substantially. The only long term solution to the problem of drinking water scarcity in the valley is the “Melamchi Water Supply Project” which has been facing severe delays for the past few years. At present, Melamchi 1st phase is expected to be completed in this fiscal year and 2nd and 3rd phase is expected to be completed in 2025 and 2030 respectively. After completion of Melamchi 1st phase there will be still deficit water supply and even after completion of Melamchi third phase, by that time there will be deficit in water supply. As Kathmandu valley is in earthquake zone, it is very dangerous to depend totally on Melamchi source only. So there has been a need of immediate and urgent water supply project by investigating and utilizing the alternative sources.

In this context, the KVWSMB is going to implement Sisnery Water Supply Project at Kulekhani Khola which is situated in Makawanpur district. Sisnery Water Supply Project solely funded and implemented by KVWSMB. This project is launched to ensure the water distribution in scarce area of Kathmandu valley, mostly focusing on Lalitpur district.

2 Project information

Sisnery Water Supply Project is being planned intending supply the water at southern part of the Kathmandu Valley there by using the source from downstream basin of Kulekhani Dam. The proposed project has broadly 3 systems viz. 1) Dam and Intake, 2) Water Conveyance Systems with two/three stage Pumping and 3) Water Treatment Systems. A dam is proposed to construct across the Kulekhani Khola. The proposed dam site is located at Sisnery, Makawanpur district about 100 m upstream of confluence of Kulekhani Khola and Bagmati River. Water from Kogate and Kulekhani Khola will be stored during monsoon period and pumped to Sainbu reservoir after treatment for distribution throughout the year.

Tentative Salient features of the proposed project:

1. Name of the Project	Detail Engineering Survey, Design, Drawing, Cost Estimate and Procurement Documents Works of Sisnery Water Supply Project
2. Project Location	Sisnery VDC, Makwanpur district Latitude: 27° 32' 17" Longitude: 85° 13' 42.20" RL: 1060 m
3. District	Makawanpur
4. Benefit Area of the project	Kathmandu Valley (specially Lalitpur District)
5. Type of Source	Surface Water
6. Name of River	Sisnery and Kogate River with possible additional capacity from existing Kulekhani Reservoir
7. Expected yield	Additional 140 MLD
8. Type of the scheme	1. Dam storage with Multi stage pumping system from Sisnery Dam to Sisnery Reservoir and by



	Gravity from Sisnery reservoir to Sainbu Reservoir
	2. Kogate to Sisnery Reservoir and Sisnery to Sainbu reservoir through Gravity
	3. Kulekhani Dam to Sainbu Reservoir through Sisnery Reservoir by Gravity
9. Intake Structure	1. RCC dam with sump well from Sisnery dam storage
	2. Weir type intake structure for Kogate River
	3. Existing Kulekhani dam storage
1. Dam	Type: Reinforced Concrete Dam Height: 60 m Crest Length: 340 m
2. Pipeline	Sisnery dam to Sisnery Reservoir, Multi stage pumping
	Kogate Intake to Sisnery Reservoir
	Kulekhani to Sainbu Reservoir through Sisnery Reservoir
12. Treatment Plant	Conventional type consists of Flocculation & Sedimentation tank, Rapid Sand Filter

The project location is accessible from under construction Kathmandu Terai Express Way and Pharping Kulekhani Road. The proposed dam site is about 14 Km south from Pharping (via road) and 13.8 km of areal distance from Sainbu reservoir. The targeted location of second stage pumping station and water treatment plant is nearby existing Pharping hydropower station. From Pharping station, the treated water is planned to pump at Sainbu-Bhainsepati reservoir. Then the water will be distributed from existing distribution system of Kathmandu Upatyaka Khanepani Limited (KUKL). The tentative location of the project components of Sisnery Water Supply Project is as shown in Figure -2 and Figure 3.

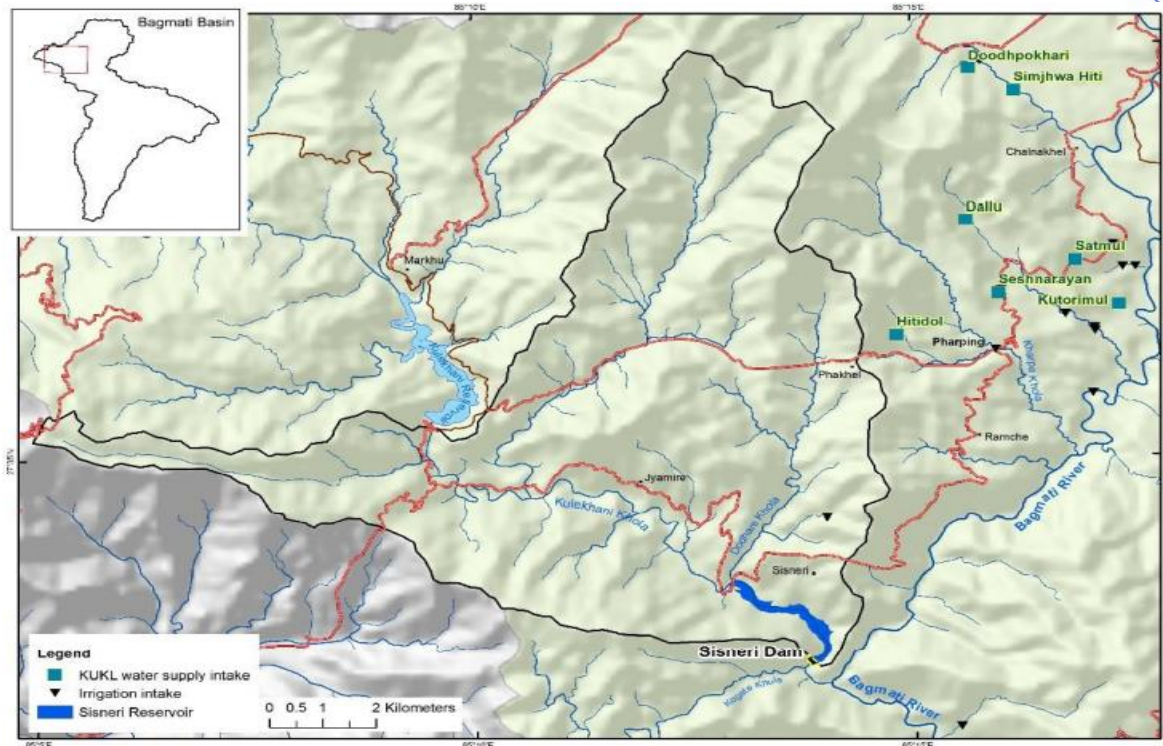


Figure -2: Location map of dam site of proposed Sisneri Water Supply Project

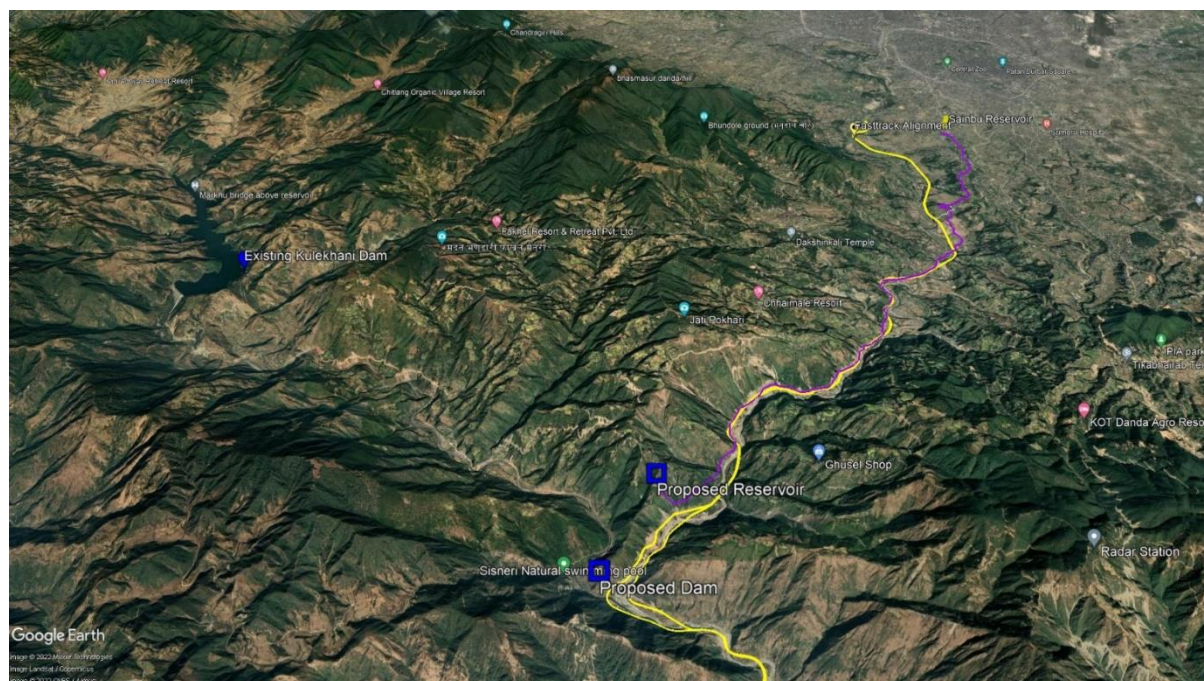


Figure 3 Google earth view of proposed Sisneri Water Supply Project Area

3 Scope of the work

The main task of the consulting service is to conduct the Detail Engineering Design of all the components of the Sisneri Water Supply System including Detail Drawing, Cost Estimate and preparation of Procurement Documents Works. The consultant also shall prepare the scoping

Dr. Sanjeev Bickram Rana
Executive Director



document and Terms of Reference (ToR) for the (i) Environmental Impact Assessment (EIA) of Sisnery Water Supply Project and (ii) Detail Design of the Sisnery Dam. The Consultant shall follow National/International best practice during survey, design, and report preparation in close coordination with KVWSMB.

The consulting service is divided into two components:

- A. Detail Engineering Design works of Sisnery Water Supply Project
- B. Preparation of Scoping Document and Terms of Reference (TOR) for Environmental Impact Assessment (EIA) Study and Design of Dam at project site

Both of those services shall be carried out simultaneously. The EIA scoping study will be carried out by the EIA team of the Consultant as per Environment Protection Act, 2076 and Environment Protection Rule, 2077 in conjunction with the technical team of experts for the Detail Engineering Design. The Scoping study shall be carried out as per the clause 5, sub clause 1 of the Environment Protection Act, 2076 and the scoping document shall be prepared as per the format prescribed in schedule 5 of EPR, 2077 and TOR shall be prepared as per the format prescribed in schedule 8 of the EPR, 2077 and approved by the Ministry of Forests and Environment (MoFE).

The scope of works and details of the work are described in the following section.

A. Detail Engineering Design

1. Collection and review of previous studies on Sisnery Water Supply Projects as well as other data and information available on the project area.
2. Field surveys and investigations, including topographic surveys, hydrological, sediment and hydro-meteorological data collection, geological, geophysical and geotechnical investigations, construction material surveys and logistics surveys.
3. Analysis and interpretation of field data and secondary data to generate topographic maps and sections, long-term, flood and low river flows, sediment characteristics, geological, geotechnical and seismological characteristics of the project area and define availability and suitability of construction materials. The data shall consider production of water from Sisnery Khola for next 50-100 years and also investigate the impact of Climate change on water production.
4. Development and assessment of alternative project schemes and layouts to identify the most suitable scheme/ layout.
5. Design of pumping scheme with power optimization options, considering current electricity tariff and usages.
6. Establishment of detailed design criteria for all major project components and associated structures considering international best practices.
7. Detailed design of civil structures, electromechanical equipment, hydro mechanical equipment and associated structures for the optimized layout.
8. Construction planning and preparation of project implementation schedule.
9. Detailed quantity and cost estimation for the project.
10. Economic and financial evaluation of the project.
11. Development of land acquisition and compensation plan for the project.
12. Analysis of alternative contract/implementation models for the project and institutional arrangement for project implementation.
13. Preparation of detailed drawings.
14. Preparation of tender documents for civil, hydro-mechanical, electromechanical and associated works.



15. Preparation of requisite reports, including a bankable Detailed Project Report (DPR) for the project.
16. All work carried out by the consultants shall be compatible with guideline for drinking water supply design.
17. All final drawings shall be of the highest standard, complete
18. The designs prepared shall conform to the norms and guidelines of the national/local construction/ codes of practice in force in Nepal with particular emphasis on earthquake resistant features, fire protection, environment and safety concerns, accessibility to the people with special needs, and hygiene as per the recommendation from the project social action plan.
19. The Consultant will follow up with the concerned authorities, legal, statutory and administrative formalities for obtaining the drone mobilization permits/approvals for survey works prior to the start of the survey.



Figure 4 Google earth view of proposed Sisneri Water Supply Project with Proposed Pipeline alignments.

Consultant team is expected to prepare detail design for Kogate-Sisneri, Kulekhani-Sisneri, Dam-Sisneri, Sisneri-Sainbu, Sainbu-Khumaltar and Sainbu-Kirtipur pipeline alignment. The consultant team is expected to prepare most feasible pipeline route with appropriate dimensions. Total pipeline length is expected to be more than 60 km in total.

During this task, the KVWSMB may provide the available information, previous study reports and required legislations to the consultant. However, consultants are required to collect relevant information from concerned agencies. During reconnaissance study the consultant shall visit the whole project area covered by all project components. The outcome of this task shall be presented in the form of Inception Report.

The Inception Report shall summarize the results of the review of existing data/ reports, summarize the results of the field reconnaissance, discuss the key data/information gaps requiring additional field work/investigation and data collection and verification, and describe the approach the Consultant intends to follow in carrying out various activities to complete the assignment. The Inception Report shall also include the updated methodology and work plan for



the ongoing studies, detailed schedule for each task, field investigation plan, manning schedule of each personnel for effective mobilization.

In the Inception Report, all collected information/data of the project should be subjected to critical scrutiny in order to establish a realistic understanding of the real field situation, data gap and additional scope of work to be included in this study. The Consultant shall submit the Inception Report including all the drawings, formats, engineering calculations etc to KVWSMB for review. If KVWSMB requires any changes, they shall be incorporated accordingly. However, the Inception Report must be accepted by KVWSMB before any further work is embarked upon. The total yield should be decided based on the optimization study. The **inception report** shall be submitted within **1 month of contract agreement**.

The consultant shall submit the **first draft report** within **9 months of contract agreement** which shall include a detailed Desk Study, detailed field assessment and investigation and detailed analysis of the project to provide required inputs for the detailed engineering design. The field survey and investigation program shall be prepared and submitted to KVWSMB for approval before carrying out field survey and investigation activities. The report shall contain the preliminary scope of field investigation program and include field investigation related to Topographical Survey, hydrological, Meteorological and Sediment Studies, Geological studies, Testing, Seismicity/Seismic study, Construction Material Survey and Testing, Detail Feasibility survey of Access and Project Road and Cross Drainage Works, Alignment survey of High-voltage Electricity Supply Line etc.

Based on the outcome of the first draft report, the consultant shall submit the **second draft report** within **18 months of contract agreement** which shall comprise of the Detailed Engineering design of the various components of the project including Water Treatment Plant, Pumping System, Piping System etc.

2. Content Report

A. Preparation of Scoping Document and Terms of Reference for EIA Study

The Consultant shall make a detail study of the project area and project affected area for the environmental impact assessment (EIA) study including social safeguard related studies. The scoping study shall be carried out by the EIA team of the Consultant in conjunction with the expert technical team for the Detail Engineering Design. A separate report of Scoping Document and Terms of Reference shall be submitted to KVWSMB. The consultant shall be responsible to incorporate comments from KVWSMB/MoEWI/MoFE on behalf of KVWSMB up to the final approval of the scoping document and TOR from MoFE. This shall be achieved within **four Months of contract agreement**.

The scope of consulting services for preparation of Scoping Document and TOR for EIA includes, but not necessarily limited to, the following:

- Environmental Screening and Scoping

The Consultant, through initial consultation(s), site visit(s), primary and secondary source collection and review, shall identify the proposed project's salient environmental and social setting and potential risks/ concerns / impacts to be studied in more detail. The scoping phases should help define the scope and work plan of the EIA study required. This exercise will be coordinated with the engineering survey works.

The Scoping activities will include:



- a. Review all available existing information on environmental and social baseline conditions and potential impacts related to the proposed project and ancillary and associated facilities, as other ongoing or planned projects in the same geographical region / watershed.
- b. Develop a project description and associated activities based on descriptions developed by the KVWSMB and/or Detail Feasibility Study Consultant, including alternatives considered or to be considered, by synthesizing and providing an integrated overview of all key aspects of the projects that will be relevant to the future EIA study.
- c. Carry out initial site visits, including formal and informal discussions/meetings with local communities, government entities and other key stakeholders, in each project affected area/ influence area (Municipality level and district level). Consultations shall be held in Nepali and/or relevant local language (or with translation). Consultations will enable both verification of the information reviewed from existing sources about the project's social and environmental context, an initial screening of likely environmental and social impacts and sensitivities, and for all relevant stakeholders be informed about the potential projects.
- d. Inform potentially affected people and relevant stakeholders about the environmental scoping in advance, through appropriate means. In accordance with the requirements of the EPR, the Consultant shall publish a Scoping notice in a national daily newspaper mentioning the EIA of the project with a brief description of the project and activities, a list of areas likely to be affected by the project, the potential area of influence, request for comments and suggestions along with address for communication. The copy of notice shall be made available in both English and Nepali and displayed in municipalities and other public places.
- e. Area of Influence and Impact Zones. Through the desk reviews and field screening and verification, define and describe the Project's Area of Influence, based upon the area likely to be affected either directly or indirectly by the proposed project, including ancillaries and associated activities; as well as induced developments. Identify and describe environmental and social impact zones within the Area of Influence (e.g. direct, indirect, induced, etc),
- f. Undertake initial assessment of the potential issues/impacts/risks, including a preliminary assessment of the potential regional impacts arising from the number of project activities in the region being developed;

The consultant will prepare specific Screening and Scoping Report and ToR to meet GoN environmental requirements.

B. Preparation of Terms of Reference for Dam Design

The Consultant shall make a detail study of the project area for understanding adequate in depth study of dam, stability and design of dam with possible alternatives and prepare a detailed Terms of Reference for the Detailed Design of Sisnery Dam for the proposed project. The consultant shall prepare the details description of various services to be conducted for the detailed dam design in terms of Topographical survey, laboratory tests, hydrological and geological studies, geological survey, geotechnical investigations and other required studies. The detailed Terms of Reference shall also include how the field data should be optimized and interpreted and list of detailed design works. This shall be achieved within **four Months of contract agreement**.

4 Duration of Services

The estimated time for completion of the complete assignment shall be Twenty (20) months. Tentative schedule and deliverable schedules is attached in the table below :


Dr. Sanjeev Bickram Rana
Executive Director



SN	Report	Timeline
1	Inception Report	Within 1 Month
2	Content Report	Within 4 Month
3	Draft Report I	Within 9 Month
4	Draft Report II	Within 18 Month
5	Final Report	Within 20 Month

5 Professional Requirement

The assignment shall be undertaken under the overall direction and management of an experienced Team Leader who will coordinate the activities of the technical and shall be the principal point of contact for the KVWSMB.

The Consultant's Technical Team shall comprise well qualified engineers and specialists in other disciplines, with extensive international experience, together with national professionals and support staff as appropriate.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission FY2077/78 (for National consulting firm only)	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	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.	
10	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 Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	a) Team Leader (Sr. Water Supply and Sanitary Engineer):	Master degree in Sanitary/Environmental / or similar with Minimum 20 years experience and Team Leader related to Detailed Engineering Design & Supervision and Study of Water Supply and Sanitation Project or similar in at least 5 Water Supply Projects
2	b) Water Treatment System Design Expert	Master degree in Civil/Sanitary/Environmental /or similar with Minimum 15 years of experience and Expert for Design of Water Treatment System in at least 5 nos
3	c) Geotechnical Engineer	Masters degree in Geotechnical Engineering or related field with Minimum 15 years of experience and Geotechnical Expert for Design of Infrastructure Projects in at least 5 nos
4	d) Structure Engineer	Masters Degree in Structural Engineering or related field with Minimum 15 years of experience and Structural Engineer in infrastructure projects in atleast 5 nos.
5	e) Water Resources Expert	Masters Degree in Water Resources Engineering or Hydrology or related field with Minimum 15 years of experience and hydrologist or hydrology Expert for Water Supply and Sanitation Projects in atleast 5 nos.

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
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Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Successful completion of consulting assignments related to 'Engineering Design' or 'Design & Supervision of any engineering projects (contract assignment should include Design aspects)' of more than NRs. 30 million (2 marks for each project, max 10 Projects)
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	<p>1. Design and/or Design Review of Large Water Resources Project in water supply, irrigation, hydropower or similar field (1 marks for each project, max 4 projects)</p> <p>2. Detailed Engineering Survey, Design and Supervision of Water Supply and Sanitation Project with consulting fee minimum NRs. 10 million (2 marks for each project, max 5 projects)</p> <p>3. Detailed Engineering Design and Supervision works of Water Treatment system of min 20 MLD capacity (1 marks for each project, max 4 projects)</p> <p>4. Detailed Design and Supervision of Pumping Water Supply Project with consulting fee of more than NRs. 10 million (1 marks for each project, max 4 projects)</p> <p>5. Structural Design and Supervision works of at least 2 water containing structures (RCC OHT/ Ground water Tanks / Impounding Reservoirs) with consulting fee more than 10 million (2 marks for each project, max 4 projects)</p> <p>*If Multiple projects are executed in single consulting packages, individual project experience Shall be considered if it matches the required specific experience (But should provide certificate of evidence)</p>
3	Similar Geographical experience of consulting firm	Successful completion of consulting assignments related to 'Design and/or Supervision of Water Supply and Sanitation' of more than NRs. 30 million related to Kathmandu Valley or similar valleys (2 marks for each project, max 5 projects)

Score: 60.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Average Annual Turnover of Best of 3 Fiscal Year of Last 7 Fiscal Years should be more than NRs. 100 Million (In case of JV, the cumulative of average annual of JV will be considered)

Score: 10.0

Minimum score to pass the EOI is: 60

Note : 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 such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

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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.	

Firm's Name: _____

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

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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	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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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

--

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

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

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

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

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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)