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संविधान  
प्रमुख प्रशासकीय अधिकारी

# Expression of Interest (EOI)

## Project Name

**DPR of Phalam Dhunga - ward no. 4**

**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

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 DPR OF PHALAM DHUNGA - WARD NO. 4.
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](http://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](mailto: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 16<sup>th</sup> 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 DPR OF PHALAM DHUNGA - WARD NO. 4.

Minimum eligibility: As Per TOR.

Deadline for Submission of EOI: 12:00 Noon on 16<sup>th</sup> 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 : DPR OF PHALAM DHUNGA - WARD NO. 4

### BACKGROUND

Hatuwagadhi Rural Municipality (Gaunpalika) 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. Here is also lots of places should be researched for prosperous development of Hatuwagadhi Rural Municipality. Among them here is one place which is very important. This Terms of Reference explains the need for DPR and outline the goals and objectives for such a plan; describe the scope and explain the planning process and governance structure; the consultation strategy including stakeholder roles and responsibilities; and detail the timelines, work plan and information requirements that will guide the development of Detailed Project Report of Phalam Dhunga. Phalam Dhunga has the area which is occupied by one big stone and feature like as "Phalam" or "iron" and also some ponds are available around that place. Which has some religious beliefs about that place. So it should be conserve and has more precious religious value.

### OBJECTIVE

The overall objective of this study is to detailed project report of the Phalam Dhunga area. Specifically, the study aims to:

- Identify developable physical infrastructure.
- Preparation of detail design drawing, drawing and come out with a reliable estimate of the Phalam Dhunga.

### SCOPE OF WORK

- Site Survey and develop topographical map.
- Structural drawing with complete detailing report.
- Detailed cost estimate, BOQ and rate analysis wherever necessary.
- Prepare and present the final outputs at presentation to the authority for verification.

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1.4.2017

## 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
<b>1</b>	<b>General experience of the consultants related to the assignment</b>	<b>20</b>
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
<b>2</b>	<b>Specific experience of the consultants related to the assignment</b>	<b>10</b>
2.1	Specific Experience of the Firm having total successful projects in relevant area	
<b>3</b>	<b>Availability of Full time staff and their Qualifications and Experience</b>	<b>50</b>
	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	
<b>4</b>	<b>Qualifications &amp; Financial Capability of the firm</b>	<b>20</b>
	Financial Capability (Annual turnover in last three consecutive years)	Form 6
	<b>Company Certification and Recognition</b>	Form 6
	Total Marks	100
	Note : The minimum technical score required to pass	70

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## Manpower Details :

### For DPR Plan

S.N.	Manpower	NOS	Qualification	Experience
1	Planner/Team Leader	1	Master's in architecture/Civil Engineering	10 Years
2	Structural/Civil Engineer	1	Masters in relevant subject	5 Years
3	Architect	1	Bachelor in Architect	5 Years
4	GIS Expert	1	Bachelor in Related Field	5 Years
6	Supervisor/Surveyor	as per required	Diploma	2 Year

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## 1. Letter of Application

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(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>



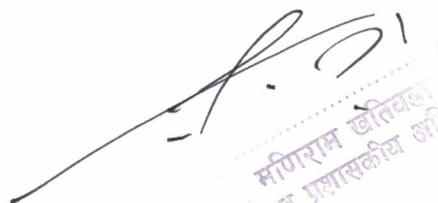
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]



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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):





*[Signature]*  
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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.)*

*[Signature]*

*[Signature]*

### 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) <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: \_\_\_\_\_

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.)

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

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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