

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service:  
EOI/DOIT/QCBS/01/077-78**

**Method of Consulting Service: National**

**Project Name : Detailed Project Report (DPR) of Knowledge Park**

**EOI : EOI/DOIT/QCBS/01/077-78**

**Office Name: Department of Information Technology**

**Office Address: Thapagaun, Baneshwor Kathmandu**

**Funding agency : Government Budget**

## **Abbreviations**

DOIT	-	Department of Information Technology
CV	-	Curriculum Vitae
DP	-	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: Department of Information Technology

Date: 25-06-2020 00:00

Name of Project: Detailed Project Report (DPR) of Knowledge Park

1. Government of Nepal (GoN) has allocated fund toward the cost of Detailed Project Report (DPR) of Knowledge Park 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 Department of Information Technology now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Detailed Project Report (DPR) of Knowledge Park at Khumaltar, Lalitpur
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Department of Information Technology, Department of Information Technology  
Thapagaun, Baneshwor  
Kathmandu  
Nepal during office hours on or before 09-07-2020 17:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website [doit.gov.np](http://doit.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or manually to the address [insert: Name of the client and address] on or before 09-07-2020 17:00
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 55.0 %, and Capacity 15.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 70

## **B. Instructions for Submission of Expression of**

# Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 6 months. Expected date of commencement of the assignment is 18-12-2020.
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 Detailed Project Report (DPR) of Knowledge Park. 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

In accordance with the Section 45 of the Good Governance (Management and Operation) Act, 2064 - which stipulates that the Government of Nepal, for the purpose of carrying out the activities of government offices or work performance in a manageable, speedy and economical manner in terms of process, may frame and implement necessary directive or manual – Ministry of Communication and Information Technology of the Government of Nepal has approved **National Knowledge Park (Establishment and Operation) Directive, 2076**. The primary objective of establishing a National Knowledge Park is to enhance service delivery and import through development of companies based on knowledge and information technology and generation of employment opportunities for the development of a knowledge based national economy by making a maximum use of information technology in Nepal.

Following are the proposed activities to be conducted inside the Knowledge Park as mentioned in the Guideline:

- a. Production and service delivery through establishment of construction and service oriented industries based on information technology to support national economic development.
- b. Activities related to research and training for product development and innovation.
- c. ICT system design, development and system integration
- d. Call centre/Business process outsourcing
- e. New works such as Block chain, Big data, IOT, AI
- f. ICT based services
- g. Training
- h. Software specialization
- i. Works related to human resource development
- j. Operation of Incubation centre
- k. Technical assistance centre
- l. Data centre, Cloud computation, Data warehousing and Data backup and recovery management
- m. Hardware fabrication
- n. Activities related to entrepreneurship development
- o. Other activities as stated by the committee for supporting Knowledge economy using information technology

According to the Directive, the following workstations are to be established inside the Knowledge Park:

- a. A paid **Common Workstation** to conduct business or operate an industry. This type of workstation shall provide integrated services related to inquiry, registration, finance, tax management and other managerial and legal services. A meeting room or a conference hall can be provided for this type of workstation to conduct seminar, meeting, workshop or other activities.
- b. A **Single Workstation** for any company or firm to operate by leasing one or more business units.

The Department of Information Technology can inspect, monitor and supervise the businesses operating inside the Knowledge Park.

The policies and programs of the Government of Nepal for the fiscal year 2076/77 makes provision for the establishment of the Knowledge Park. The implementation work plan includes establishment of the Knowledge Park at Khumaltar, Lalitpur in an area of 118 ropanis. 15 ropanis of this land has been decided to be separately used for Data Centre/Internet Exchange Centre while the remaining 103 ropanis shall be used to establish and operate Knowledge Park. The implementing agency shall be the Department of Information Technology while the supporting agency shall be the Ministry of Communication and Information Technology.

For the execution of this project, a Detailed Project Report (DPR) needs to be prepared which shall include a final, detailed appraisal report on the project and a blueprint for construction of the Knowledge Park.

## 2. Objective

The main objective of this assignment is to:

- a. Conduct a site visit/case study regarding establishment of Knowledge Park, preferably in the neighbouring country.
- b. Prepare a Conceptual Design of Knowledge Park after performing required investigations.
- c. Prepare a Detail Project Report (DPR) for the establishment of the Knowledge Park.

The scope of works under each objective shall be stated in the third section.

## 3. Scope of Work

**Stage I:** The consultant shall understand the objectives and proposed activities and provisions set by the draft version of Knowledge Park Operation and Maintenance Guidelines, 2076. In this due course, selected members of the design team should visit one of such Knowledge Parks, preferably in the neighbouring country of India or in any other part of the world, to carry out a detailed study of the different structures, facilities and their uses in a Knowledge Park. This site visit shall be carried out as a case study to understand and internalize the concept of Knowledge Park and ascertain its institutional concept in the context of Nepal.

The team for Case Study shall include at least four members including two representatives of the Consultant, one representative each of Department of Information Technology and Federal Secretariat Construction and Management Office.

A copy of report of the Case Study shall be submitted to the concerned department along with the Concept Design.

**Stage II:** The outcome of this stage is the preparation of a preliminary **Concept Design** of layout of buildings and utilities along with floor plans, elevations and sections, detailing. The first stage shall include conducting initial investigations at the proposed site for the Knowledge Park.

While preparing the conceptual design, the consultant shall consider any currently existing infrastructure (e.g. boundary wall) present in the site.

Following investigations shall be carried out to prepare a conceptual design:

- a. **Site Investigation** to provide information about the physical conditions of the selected site for further concept development.
- b. **Topographic Survey** of the total area of land.
- c. **Hydrological Analysis** to draw rainfall intensity duration curve and determine storm water discharge for different periods and to study the characteristics of existing water sources and drainage system.
- d. **Soil Investigation** to ascertain the type of foundation required, determine the depth of foundation, and determine the allowable bearing capacity and other design parameters of sub-soil strata.
- e. **Economic and Financial Assessment** as per client financing policy (net eligibility, TE/TR, DS/TR, net operating surplus/deficit from actual and estimated cash flow over 20 years) and a forecast for a period of 20 years for assessment of initial investment cost, operation and maintenance costs, replacement costs and potential revenue generation.
- f. **Initial Environmental Assessment (IEE) or Environmental Impact Assessment (EIA)** as prescribed by the Environmental Protection Act, 1996 and the Environmental Protection Rule, 1997.
- g. **Seismic Risk Assessment** to address the safety and security of the buildings and their occupants during emergency as well as normal situation.
- h. **Legal and Institutional Assessment** regarding land ownership, permit required from different agencies including revenue collection and post construction management.
- i. Availability and requirement of utilities such as power supply, water supply and telecommunications.
- j. **Proposal for Institutional Concept** for effective and efficient management and organization of the Knowledge Park, including suitable/acceptable contractual arrangements, e.g. service contract, management and operation contract, lease contract, build-operate-transfer concessions etc, type of business model for the Knowledge Park suitable in the context of Nepal, sources of generation of revenue, business and software outsourcing models, etc.
- k. **Functional Design:** The juxtaposition of the buildings along with the layout of utilities in the master plan together with the space planning of individual building shall be functional, cost effective and shall address the issues of comfort and convenience for the users of the buildings.

**Stage III:** The following works shall be carried out during the second stage and the final outcome of this stage is the **Detailed Project Reports (DPRs)** which comprises of engineering design and working drawing, estimate, bill of quantities and tender documents all complete.

- a. To conduct detail field study for data and information collection.
- b. To conduct detail engineering survey and data collection.
- c. To prepare drawings and cost estimate.
- d. To carry out analysis including economic, social, environmental and financial analysis.
- e. To organize presentation and consultation meetings with concerned stakeholders.
- f. To conduct field verification and additional data and information collection if required.
- g. To submit Draft Detail Project Reports to the concerned department.

- h. To incorporate suggestions/comments with verification of site, data and design alternatives.
- i. To submit Final Detail Project Reports to the concerned department with incorporation of all the comments and feedback.

The consultant is expected to refer relevant government acts, directives and guidelines in every stage of work in preparing DPR of the Knowledge Park. Consultations and meetings with concerned stakeholders, government officials, businessmen and experts shall be conducted at multiple levels to finalize the work of DPR.

#### 4. Expected Output

It is expected that the consultant should prepare and submit clear and comprehensive reports which include, but not limited to, the followings. Appropriate Design Codes and requirements (for example, Nepal National Building Code, KVDA Guidelines and other DUDBC norms and requirements) shall be adopted wherever appropriate and necessary. During the course of preparation of DPR, any new norms or guidelines formulated by the Government of Nepal relevant to the preparation of the report should be adopted by the consultant. In case where Nepalese code is not suitable or sufficient, relevant and appropriate international codes (or international state of art codes) shall be followed.

An important aspect to be considered is that the structures to be constructed and operated inside the Knowledge Park are highly sensitive in many respects including but not limited to earthquake resistant. The consultant should propose relevant safety factors for such types of structures and accordingly, any justification for proposing and using those safety factors during the construction and operation of these structures.

- a. **Conceptual Design and Case Study Report:** The Conceptual Design shall include details on the study that are to be carried out in Stage I and Stage II as mentioned under Scope of Works, including details on the functional and institutional concept of the Knowledge Park.
- b. **Master Plan:** The consultant has to prepare and submit the Master Plan of the proposed project and the design and the cost estimated prepared thereof shall comply with the guidelines and comments of the Master Plan.

The Master Plan of Knowledge Park shall exclude the portion separated for Data Centre/Internet Exchange Centre. However, it should incorporate aspect related to integration of this centre with the rest of the Knowledge Park. The scope of the Data Centre/Internet Exchange Centre shall be provided by the client during the course of preparation of DPR and the consultant should include and integrate this scope with the scope of the rest of the Knowledge Park for the smooth operation of the Park.

- c. **Building Layout Selection:** The most suitable layout for the construction of buildings and structures and other physical infrastructures based on access to the road, adequacy of light as well as other buildings on the surrounding location shall be selected. The buildings and structures layout should also be guided by climatic factors and environmental considerations such as solar, rain, wind, temperature, noise, light, energy efficiency, ventilation, etc. and other existing and/or planned facilities in the area. Landscaping with greenery and fountain is expected.

- d. **Integrated Knowledge Park Networking and Connectivity:** The DPR of the Knowledge Park should include provisions for infrastructures and connectivity among these infrastructures required to conduct the activities as mentioned in the background of this TOR and other activities as required and instructed by the client.
- e. **Architecture Design and Drawings:** The architectural design should meet the requirements of the National Building Codes of Nepal. Further, the consultant should also submit soft copies in the AutoCAD version of all the drawings to the concerned department. Deliverables shall include:
- i. Detailed Topographic Map
  - ii. 3D Views
  - iii. Architectural Working Drawing
    - Site Plan (1:200) with Landscape Design
    - Floor Plans (1:100)
    - Furniture Layout Plans (1:100)
    - Sectional Elevations (1:100)
    - Door and Window Schedule with detail drawings and specification
    - Blow up Details (staircase, toilet, wall sections, lintel, sill, parapets, ducts, expansion joint, flooring and roofing, low walls or partition walls, hand rails, grill and other details not mentioned here as per requirement)
  - iv. Landscaping Plan

NBC 206:2015 (Architectural Design Requirements) or any revision of said code thereof shall be complied with.

- f. **Detail Structural Design and Drawings:** These shall include:
- i. Structural Model
  - ii. Structural Design Report including design philosophy, design parameters, load combinations and calculation and design of structural components
  - iii. Detailed foundation drawings (isolated/combined/raft/pile whichever applicable), column layout plan, column details, vertical section along column showing lap and joint detail, lift and shear wall detail drawing
  - iv. Detailed drawings of tie beam, foundation beam, toe wall, sill band, lintel band and beam-column junction details
  - v. Slab reinforcement detail (plan and section)
  - vi. Staircase details
  - vii. Water tank details and drawing
  - viii. Other necessary details as required

NBC 105:1994 (Seismic Design of Buildings in Nepal) or any revision of said code thereof shall be complied with.

- g. **Detail Electrical Design and Drawings:** These shall include:
- i. Lighting layout plan, power layout plan, telecommunication layout plan, power backup system plan and sound system plan
  - ii. AC unit plan

- iii. Lightning arrester and earthing details
- iv. Main distribution and distribution board design
- v. Specify the standard dimension and position for placement of switches, plug sockets, hanging light or wall light
- vi. Provide catalogue or picture of any fixture and fitting that has been recommended; design report must indicate the design illumination levels with load calculation for each room.

NBC 207:2003 (Electrical Design Requirements for Public Buildings) or any revision of said code thereof shall be complied with.

- h. **Detail Sanitary Design and Drawings:** These shall include:
  - i. Soil and waste pipe layout plan (specifying required slope); hot water and cold water layout plan
  - ii. Rainwater harvesting plan and details; section detail of piping at the critical locations such as ducts, bends, etc.
  - iii. Isometric illustration of piping
  - iv. Toilets and others sanitary fixtures layout plan
  - v. Blow up sections showing fixtures specifying height from the floor and floor slopes
  - vi. Septic tank and soak pit details with design calculation
  - vii. Storm water flow in site plan
  - viii. Precaution or instruction if any

NBC 208:2003 (Sanitary and Plumbing Design Requirements for Public Buildings) or any revision of said code thereof shall be complied with.

- i. **Detail Fire Safety Design and Drawings** in compliance with prevailing National Building Code of Nepal
- j. **Detail Engineering Design and Drawings of Drainage and Sewerage System** in the Master Plan: This shall include detailed design and drawings of Waste Water Treatment Plant as well.
- k. **Detail Engineering Design and Drawings of Road Networks** in the Master Plan.
- l. **Detail Design of Solid Waste Management Plan**
- m. **Detail Cost and Quantity Estimate including Bill of Quantities (BOQ):** To prepare cost estimate, the consultant shall incorporate rate of various items from the official district rate analysis. If there are items which are not included in that rate analysis, the consultant has to prepare a separate rate analysis for those items based on prevailing norms. The cost and quantity estimate should be separate for each component (e.g. each building, land development, etc.). A consolidated abstract of cost, Bill of Quantities and specifications shall also be prepared.

The consultant shall provide required services to assist the client to complete the approval of detail designs and drawings from the concerned municipality and other related government agencies. The consultant shall make necessary changes as required by the government agencies in order to get approval by those authorities.

- n. **Tender Documents:** The consultant shall prepare Bidding Documents as per the Standard Bidding Documents prescribed by the Public Procurement Monitoring Office (PPMO) including Technical Specifications, Drawings and Bills of Quantities for the Knowledge Park. The consultant shall assist the client in carrying out the

bidding process including the preparation of procurement plan, inviting bids, bid opening and bid evaluation in accordance with the client's procurement procedures and guidelines. After the selection of the bidder, the consultant shall prepare and facilitate the contract agreement between the selected bidder and the client.

The consultant should suggest procedures which can be adopted for the procurement of works and activities related to the Knowledge Park based on the study of the Nepalese market, capability of the current market and entrepreneurs in carrying out the activities inside Knowledge Park, and capacity of Nepalese contractors in carrying out the procurement activities.

**Two** copies of every report shall be submitted by the consultant to the client, of which one shall be in colour. **Five** copies of final report shall be submitted by the consultant to the client, of which one shall be in colour. Soft copies of the whole report should be provided to both Department of Information Technology and Federal Secretariat Construction and Management Office.

### 5. Key Personnel Required

The staffing requirements of key and non-key personnel for this assignment shall include a minimum of the following positions:

S.N	Personnel	No	Educational Qualification	Minimum Experience
1.	Team Leader/ Senior Architect	1	Master's Degree in Architecture/Urban Planning/Urban Design etc.	10 years of work experience after Master's Degree
2.	Deputy Team Leader	1	Master's Degree in Architecture/ Urban Planning/ Urban Design/Civil Engineering/Construction Management etc.	7 years of work experience after Master's Degree
3.	IT Expert	1	Master's Degree in Information Technology/ Computer/ Electronics Engineering	10 years of experience of works as an IT Expert of A/E design of government/semi government/private building projects
4.	Network and Infrastructure Expert	1	Master's Degree in Information Technology/Computer Engineering or relevant degree	3-5 years of experience in ICT infrastructure development
5.	Landscape Designer	1	Master's Degree in Landscape Architecture/Architecture/Urban Planning/Urban Design etc.	3-5 years of experience of works as a Landscape Designer in Master Plan/Building Design Project

<b>6.</b>	Structural Engineer	1	Master's Degree in Structural Engineering	3-5 years of work experience after Master's Degree
<b>7.</b>	Geotechnical Engineer	1	Master's Degree in Geotechnical Engineering	3-5 years of work experience after Master's Degree
<b>8.</b>	Hydrologist/Water Resource Engineer	1	Master's Degree in Hydrology/Water Resources Engineering or relevant degree	3-5 years of work experience after Master's Degree
<b>9.</b>	Environmentalist/Environment Engineer	1	Master's Degree in Environment Engineering/Environment Science or related degree	3-5 years of work experience after Master's Degree
<b>10.</b>	Economist	1	Master's Degree in Economics	3-5 years of relevant work experience after Master's Degree
<b>11.</b>	Sociologist	1	Master's Degree in Sociology/Social Development Studies/anthropologist or related degree	3-5 years of work experience after Master's Degree
<b>12.</b>	Architect	2	Bachelor's Degree in Architecture	3-5 years of work experience
<b>13.</b>	Civil Engineer	2	Bachelor's Degree in Civil Engineering	3-5 years of experience in design and estimate for buildings, parking, hotels, shopping complexes etc.
<b>14.</b>	Interior Designer	1	Bachelor's Degree in Interior Design/Architecture	3-5 years of experience in interior design works of government/semi government/private building projects
<b>15.</b>	Sanitary Engineer	2	Bachelor's Degree in Civil/Sanitary/Environmental Engineering	3-5 years of experiences of works as a Sanitary Engineer of A/E Design of government/semi government/private building projects
<b>16.</b>	Electrical Engineer	2	Bachelor's Degree in Electrical Engineering	3-5 years of experience of



				electrification and security system planning and design of government/semi government/private building projects
17.	Mechanical Engineer	2	Bachelor's Degree in Mechanical Engineering	3-5 years of experience of works as a mechanical engineer of A/E design of government/semi government/private building projects
18.	IT Engineer	1	Bachelor's Degree in Information Technology/Computer/Electronics Engineering	3-5 years of experience of works as an IT Expert of A/E design of government/semi government/private building projects
19.	Networking and Communication Engineer	1	Bachelor's Degree in Information Technology/Computer Engineering or relevant degree	3-5 years of relevant work experience
20.	Documentation Expert/Specialist	1	Bachelor's Degree in English/Communications or relevant degree	3-5 years of relevant work experience in storage, cataloging and retrieval of documents, updating documents when revised and document security

## 6. Contract Duration of Service

The consulting firm shall complete the assignment within 6 months from the date of signing of the contract.

## **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	Copy of Valid Registration of the company/Firm	
2	Tax Clearance/Tax Return Submission for fiscal year 075/76	
3	Copy of Valid VAT/PAN Registration Certificate	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	JV Agreement in Case of JV (max no of JV Partner shall be 3 no)	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	Team Leader- 1 No. [Min. qualification as per TOR]
2	Qualification of Key Experts	Deputy Team Leader- 1 [Min. qualification as per TOR]
3	Qualification of Key Experts	Structure Engineer- 1 No [Min. qualification as per TOR]
4	Qualification of Key Experts	IT Expert- 1 No [Min. qualification as per TOR]
5	Qualification of Key Experts	Landscape Designer - 1 No [Min. qualification as per TOR]
6	Qualification of Key Experts	Architect-2 No [Min. qualification as per TOR]
7	Qualification of Key Experts	Civil Engineer - 2 No [Min. qualification as per TOR]
8	Qualification of Key Experts	Interior Designer - 1 No [Min. qualification as per TOR]
9	Qualification of Key Experts	Network and Infrastructure Expert - 1 No [Min. qualification as per TOR]
10	Qualification of Key Experts	Geo Technical Engineer - 1 No [Min. qualification as per TOR]
11	Qualification of Key Experts	Hydologist/Water Resource Engineer - 1 No [Min. qualification as per TOR]
12	Qualification of Key Experts	Environmentalist/Environment Engineer - 1 No [Min. qualification as per TOR]
13	Qualification of Key Experts	Sociologist - 1 No [Min. qualification as per TOR]
14	Qualification of Key Experts	Economist - 1 No [Min. qualification as per TOR]
15	Qualification of Key Experts	Electrical Engineer - 2 No [Min. qualification as per TOR]
16	Qualification of Key Experts	Sanitary Engineer - 2 No [Min. qualification as per TOR]
17	Qualification of Key Experts	Mechanical Engineer - 2 No [Min. qualification as per TOR]

Sl. No.	Criteria	Minimum Requirement
18	Qualification of Key Experts	IT Engineer - 1 No [Min. qualification as per TOR]
19	Qualification of Key Experts	Network and communication Engineer - 1 No [Min. qualification as per TOR]
20	Qualification of Key Experts	Documentation Expert/Specialist - 1 No [Min. qualification as per TOR]
21	Experience of Key Experts	Team Leader- 1 No. [Min. Experience as per TOR]
22	Experience of Key Experts	Deputy Team Leader- 1 [Min. Experience as per TOR]
23	Experience of Key Experts	Structure Engineer- 1 No [Min. Experience as per TOR]
24	Experience of Key Experts	IT Expert- 1 No [Min. Experience as per TOR]
25	Experience of Key Experts	Landscape Designer - 1 No [Min. Experience as per TOR]
26	Experience of Key Experts	Architect-2 [Min. Experience as per TOR]
27	Experience of Key Experts	Civil Engineer - 2 No [Min. Experience as per TOR]
28	Experience of Key Experts	Interior Designer - 1 No [Min. Experience as per TOR]
29	Experience of Key Experts	Network and Infrastructure Expert - 1 No [Min. Experience as per TOR]
30	Experience of Key Experts	Geo Technical Engineer - 1 No [Min. Experience as per TOR]
31	Experience of Key Experts	Hydrologist/Water Resource Engineer - 1 No [Min. Experience as per TOR]
32	Experience of Key Experts	Environmental/Environment Engineer - 1 No [Min. Experience as per TOR]
33	Experience of Key Experts	Sociologist - 1 No [Min. Experience as per TOR]
34	Experience of Key Experts	Economist - 1 No [Min. Experience as per TOR]
35	Experience of Key Experts	Electrical Engineer - 2 No [Min. Experience as per TOR]
36	Experience of Key Experts	Sanitary Engineer - 2 No [Min. Experience as per TOR]
37	Experience of Key Experts	Mechanical Engineer - 2 No [Min. Experience as per TOR]
38	Experience of Key Experts	IT Engineer - 1 No [Min. Experience as per TOR]
39	Experience of Key Experts	Network and communication Engineer - 1 No [Min. Experience as per TOR]
40	Experience of Key Experts	Documentation Expert/Specialist - 1 No [Min. Experience as per TOR]

**Score: 30.0**

**B. Experience**

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	1. Minimum 7 years of standing (only lead firm's years of standing will be evaluated).
2	General Experience of consulting firm	2. Experience in preparation of any engineering consulting service completed within last 7 years with consultancy fee more than 1 million NRs with VAT
3	Specific Experience of consulting firm	1. Experience in preparation of Master plan/A-E Design/Detail Engineering Design/DER/DPR of any engineering projects completed within last 7 years and Consulting services of fees more than 2.0 Million with VAT.
4	Specific Experience of consulting firm	2. Experience in preparation of A-E Design/Detail Engineering Design/DER/DPR of Urban (at least municipality level) infrastructure projects with building as a key element completed within last 7 years and Consulting services

Sl. No.	Criteria	Minimum Requirement
		of fees more than 2.0 Million with VAT.

**Score: 55.0**

**C. Capacity**

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity, Average Annual Turnover of the best three years within last Seven years in NRs	Minimum Average annual turnover of three years = Nrs.7 Million
2	Infrastructure/Equipment related to the proposed assignment	<p>Consultant has their own Equipped office premises with surveying tools and equipment such as</p> <ul style="list-style-type: none"> <li>•Total Station,</li> <li>•GPS</li> <li>•Level Machine.</li> </ul> <p>Any Building Analysis and Design Software with Authorized license.</p>

**Score: 15.0**

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

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**

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

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

**Standard EOI Document**

**1. Letter of Application**

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

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,  
  
*[Person]*  
  
*[Company]*  
  
*[Address]*  
  
*[Phone, Fax, Email]*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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



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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):**

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**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.)*

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**3. Experience**

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

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

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

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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) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

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

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

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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)*

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

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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)*

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

- **Average Annual Turnover**

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

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

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

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

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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)*

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

(Please insert more rows as necessary)