

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Expression of Interest (EOI)
For Service of Provincial Technical Assistance Provider
For Trail Bridge**

Method of Consulting Service: National

**Project Name : Expression of Interest (EOI) For Service of Provincial Technical
Assistance Provider For Trail Bridge**

EOI : TID/BAG/PTAP/080/81/EOI/01

Office Name: Transport Infrastructure Directorate, State No. 3

Office Address: Makawanpur Makwanpur

Funding agency : Government Budget



Signature

ई. पुष्करप्रसाद पोखरेल
वा.मु. निर्देशक
NEC No.: 4122 Civil "A"

BAGMATI PROVINCE

GOVERNMENT

MINISTRY OF PHYSICAL INFRASTRUCTURE DEVELOPMENT

TRANSPORT INFRASTRUCTURE DIRECTORATE

HETAUDA, NEPAL

Expression of Interest (EOI) For Service of Provincial Technical Assistance Provider For Trail Bridge

Financing Agency: Government Budget

EOI No: TID/BAG/PTAP/080/081/EOI/01

5th April 2024

Abbreviations

ई. पुष्करप्रसाद पोखरेल
वा.मु. निर्देशक
NEC No: 4122 Civil "A"

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

Bagamati Province Government
Ministry of Public Infrastructure Development
Transport Infrastructure Directorate
Hetauda, Nepal

Date: 5th April 2024

1. Provincial Government has allocated fund toward the cost of Trail Bridge Program and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National Service of Provincial Technical Assistance Provider for the Program.
2. The Transport Infrastructure Directorate, TID now invites Expression of Interest (EOI) from eligible firms to provide the following services:
to provide technical assistance to TID/MoPID to support its 8 IDOs and 119 Palikas of the Province for planning, monitoring and implementation of trail bridge sub sector program including quality assurance during entire project cycle for the period of **July 2024 to July 2027**.
3. Interested eligible Firms may obtain further information and EOI document free of cost at the address: Transport Infrastructure Directorate, Hetauda during office hours on or before **21st April 2024, 12:00** or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website: tid.bagamati.gov.np.
4. Firms may associate with other Firms to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address as indicated in 3 above on or before **21st April 2024, 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 for eligible firms based on Qualification [30%], Experience [50%], and Capacity [20%] of the firm and key personnel. Based on the evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposals through a request for proposal.
8. The minimum score to pass the EOI is 70.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm (a national Consulting Firm or a national NGO) or a joint venture of consulting firms, NGOs or consulting firm and a NGO. The maximum number of partners in JV shall be limited to three.
2. Interested firms must provide information indicating that they are qualified to perform the services.
3. This expression of interest is open to all eligible consulting firm or NGO.
4. The assignment has been scheduled for a period of **July 2024 to July 2027**. The expected date of commencement of the assignment is **July 2024**.
5. A Firm will be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Trail Bridge Sub-Sector Program. The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the **"Request for Expression of Interest"**. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Transport Infrastructure Directorate, State No. 3

Date: 05-04-2024 10:00

Name of Project: Expression of Interest (EOI) For Service of Provincial Technical Assistance Provider For Trail Bridge

1. Government of Nepal (GoN) has allocated fund toward the cost of Expression of Interest (EOI) For Service of Provincial Technical Assistance Provider For Trail Bridge 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 Transport Infrastructure Directorate, State No. 3 now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Expression of Interest (EOI) For Service of Provincial Technical Assistance Provider For Trail Bridge
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Transport Infrastructure Directorate, State No. 3, Transport Infrastructure Directorate, State No. 3
Makawanpur
Makawanpur
Bagmati Province
Nepal during office hours on or before 21-04-2024 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://tid.bagamati.gov.np/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 Transport Infrastructure Directorate, Bagmati Province, Hetauda, Nepal on or before 21-04-2024 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 50.0 %, and Capacity 20.0 % 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 Interest

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible National Consulting Firm/ NGO.
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 3. Expected date of commencement of the assignment is 10-07-2024.
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 by electronically only 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

B. Terms of Reference (ToR) in Brief

Objective: TID intends to procure services of Provincial Technical Assistance Provider (PTAP) to support its 8 IDOs and 119 Palikas of Province for planning, monitoring and implementation of trail bridge sub sector program including quality assurance during entire project cycle for the period of **July 2024 to July 2027**.

Tasks and Responsibilities

PTAP are to assume all tasks and responsibilities solicited for making trail bridge programme successful in the assigned Province. PTAP will provide TA to IDOs and Palikas to deliver their roles and responsibilities, and to the local NGOs and Firms recruited by IDOs and Palikas for providing technical and social support to UCs.

In summary, PTAP to:

- Provide TA in implementation of TB SWAP with Federal Conditional Grant in the Bagmati Province
- Provide TA in implementation of Provincial Trail Bridge Program in the Bagmati Province
- Provide TA in implementation of Palika's Trail Bridge Program within the Bagmati Province

In detail, the tasks and activities are as delineated hereunder.

- Bridge planning:** PTAP will support IDOs and Palikas in preparing Periodic and Annual Bridge Plans for construction and maintenance of trail bridges.
- Preparation of DPR:** DPR of Short Span Trail Bridges (SSTB) up to span of 120m is prepared by the capacitated local NGO and DPR of Long Span Trail Bridges (LSTB) with span of >120m is prepared by the qualified consulting firm recruited by IDOs or Palikas. PTAP shall review these DPR till there is gap on know-how and capacity at IDOs and Palikas. In case of critical and technically demanding bridge sites. PTAP shall support IDOs/Palikas for DPR preparation.
- UC Formation:** SSTB is implemented thru User's Committee (UC) supported by local NGO. PTAP shall be responsible for ensuring the right formation of UCs. Women representation in UCs will be not less than 50 percent. Discriminated groups shall be proportionately represented in all UCs. At least one key position in UCs will be reserved for members from women, Dalit, ethnic and minority representatives.
- Contracting:** LSTB is implemented thru Lump Sum Contract with construction turnkey package approach. PTAP shall support IDOs/Palikas for preparation of BiD documents and in selection of qualified contractors.
- Inspection of steel parts:** PTAP shall collect information related to contract awards made by the IDOs / Palikas for fabrication of SSTB and LSTB Lump Sum contract in order to keep track of progress and quality monitoring. Prior to fabrication, sample of steel raw material has to be collected for lab test. PTAP shall also support IDOs / Palikas for quality inspection of fabricated steel parts and shall ensure that fabricated steel parts are not delivered without quality inspection and certification.

- vi. **Demonstration Model Bridge Training (DMBT):** DMBT imparts bridge construction know-how to community members and develops bridge craft persons. DMBT is normally organized yearly for cluster of Palikas having bridge building plan. PTAP shall be responsible for planning and execution of DMBT in close coordination with IDOs/Palikas. DMBT is conducted as per the Manual for DMBT.
- vii. **Quality control of construction materials:** PTAP shall assure the quality of construction materials by lab test or visual inspection and manual test.
- v. **Monitoring quality of Construction Works:** Local NGO provides technical and social support during construction of SSTB Bridge. Monitoring the quality of construction works shall be the responsibility of PTAP. PTAP shall visit bridge sites (minimum) during critical milestones as defined in the Monitoring Manual to ensure that quality of construction works conforms to the set standards. PTAP shall also carry out random site inspections for ensuring quality of construction works.
- In case of LSTB, PTAP shall monitor the quality of construction works by site visits at different mile stones of construction stages. In addition, PTAP shall monitor the quality of works by reviewing and verifying quality assurance documentation of the contractor. Manual for Monitoring provides details on monitoring process.
- vi. **Final Inspection:** Final inspection is carried out after bridge construction is completed. A team comprising IDOs / Palikas technical personnel, local NGO technical personnel, PTAP technical personnel and UC executive / contractor's representative will jointly carry out final inspection. If construction works are as per required standards IDOs / Palikas issues Work Completion Certificate. In case of rectifications required, PTAP shall ensure that the concerned UC / Contractor makes required rectifications.
- vii. **Load Test:** Any bridge may go load test out of completed bridges. PTAP shall facilitate in executing load test. Bridge for load test will be randomly selected (5% of completed bridges in the FY) in coordination with IDOs / Palikas. Load test will be carried out following the prescribed procedures and practices.
- viii. **Punctual support:** PTAP shall provide punctual¹ technical and social organization support to IDOs / Palikas as well as to local NGO / Contractor on their request.
- xiv. **Updating PMIS:** Program Monitoring Information System (PMIS) is the software for recording bridge-wise data on work progress, cost estimate, actual costs, contributions of stakeholders, and general information. This software is used for planning, monitoring and reporting purposes. It is crucial that bridge data are regularly and timely updated in the data sheet. PTAP shall be responsible for compilation of data and information and updating it in the system at Provincial level and ensure that PMIS is anchored and functional at TID/MoPID.
- xv. **Updating TBSIS:** Trail Bridge Strategy Information System (TBSIS) is the software package for recording data and information for quality monitoring in technical as well as social aspect during entire bridge construction cycle. It is based on Comprehensive Manual for Monitoring. This helps to monitor whether engineering parameters are fulfilled and it also gives segregated data of beneficiaries, UC composition, and employment to DAGs and discriminated. PTAP shall be responsible for collection of data and information and regular updating the system at Provincial level. PTAP shall provide updated data in the first week of each month.

¹ Punctual, in this case refers to the cases beyond the capacities of IDOs/Palikas and NGO. For example, changes in design due to site condition, arranging windguy as per design and so on.

- xvi. Physical Progress Report:** In case of TB-SWAp Federal Conditional Grant, monthly physical progress is to be reported to DoLI/MoUD thru TID/MoPID within 7th of Nepali calendar month. PTAP shall facilitate IDOs/Palikas to prepare trimester physical progress report.
- xvii. Expenses Report:** PTAP shall ensure that IDOs/Palikas submit monthly expenses report to DoLI / MoUD within 7th of Nepali calendar month. PTAP shall compile expenses at Provincial level and report to DoLI / MoUD through TID/MoPID.
- xviii. Monitoring and Reporting of Maintenance:** Routine Maintenance (RM) of all existing bridges is carried out by BWs appointed by Palikas. PTAP shall ensure that routine maintenance is implemented and functional following Maintenance Guidelines. PTAP shall support IDOs/Palikas for monitoring and reporting of RM. PTAP shall compile data and information about RM at Provincial level.
- Major Maintenance of bridge is planned considering the bridge condition as recorded in the District/Palika Bridge Records. PTAP shall support IDOs/Palikas for MM survey/design and monitor execution of MM and shall report progress on MM.
- xix. Bridge Condition Investigation (BCI):** BCI is carried out to know about the condition of the bridges. Based on the BCI report, bridges are prioritized for maintenance planning and execution of maintenance works. The findings and conditions are recorded in the Municipal / Provincial Bridge Record. PTAP shall ensure and support IDOs/Palikas in carrying out periodical BCI.
- xx. Palika / Provincial Bridge Record (PBR):** PBR is the record of all bridges constructed in the Province. This record is to be updated annually. All bridges are to be visited at regular intervals to collect data and information about condition of bridges. Bridge conditions are updated in the PBR. It serves as the basis for planning maintenance of bridges. Updated bridge records are collected from all the Palikas and are compiled in the form of PBR. PTAP shall ensure the Palikas updates PBR.
- xxi. Bridge Directory (BD):** BD (Long List) is the record of bridge demand collected from across the Palikas and compiled at the Provincial/Palikas level. It serves as basis for planning new bridge construction. PTAP shall support IDOs/Palikas in preparing and updating BD.
- xxiii. Capacity Building:** PTAP shall assess the training needs of the IDOs, Palikas and local NGOs and compile the list of trainees and type of required training related to trail bridge building.



[Handwritten signature]

ई. पुष्करप्रताप पोखरेल
का.मु. निर्देशक
NEC No.: 4122 Civil "A"

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 of FY 2079/80	
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	Qualification of Key Experts (Program Co-ordinator)	<p>Master's Degree in Civil Engineering related field or Equivalent and potential for the position of Program Co-ordinator Minimum 5 years - Maximum 10 years or more work experience in similar work experience in managing local infrastructure and working with local government after Masters.</p> <ol style="list-style-type: none"> CV of each key professional shall be submitted with signature of professional and authorized representative of the firm /JV CV must have his/her/ email address and mobile number. 3 The firm/JV shall have to submit the NEC registration certificate for professionals. The firm/JV shall have to submit the certificate as evidence of his/her education (degree) as required. Others are according to Prevailing Act and Regulation.
2	Qualification of Key Experts (Technical Co-ordinator)	<p>Bachelor's Degree in Civil Engineering and potential for position of Technical Coordinator Minimum 5 years - Maximum 10 years or more work experience in local infrastructure and training or elective course in trail bridges</p> <ol style="list-style-type: none"> CV of each key professional shall be submitted with signature of professional and authorized representative of the firm /JV CV must have his/her/ email address and mobile number. 3 The firm/JV shall have to submit the NEC

Sl. No.	Criteria	Minimum Requirement
		<p>registration certificate for professionals.</p> <p>4 The firm/JV shall have to submit the certificate as evidence of his/her education (degree) as required.</p> <p>5. Others are according to Prevailing Act and Regulation.</p>

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Working experience of at least five years .
2	Specific experience of consulting firm	Working experience of minimum 5 years
3	Similar Geographical experience of consulting firm	Worked in at least Five districts of Bagmati Province.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Minimum NRs.24 Million to Maximum NRs. 35 Million or More within Last 7 Years evaluated as average of best 3 years.
2	Infrastructure/equipment related to the proposed assignment.	<p>1. Total Station - Minimum 2 sets</p> <p>2. Level Machines - 2 sets</p> <p>3. Abney Level - Minimum 7 Sets</p> <p>4. Photo Copy Machines - Minimum A3 Size 5.Printer - Minimum A3 Size</p> <p>6. Color Printer - A4 Size 1 Set</p> <p>7. Desktop or Laptop with Power Backup - Minimum 10</p> <p>Note :</p> <p>1. Firm must submit tax invoice for equipment evidences</p> <p>2. Equipment may be Owned. Lease or Hired is not Applicable.</p>

Score: 20.0

Minimum score to pass the EOI is: 70

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.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

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

Firm's Name: _____

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

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

--

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

Standard EOI Document

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

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

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

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

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

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

(Please insert more rows as necessary)

Additional Instructions for submission of Expression of Interest

- Note 1: Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm with financial liabilities.
- Note 2: Maximum no. of JV Firms: Three
- Note 3: NGOs are not permitted to submit EOI either as a single entity or as a member of Joint Venture with Consulting firm.
- Note 4: Each Firm is permitted to submit EOI either as a single entity or as a member of Joint Venture. ("Example 1: EOI for Firm A and Firm A JV Firm B" - Not Allowed) ("Example 2: EOI for Firm A JV with Firm B and Firm B JV with Firm C" - Not Allowed).
- Note 5: The firm and /or JV shall have to submit Notary Public attested Tax Clearance Certificate of each fiscal year, supposed to be counted for EOI evaluation. Submission of Audit report or any other compiled tables shall not be considered for EOI evaluation. Notary signature shall be verified, if required.
- Note 6: In case of JV business, the firm and /or JV shall have to submit Notary Public attested Tax Clearance Certificate of each fiscal year along with the JV agreement of that business, supposed to be counted for EOI evaluation.
- Note 7: In case of JV, average annual turnover of the JV shall be evaluated taking account the % of financial liability as stated in the JV Agreement for the EOI. If the JV agreement shall not clear about % of the financial liability, the marks for Financial Capacity shall be evaluated to Zero.
- Note 8: For the evaluation of Financial Capacity, Inflation Adjustment Factor (Wholesale Price Index: Over all index of NRB) shall be considered.
- Note 9: CV of each Professional key personnel shall be submitted with signature of professional and authorized representative of the firm/JV.
- Note 10: Proposed Professional key personnel shall not be repeated by the firm/JV with another firm/JV. In case of repetition of professional key personnel, the office shall ask via letter/email the person for physical presence within three days to declare he/she the firm/JV to whom he/she shall want to be associated.
- Note 11: CV of personnels shall clearly mention his/her email address and mobile number.
- Note 12: The firm/JV shall have to submit the NEC registration certificate for engineer professionals.
- Note 13: The firm/JV shall also have to submit any certificate as evidence of his/her education (Degree) as required above with Notarized Academic Certificate of manpower.

- Note 14: The firm and or JV shall have to submit Notary Public attested Experience Certificates. No marks shall be given for the experience of the firm if the certificate of completion is not attached.
- Note 15: Any service experience older than 7 years (counted from the last date of submission of EOI) shall not be evaluated as firm/JV experience for the EOI. Each experience certificate shall clearly indicate the description of service, service amount (In/Excluding VAT) and date of completion.
- Note 16: Based on evaluation of EOI only top 6(Six) consulting firms will be invited for RFP submission. In case of two or more consulting firms score the same total marks, the ranking will be done based on number of successfully completed Trail Bridge related works.



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पद. पुष्करप्रसाद पोखरेल
वा.मु. निर्देशक
NEC No.: 4122 Civil "A"