



# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service:  
TEPC/DPR/01/2020**

**Method of Consulting Service: National**

**Project Name: Geotechnical Investigation and DPR Preparation of  
International Exhibition Center at Chobhar, Kathmandu, Nepal.**

**EOI: TEPC/DPR/01/2020**

**Office Name:**

**Ministry of Industry, Commerce and Supplies**

**Trade and Export Promotion Center Office**

**Pulchowk, Lalitpur**

**Funding agency: Government of Nepal**



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**Expression of Interest (EOI) for Shortlisting of Consulting Firms**

for

**Procurement of Consulting Services  
For “Geotechnical Investigation and DPR Preparation of  
International Exhibition Center”  
At  
Chobhar, Kathmandu**

**Issued By:  
Government of Nepal  
Ministry of Industry Commerce and Supplies  
Trade and Export Promotion Centre  
Pulchowk, Lalitpur  
P.O. Box 825, Kathmandu.**

**October, 2020**



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# Expression of Interest (EOI)

**Title of Consulting Services: Geotechnical Investigation and DPR Preparation of International Exhibition Center at Chobhar, Kathmandu, Nepal.**

**Method of Consulting Service: National Competitive Bidding**

**Project Name** *Geotechnical Investigation and DPR Preparation of International Exhibition Center at Chobhar, Kathmandu, Nepal.*

**EOI:** *TEPC/DPR/01/2020*

**Office Name** : Trade and Export Promotion

**Centre Office Address:** *Pulchowk, Lalitpur*

**Tel:** **977-1-5525898/5532642**

**Fax:** **977-1-5525464**

**Email:** **info@tepc.gov.np**

**Issued on:** 21.10.2020 AD (2077/07/05 BS)

Financing Agency: Government Budget



## Abbreviations

CV	-	Curriculum Vitae
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
DPR	-	Detail Project Report
TEPC	-	Trade and Export Promotion
Centre TOR	-	Terms of Reference
VAT	-	Value Added Tax



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## **A. Request for Expression of Interest**



**Government of Nepal**  
**Ministry of Industry, Commerce and Supplies**  
**Trade and Export Promotion Centre**  
Pulchowk, Lalitpur  
Notice No: TEPC/DPR/01/2020  
Date of Publication: 2077/07/05 (Oct 21, 2020)

Name of Project: Geotechnical Investigation and DPR Preparation of International Exhibition Center at Chobhar, Kathmandu, Nepal.

1. Government of Nepal (GoN) has allocated fund toward the cost of Geotechnical Investigation and DPR Preparation of International Exhibition Center Building at Chobhar, Kathmandu, Nepal. 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 Trade and Export Promotion Center invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Geotechnical Investigation and DPR Preparation of International Exhibition Centre at Chobhar, Kathmandu, Nepal.
3. Interested eligible consultants may obtain further information and EOI document free of cost from Trade and Export Promotion Centre, Pulchowk Lalitpur during office hours on or before 30 days from the date of publication Or visit e-GP system [www.bolpatra.gov.np/egg](http://www.bolpatra.gov.np/egg) or visit the client's website [www.tepc.gov.np](http://www.tepc.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/egg](http://www.bolpatra.gov.np/egg) [or manually to the address Trade and Export Promotion Center, Pulchowk, Lalitpur on or before one months (30 days) from the date of publication.
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 35.0 %, Experience 50.0 %, 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. The estimated cost of the project is NRs.3,95,86,286.00 (Three Crores Ninety-Five Lakhs Eighty-Six Thousand Two Hundred Eighty-Six only). The consultant should prepare Geotechnical Investigation and DPR of International Exhibition Center at Chobhar, Kathmandu within 15<sup>th</sup> Ashad 2078.
9. Only shortlisted Consultants will be invited further to respond to the Request for Proposal ("RFP") notice from the TEPC. TEPC reserves the right to accept or reject any or all of the received EOI Documents with or without giving any reasons whatsoever. Up to (6) top ranked firms obtaining at least (60%) marks in the EOI evaluation process will be listed as pre-qualified firms. Further Information or clarification can be obtained by visiting the TEPC website ([www.tepc.gov.np](http://www.tepc.gov.np)) or by contacting the TEPC office between 10 am to 5 pm NPT.
10. Pre-qualified firms will be notified within 15 days after the EOI Submission deadline with a request for Technical and Financial proposals (RFP). Further selection during the RFP process will be in accordance with the Quality and Cost Based Selection procedure ("QCBS") as described in Public Procurement Act, 2007 (2063 BS) & Public Procurement Regulation, 2007 (2064 BS).



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## **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.
- 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/company/organization.
- 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 six month from the date of sign of contract. Expected date of completion of the assignment is 15<sup>th</sup> Ashad 2078.
- 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 Geotechnical Investigation and DPR Preparation of International Exhibition Center at Chobhar, Kathmandu, Nepal. 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.



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## **C. Objective of Consultancy Services or Brief TOR**





Government of Nepal  
Ministry of Industry, Commerce and Supplies  
**Trade and Export Promotion Centre**  
Pulchowk, Lalitpur  
Tel: 977-1-5525898/5532642

## **Terms of Reference (ToR)**

For

**Geotechnical Investigation and DPR Preparation of International Exhibition  
Centre Building at  
Chobhar, Kathmandu**



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## 1. BACKGROUND

The Government of Nepal, Ministry of Industry, Commerce and Supplies has established Trade and Export Promotion Centre (TEPC) as a national trade promotion organization of the country in November 2006. The functions are to:

- Advise the Government of Nepal in formulating policies for the development and expansion of export trade.
- Contribute in strengthening the national economy by developing and expanding trade and export of the country.
- Support in achieving the goal of poverty alleviation through the development of rural economy by enhancing internal and external market for agro-based and other products.
- Launch programs by establishing coordination among different agencies for increasing the production of exportable products.
- Assist to diversify trade by identifying potential market for exportable products.
- Cooperate in opening institutions for export promotion and to diversify trade and extend support to such institutions.
- Plead for technical assistance with national and international organizations for improving quality/standard of exportable products.
- Implement appropriate programs so as to attract investment at the national and international level for export-oriented and import management project.
- Act as information pool by collecting, disseminating and publishing useful trade-related information.
- Study and identify the problems of foreign trade and advise the Government of Nepal with appropriate measures to solve such problems.
- Assist in market test of exportable products.
- Organize buyers/seller meet and conduct training seminar and workshops.
- Simplify the procedures relating quality control, insurance and transport and enhance support services for export transaction.

TEPC conducts and coordinate with private sectors to conduct many trade fairs inside and outside of the country. For organizing trade fairs and exhibitions, we need an exhibition centre which have facilities for display and exhibit of national and international products, display arrangements, information sharing platforms, and enough spaces for visitors, proper safety arrangement and parking and spillover spaces. Large scale products come to exhibit in these Centres. The existing exhibition hall in Bhrikuti Mandap, Kathmandu which lies in the city centre is not adequate for attracting international exhibitors and visitors which is targeted for international trade promotion. So, it is very important to construct an international level of exhibition centre where exhibition ground and services



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is adequate to organize international fairs. From various studies made out by TEPC, it has come out with the requirement of building and constructing the international exhibition centres for international trade fairs and exhibitions. The Government of Nepal has allocated the land for developing international exhibition centre with convention hall and allied facilities. All these are proposed in the land allocated for this purpose which has about 655 Ropani land in Chobhar, Kirtipur. A complete DPR has to be prepared for implementing construction of this exhibition centre. The Government of Nepal has also allocated required budget to prepare DPR of Exhibition center as the continuation of fiscal year 2076/77 preliminary master plan. For this job a competent national firm having capacity to execute the work are invited. It has been conceived to complete this task by the end of this fiscal year 2077/78 and go for implementation.



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## 2. OBJECTIVE

The proposed consulting services for “Geotechnical Investigation and DPR Preparation of International Exhibition Center Building at Chobhar, Kathmandu, Nepal.” aims to review previous architecture design of Exhibition Hall and conduct geotechnical investigation (i.e. Soil test). After finalizing architecture drawing this consulting service aim to prepare DPR of international exhibition Centre and prepare construction drawing. DPR preparation includes finalization of architectural drawing, electrical design and drawing, sanitary design and drawing, fire frightening design and drawing, water supply design and drawing, drainage design and drawing, structural design and drawing etc. In detail it comprises of the following but not limited to;

- Topographical survey
- Physical, social, economic and Environmental inventories
- Review of architecture drawing
- Architectural design of Exhibition Hall; indoor and outdoor spaces, capacity, flow, lights and ventilation, energy consumption, safety, identity, vernacular architecture, modernity, materials and technology etc.

The master plan and architecture design have to consider the ideas and suggestions provided by the stakeholders, which shall be formal or informally available to the consultant.



### 3. SCOPE OF WORK

The consultant, under these terms of reference (TOR) and in close coordination with TEPC as and when necessary shall carry out activities and deliver services and documents which include but not limited to the follows:

- 3.1. Review and modification (if required) of previous master plan and architectural drawing of Exhibition center in co-ordination with TEPC technical
- 3.2. Topographic survey and prepare maps in the site and carryout soil test for the exhibition center design for proceeding towards site planning.
- 3.4. The site plan of the proposed design has to be prepared responding to the local site conditions and features after visiting the proposed site. An overall site plan has to be prepared using the topographic map produced in smaller scale but a detailed site plan showing the proposed building and it's surrounding of at least of around 10m from the proposed building.
- 3.5. Finalization of conceptual architectural design of the international exhibition center in coordination with TEPC Pulchowk, Lalitpur as per necessary and requirement.
- 3.6. Present the final concept of the design and site planning/ landscape design at the draft stage to the TEPC.
- 3.7. Preparation of detailed architectural working drawings after finalization and approval of conceptual design accompanied with working drawings for structural design, electrical design, sanitary and plumbing design, fire safety system design, Overhead and underground water tank design, Drainage system design, Sewerage system design, Car parks design, Telephone, exchange and intercoms layout and design, Internet facility layout and design, CCTV layout and design, Lift layout and design, Escalator layout and design, Security check gates design, Ware house design Functional counter layout, VIP Room and office furniture layout and design with detailed cost and quantity estimate, bill of quantities (BOQ) with specification.
- 3.8. Preparation of 3-D model of overall exhibition center

Every elements of exhibition center and other associated facilities, service and equipment have to be finalized after site analysis in close consultation and instructed by TEPC.





#### 4. EXPECTED OUTPUT

It should prepare and submit clear and concise working drawings along with the reports making three volumes as following:

Volume 1 - The Site plan is developed after surveying, Design Based Memorandum, requirement analysis, Finalization of Architecture design and Engineering designs as per conducted soil test report, prevailing codes and norms, etc.

Volume 2 - Detailed Soil Investigation Report of the Proposed Site

Volume 3 – Detailed design as mentioned in the scope of this assignment and instructed during the service by TEPC i.e. Quantity, Cost estimates, Bill of quantities and specifications

Volume 4 - Working drawings as specified in following section.

Working Drawings in Volume 3 must include, but not limited to the followings. Detail A/E Design

4.1. Final Architectural Design of Exhibition center and working Drawings with all complete. (The employer may instruct to change the scale of drawing)

- 3D Drawing
- Site plan (1:200) with landscape design.
- Floor plans (1:100)
- Finishing schedule plans (1:200)
- Four side Elevations (1:100)
- if the plan is L, C or H Shape, Sectional elevations of the faces (1:100)
- Longitudinal sections (at least from two direction cutting staircase)
- Door and window schedule with counts and detail drawings and specification.
- Blow up Details (Staircase; toilets; wall sections with blow up details of sill, lintel, parapet, overhangs, ducts, expansion joint, flooring and roofing and counter; low walls or partitions; handrail; grill;; if there is any level change, and any other if required to illustrate any design idea, more details other than mention here needed to be prepared.

4.2. Detailed Structural Design and Drawings in A3 size format with all complete. (The employer may instruct to change the scale of drawing)

- Structural Model
- Structural report including design philosophy, design parameters, Load calculations, calculation and design of structural component like slab, foundation, staircase, shear wall, lift etc
- Detailed Drawing of foundation (Isolated, combined or raft/ pile if necessary)
- Column Layout plans, Column Details
- Beam- Column Junction Details
- Vertical section along column showing lap and joint details.
- Lift and other shear wall detail drawing
- Water Tank detail and drawing
- Tie Beam, Foundation Beam, Toe wall, Sill Band & Lintel Band detail drawing
- Beam Layout plan
- Beam sections
- Slab Reinforcement Details (Plan and section)
- Staircase Details
- Other Roofing like Truss details if required
- Expansion/ Construction Joint Details



- o Ramp drawing and details
- o Fire hydrant system details and drawing
- o Overhead and underground water tank details and drawing
- o Drainage system details and drawing
- o Sewerage system details and drawing
- o Car parks details and drawing
- o Telephone, exchange and intercoms details and drawing
- o Internet facility details and drawing
- o CCTV layout details and drawing
- o Lift layout details and drawing
- o Escalator layout details and drawing
- o Security check gates layout details and drawing
- o Functional counter layout details and drawing
- o Custom counter layout details and drawing
- o VIP room and office furniture layout details and drawing
- o Ware House Design and Drawings.
- o Other necessary details as instructed by employer during service.

4.3. Detailed Cost and quantity estimate including bill of quantity (BOQ). Detailed Quantity estimate and abstract of cost of each components (such as each building, land development, etc)

- o Consolidated abstract of cost
- o Bill of Quantities.
- o Rate of items are to be used from the District Rate analysis collecting them from the related division offices. If there are any items which are not included in that rate analysis, consultant has to prepare rate analysis for those items based on prevailing norms.

4.4. Specification:

4.5. Preparation and submission of final report



## 5. CONSULTING FIRM/ORGANIZATION'S QUALIFICATION

### 5.1. Consulting firm/organization's qualification

- Firm Registration Certificate
- VAT/PAN Registration Certificate
- Minimum 5 years of experience in the consulting, design and Architecture field
- In depth understanding of policy framework, trade opportunities, practices of Nepal
- Working relations with the government agencies, private sector organizations and other stakeholders involved in the area of trade and exports, development of convention Centre, exhibition Centre and other large-scale public gathering buildings and infrastructures planning and designing works
- Prior experience of conducting/ preparing master plan of large-scale infrastructures, convention centers, exhibition buildings, Industrial Estate/Zone, sports centers, health centers, stadiums, parks and related infrastructures etc.
- Understanding of International practice of trade and exhibition, trade centres, Free Trade
  - Zones, Special Trade Zones, Information and technology parks etc.

### 5.2. Human resource requirement

S N	Key Experts	Qualification
1	Team Leader (6 months)	Master degree in Urban Planning, Urban Design, Infrastructure Planning or in related subjects with 15 years of work experiences in planning and designing of large size projects i.e. exhibition centres, convention centres, IT park, universities etc. as a team leader
2	Trade Show Expert (2 month)	Master Degree in Commerce, Economics or related field and having proven worked experiences more than 15 years on trade show, international exhibition management, trade exhibition management and hosting, involved in planning and policy management for trade promotion etc.
3	Landscape Architect / Designer 2 nos (3 months)	Master degree in Landscape, Architecture, Urban Planning, urban Design or related subjects after Bachelor in Architecture and have 15 years of work experiences on large scale project landscape design works i.e. exhibition centres, convention halls, IT parks, City parks, theme parks etc.
4	Architect-4 nos (3 months)	Master degree in Architecture, Urban Planning, urban Design or related subjects after Bachelor in Architecture and have 10 years of work experiences on large scale project design works i.e. exhibition centres, convention halls, IT parks, Movie Theatres, Commercial Buildings etc.



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5	Environmental and Social expert (3 month)	Masters or equivalent in environment studies and/or related field with minimum 10 years' relevant experience
6	Water supply and sanitation expert (3 month)	Masters or equivalent in water and sanitation or related field with minimum 10 years' relevant experience
7	Structure Engineer (4 nos, 6 month)	Masters or equivalent in Structural engineering with minimum 15 years' relevant experience
8	Senior Geologist (2 month)	Masters or equivalent in Geology with minimum 15 years' relevant experience
9	Civil Engineer-4 nos. (6 months)	Bachelor or equivalent in civil engineering with minimum 5 years' relevant experience
10	Electrical Engineer (3month)	Bachelor or equivalent in electrical engineering with minimum 10 years' relevant experience
11	Geomatics Engineer (1 month)	Bachelor degree in Geomatics Engineering and relevant work experiences more than 10 years
12	Interior Designers (2 nos, 2 month)	Bachelor degree in Interior Design and relevant work experiences more than 5 years / or Bachelor Degree in Architecture and 5 years of work experiences in interior design
13	Draft Person (3 nos, 6 month)	Diploma / Bachelor degree in Engineering and relevant work experiences on building drafting more than 5 years



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## 6. METHODOLOGY

- Desk Study: Primary research and review on previous work
- Field Visit: Field visits, primary and secondary data collection, site identification, stakeholders visit and information collection
- Case Studies: Case study of national international level projects, requirement identification and finalizations
- Interaction and discussion: Interaction and discussion with local public and private sector, relevant government authorities and agencies, local bodies and stakeholders
- Regular interactions and discussions with committee formed by TEPC for suggestions and input.



## **7. EXPECTED OUTPUTS/ DELIVERABLES**

### **7.1. Geotechnical Investigation and Review report with presentation**

This report should contain geotechnical investigation i.e. soil test report. This report should contain detail comment and further modification on previous work on exhibition center (Modification might be made as per requirement of soil parameter). This report should contain the field study, case studies, and requirement finalization. It should clearly show the modification on previous work as well as stepwise work and schedule to be performed with scoping duties of manpower, sources of primary and secondary data and information and overview of work to be performed. Modification on previous work will be carried out after final verification of TEPC technical team.

### **7.2. Interim report with final architectural working drawing of exhibition centre**

This report should contain final architectural report and drawing after modification on previous work. This drawing should contain electrical drawing, sanitary drawing, interior design, accessibility criteria, fire safety drawing etc.

### **7.3. Draft structural Report, drawing and presentation**

In this report all the task shall be in final stage. At this stage of working, TEPC expected draft structural report and structural drawing of all component of exhibition center as per scope of work. As the input (man months) of road / civil, structure, electrical, sanitary, HVAC Engineers is limited in TOR, these parts shall be finalized within given man months, experiences of experts and use of thumb rule and common practices in logical ways for designing International exhibition building. The approximate cost estimate of project shall be prepared and submitted with report. Presentation shall be made in front of the client and stakeholder and then suggestion on draft report shall be incorporated in final report.

### **7.4. Final Report**

Final report shall be included following volumes.

- a. Main report, volume-1
- b. Soil Test Report, Volume-2
- c. Structure Report, Volume-3
- d. Architectural working drawing, volume-4
- e. Structural Working Drawing Volume-5
- f. Electrical Drawing, Volume-6
- g. Sanitary Drawing, Volume-7
- h. Other drawing as per scope of work, Volume-8
- i. Cost Estimate, volume-9



- j. Format of report shall be both Hard copy and Soft copy and language of report shall be in English.



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## 8. WORK SCHEDULE

The overall assignment report period will not be more than 6 months beginning from the award of the consultancy to the selected consultant after the completion of the Request for Proposal (RFP) Process. In the assigned time frame, the consultant should conduct all necessary work as per scope after the agreement is signed.

- **Review/ Inspection Report:** Review/ Inspection Report must be submitted within 1 month after signing the contract. This report shall be presented at TEPC amidst the presence of experts and concerned and suggestions shall be incorporated for preparation of review report. This presentation will give final authority to change on previous work.
- **Interim Report:** Interim report shall be submitted within 3 Months from the award date.
- **Draft Report:** Draft report must be submitted within 4.5 months beginning from the award date.
- **Presentation:** Presentation of the draft report (at TEPC amidst the presence of experts and concerned) is to be made within a week after submission of Draft Report.
- **Final Report:** Final report needs to be submitted within Six months (6) beginning from the award date. The Final report must incorporate TEPC, relevant ministries/ departments/ agencies, stakeholders' comments.



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## **9. REMUNERATION**

TEPC shall pay to Consultant a fixed fee to be negotiated and agreed upon with the selected Consultant. The fee shall be payable in three installments:

- 20% of the total bid amount after Inception Report.
- 20% of the total bid amount after submission of Interim Report and accepted by TEPC.
- 40% of the total bid amount after the submission of Draft Report, incorporating concerns of TEPC's, ministries, local stakeholders and experts concerns and accepted by TEPC.
- Remaining 20% of the total amount after the submission of Final Report and accepted by TEPC.



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## **10. PERFORMANCE SECURITY**

Consultant shall produce unconditional performance security of 5% of total contract amount prior to the agreement. In case of non-performance of the contractual obligation, TEPC shall have the right to confiscate the Performance Security.



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## 11. TAXATION

The consultancy firm is fully responsible for all taxes imposed by the relevant laws of the Government of Nepal (GoN).



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## **12. CONFIDENTIALITY**

The consultancy firm shall not disclose the information collected in this assignment during the term of this assignment and thereafter to anyone who is not authorized by TEPC.



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### **13. TEPC'S RIGHT TO THE FINAL DOCUMENT**

Once the consultant completes the works, the report and all related materials, including but not limited to, any intellectual property, design, technology that may form part or all of the content of final report, shall become the property of TEPC. Consultant will not incorporate anything that would restrict the right of TEPC or the GoN to modify, further develop or otherwise use the materials in any way TEPC or GoN may deem necessary. In addition, the consultant will warrant that the provision of the Services and Deliverables will not infringe on any third-party intellectual property rights.



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## **14. CONCLUSION AND RECOMMENDATIONS**

Conclusion and Recommendations shall draw together the findings of the study report. In the conclusion and recommendations section the proponent shall present, including but not limited to the following:

- Summary of Key Issues
- Main Conclusions
- Recommendations



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## **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	Compliance
Copy of Registration of the company/firm(with renew update)	
Tax Clearance for Fiscal Year 2075/76	
Net worth of the Firm should be positive for the last three consecutive years (F. Y. 2075/76, 2074/75, 2073/74)	
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)	

ii) EOI Evaluation Criteria	Breakdown	Score [Out of 100]
<b>A. Qualification and Experience of Key Experts</b>		<b>35</b>
<b>B. Experience of the consulting firm</b>		<b>50</b>
I. General experience of consulting firm	20	
II. Specific experience of consulting firm within last 7 years.	20	
III. Similar Geographical experience of consulting firm	10	
<b>C. Capacity of the consulting firm</b>		<b>15</b>
<b>(Annual turnover of the Consulting Firm: General Consultancy services turnover of best three years in last 5 years should Nrs. 6,00,00,000.00)</b>	15	



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



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## **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



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**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,

[P

ers

on]

[C

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**Standard EOI Document**

*pa*

*ny]*

*[A*

*ddr*

*es*

*s]*

*[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.)*

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 (NRs):
Country: Location within country:	Duration of assignment:
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (NRs):
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: \_\_\_\_\_





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<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**

*(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)



cf