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मणिप्रताप खतिवडा
प्रमुख प्रशासकीय अधिकारी

Expression of Interest (EOI)

Project Name

Master Plan of Tourism
Method of Consulting Service
(National)

Issued By:

Hatuwagadhi Rural Municipality
Office of Rural Municipality Executive
Ghodetar, Bhojpur

FY 2077/078

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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

Hatuwagadhi Rural Municipality

Office of the Rural Municipal Executive

Ghodetar, Bhojpur

Province no. 1, Nepal

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1. The Government of Nepal invites Expression of Interest (EOI) for the purpose of short listing the qualified, eligible and experienced domestic Consultants/Consulting Firm(s) for the project of **Master Plan of Tourism**.
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Hatuwagadhi Rural Municipality, Ghodetar, Bhojpur** during office hours on or before 2077/08/11 or visit the www.hatuwagadhimun.gov.np
3. Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be delivered online through our official email address: info@hatuwagadhimun.gov.np or shall be submitted in a sealed envelope and must reach the Hatuwagadhi Rural Municipality not later than 12:00 hours on the 16th day of first publication of this notice.
5. 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.
6. EOI will be assessed based on Qualification, Experience, and Capacity 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.
7. The office reserves the right to shortlist or not to shortlist any or all of the firms without assigning any reasons.

B. Information to the Consulting Firm

Purpose of inviting the EOI:

The main purpose is to shortlist suitable consulting firm for the project **Master Plan of Tourism**.

Minimum eligibility:

As Per TOR.

Deadline for Submission of EOI:

12:00 Noon on 16th day from the first date of publication of invitation of the invitation notice for EOI. Any proposal submitted after the deadline shall not be accepted.

Number of copies to be submitted: One

Joint Venture:

A firm may apply to be shortlisted alone or in joint venture with other firms. However once shortlisted, JV partners are unchangeable.

Duration:

The work shall be completed according to TOR or contract later.



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Information from the client: The shortlist shall be published on the Client's notice board, at the web-site: <http://www.hatuwagadhimun.gov.np> within a week from the last date of submission of the EOI. The Client shall mail/contact the Short-list to each of the firms/JV submitting the EOI and initiate the process of RFP without waiting for the receipt from the firms that they have received the shortlist.

1. 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))**
- **EOI Form: Capacity Details (Form 4)**
- **EOI Form: Key Experts List (form 5).**
- **EOI Form: General Form (form 6)**
- **EOI Form: Qualification and Experience of Expert (form 7)**

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PROJECT : MASTER PLAN OF TOURISM

BACKGROUND

Bhojpur has always been a hotspot in terms of tourism. Large numbers of people travel to Bhojpur every year. Considering this high inflow of tourists both local and international, so that this rural Municipality has ambitious plan to attract the flow of the internal and external tourist. Hatuwagadhi Rural Municipality lies in Bhojpur district of Province 1. In 12 March 2017, the government of Nepal implemented a new local administrative structure consisting of 753 local units. With this implementation of the new local administrative structure, VDCs have been replaced with the municipal and rural municipal councils. The Hatuwagadhi Rural Municipality was established by merging the existing Ranibas, Homtang, Khairang, Patlepani, Sindrang, Hasanpur village development committees (VDCs) having a total of 142.60 square km. After merging the two VDCs and it had a total population of 20404 according to 2011 Nepal census. The population density of. Hatuwagadhi Rural Municipality has altogether 9 wards. The proposed location allocated for the plan has lots of natural beauty to offer. The major source of attraction is Hatuwagadhi, different caves and parks. This area with the full of natural beauty and surrounding panoramic view greenery around making it a great spot for tourism. but due to lack of adequate infrastructure and insufficient advertisement the places hasn't lived up to its expectation.

OBJECTIVE

The objectives of the assignment are to prepare the Master Plan of the proposed area first and prepare Detailed Project Report of the major Infrastructures which includes, Design, Drawings and Cost Estimate for the specified projects. However following objectives fulfil the proposed study:

- The main objective of the consultancy is to identify schemes for improvement of the surroundings of the destination and to follow the uniform design and elevations in all constructions. And also need for landscaping, park and basic amenities. This would include activities like landscaping, illumination, improvement of public conveniences, change rooms, parking facilities, etc.
- The consultant should identify gaps in existing landscape and components for up-gradation of infrastructure facilities in the above areas and to prepare Detailed Project Report (DPR) for implementation. The Design & Architecture should be reflecting the history and ethnicity of the Destination.
- Preparation of designs and architectural designs.



- Conducting Survey to assess the demand in and around the area with future projections.
- The Detailed Project Report would inter-alia include detailed engineering, survey, alignment details and detailed designs for all the components of infrastructures with detailed cost estimates shall be prepared.
- Drawings of infrastructures include Plan, Section, Elevation and Perspective view in color format along with its software copies. Sub-structure and super structure of proposed infrastructures shall be designed with innovative ideas, modern eco-friendly and building materials.
- Various options shall be presented to the committee for finalizing the project.
- Preparation of cost estimate for shifting of utilities (or) any other amenities in the infrastructures location.
- Preparation of Schematic drawings, working drawings, structural drawings, prospective views and Bill of Quantities (BOQ).

SCOPE OF WORK

The Consultancy firm has to work in close liaison with the HATUWAGADHI RURAL MUNICIPALITY and will be responsible for the following tasks:

Detailed Task to be performed

- Hold discussions with all needed Government agencies.
- Study the present activities around the Tourist destination area.
- Destination Assessment : A comprehensive assessment of the destination brand, attractions, product quality, and a thorough assessment of tourism's enabling environment and policies.
- **Destination Vision** : A shared view of the destination's desired qualities in the long-term.
- **Focus on Demand** : Analysis of visitation levels and travel habits to and within the destination among important niche traveler segments.
- **Product Development Action Plan** : Approach for the creation or improvement of tours, lodging, attractions, events, and visitor services that can enhance the visitor experience. Includes opportunities to attract investment



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- Marketing Goals and Opportunities : Strategies to increase awareness among target markets, driving sales, and reaching visitation goals.
- Prepare a concept plan on the design proposed and get the plan approved by the HATUWAGADHI RURAL MUNICIPALITY and other stakeholders of the project. List out all the sub projects in the master plan and arrange them in order of priorities. Only few sub projects as per the available funds will be considered for implementations. The following details need to be prepared only for selected sub projects.
- Designing and preparation of Schematic drawing, with alternatives.
- Preparation of colored perspective views, preparation drawings to the HATUWAGADHI RURAL MUNICIPALITY and other stakeholders of the project
- Preparation and submission of preliminary soft & hard concept plan drawings, designs, specifications and preliminary cost estimates for each and every component / structure and including getting necessary approvals from HATUWAGADHI RURAL MUNICIPALITY.

Surveys, Verification of data

- Review all available primary and secondary data and reports collected during the site visit and identify requirements for further surveys, studies and investigations for detailed design;
- Review all available cultural heritage and archaeological and tourism support related management plans and documents prepared by other specialist consultants / government for all subproject areas within the district.
- Schedule and prioritize critical surveys in such a way that the detailed designs can be carried out efficiently and expeditiously;
- Carry out all the required surveys and investigations required for design.
- Review and verify all existing secondary information, preliminary designs and technical data, documents and maps prepared / collated during the site visit.

Architectural Landscape

- Preparation and submission of preliminary soft and hard landscape drawings, designs, specifications and preliminary cost estimates for each and every components / structure and including getting necessary approvals from HATUWAGADHI RURAL MUNICIPALITY.



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- Upon approvals of the proposed landscape layout, preparation and submission of detailed landscape design and drawings for grading and earth shaping, footpath and inner pathway etc., related drawings for various components / structures complete and related to site have to be prepared.
- Preparation of designs, drawings and documents pertaining to plant selection, plant varieties used, planting plan, as per project requirement suitable for construction and include in the detailed project report including necessary approval from HATUWAGADHI RURAL MUNICIPALITY.

Preparation of Design Criteria, Manual, Detailed Design and Bid Documents

- Prepare a landscaping of the project area with Architectural Guidelines Prepare standard specifications for all works, based on the approved Nepal Standards, and use these to carry out the detailed design of the subprojects ensuring the highest standards of quality in design and construction;
- After approval of detailed design from the department,
- Prepare detailed designs of the sub projects in sufficient detail to ensure clarity and understanding by the department, contractors and other relevant stakeholders. All the design should be in conformity with the approved design standards;
- The detailed designs will, as a minimum, include construction drawings, detailed cost estimates, necessary calculations to determine and justify the engineering details for subproject, associated contract documentation to include letter of invitation, conditions of contract, detailed specifications, engineering drawings, bill of quantities (BOQ), implementation schedule, etc. for all sub-projects.
- The technical specifications should be in accordance with the approved Nepal Standards or if that is not available then the best international / national practices and should be prepared to achieve the highest standards of quality. For adopting market rates for the detailed cost estimates, proper rate analysis should be carried out. Construction drawings should be prepared with sufficient details to permit contractors to carry out construction work effectively, unambiguously and with the highest standards of quality;
- The design shall be prepared in close consultation with HATUWAGADHI RURAL MUNICIPALITY and will be incorporated into a detailed design report to be submitted for approval of the HATUWAGADHI RURAL MUNICIPALITY.

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Requirement of Technical Proposal

- Commitment Letter
- Profile of Company/Consultant
- Qualification of technical persons including CV signed by concern staff.
- Methodology
- Timeline
- List of completed work done by the consultant
- Training plan

Criteria for Selection:

1. Compliance to General Mandatory Requirement.
2. Minimum Score required in technical evaluation criteria.

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Expression of Interest Evaluation Criteria

S.N.	Description	Marks
1	General experience of the consultants related to the assignment	20
1.1	Years of General Experience of the firm in relevant area (From the date of delivery of the first successful assignment)	Form 6
1.2	Single contract worth more than NRs 6 (Six) Million in last 5 years	Form 6
2	Specific experience of the consultants related to the assignment	10
2.1	Specific Experience of the Firm having total successful projects in relevant area	
3	Availability of Full time staff and their Qualifications and Experience	50
	Manpower (eg. Team leader- 1Nos, according to Requirement listing each of them)	Form 7
	a) General Qualifications	
	b) Adequacy for the project (Experience in Years)	
	c) Specific Experience in Providing solution in related domain	
4	Qualifications & Financial Capability of the firm	20
	Financial Capability (Annual turnover in last three consecutive years)	Form 6
	Company Certification and Recognition	Form 6
	Total Marks	100
	Note : The minimum technical score required to pass	70



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Manpower Details :

For Master Plan

S.N.	Manpower	NOS	Qualification	Experience
1	Planner/Team Leader	1	Master in Travel and Tourism Management or relevant	10 Years
2	Economist/Sociologist	1	Master's degree in relevant subject	5 Years
3	Civil Engineer/Urban Planner	1	Masters in relevant subject	5 Years
4	IT Expert	1	Bachelor in Related Field	5 Years
5	GIS Expert	1	Bachelor in Related Field	5 Years
6	Supervisor/Draft person	2	Diploma	2 Year
7	Environmentalist	1	Master's degree in relevant subject	5 Year

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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.



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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

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 (compulsory)
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.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form. Compulsory submitted work experience within past seven years.)

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: _____

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.		

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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)

(CV of every member for the project should be provided with the proposal)

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Form 6: General Form

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S.N	Name of Organization	Year of establishment	Annual Turnover in last three year	Highest assigned project in last three years	Project related to similar sector	Company certification and recognition	Specific experience to related assignment

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Form 7. Qualification and Experience of Expert

S.N.	Name	Academic Qualification (Related to proposed position)	Certification	Year of experience in the Proposed position	No. Of project in proposed position	Working organization during this project	Name of project

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