

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service:
CM/EOI/01/NCB/2077/078**

Method of Consulting Service: National

**Project Name : Preparation of GPS/GIS Based Digital Profile
EOI : CM/EOI/NCB/01/2077/078**

Office Name: Chandragiri Municipality, Kathmandu

Office Address: Balambu Kathmandu

Funding agency : Internal Resources

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

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Chandragiri Municipality, Kathmandu

Date: 19-02-2021 00:00

Name of Project: Preparation of GPS/GIS Based Digital Profile

1. Government of Nepal (GoN) has allocated fund toward the cost of Preparation of GPS/GIS Based Digital Profile 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 Chandragiri Municipality, Kathmandu now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Preparation of GPS/GIS Based Digital Profile
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Chandragiri Municipality, Kathmandu, Chandragiri Municipality, Kathmandu
Balambu
Kathmandu
Bagmati Province
Nepal during office hours on or before 05-03-2021 16:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://chandragirimun.gov.np/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 05-03-2021 16:00
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 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 70

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ 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 5 Month. Expected date of commencement of the assignment is 05-05-2021.
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 Preparation of GPS/GIS Based Digital Profile.The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Term of Reference

GPS & GIS based Digital Profile of Chandragiri Municipality

1. Background

Information System is one of the basic component of development. It provides information of possibilities, opportunity as well as problem of specific area. So, it is very much important for making future development plan. Local Government Operation Act 2074, stated that each local level should identify the resources, analyses the opportunity and Problems of the municipality and set up the future vision of the municipality.

Reliable information about Demography, Land use, Physical infrastructure, Social, Environmental and Economic condition of the municipality helps to prepare different types of plan and policy. For prioritization of project database is the one of the major required documents.

This digital database includes Municipality present land use, Demography, Physical Infrastructure, Institution development, Social and Economic condition, available natural and human resources etc. Information is the key for making long term plan of municipality.

In the context stated above, Government of Nepal, Chandragiri Municipality has initiate for the preparation of Digital Profile So, Chandragiri Municipality, Office of Municipal Executive invites proposals from the experienced eligible national consultants/firms who are qualified as per ToR for the preparation of Digital Profile.

2. Study area

Chandragiri Municipality situated in south-west part of Kathmandu valley in Province 3. The total area of the municipality is 43.92 Sq.km. Chandragiri Municipality was declared on 2 December 2014 merging eleven VDCs, Purano Naikap Bhanjyang, Naya Naikap, Thankot, Mahadevsthan, Matatirtha, Machhegaun, Balambu, Dahachowk, Tinthana, Satungal of Kathmandu. Chandragiri municipality has been divided into 15 wards for the efficient administration. Chandragiri Municipality is surrounded by Kritipur Municipality in the east, Dhunibeshi Municipality in the West, Nagarjun Municipality in the North and Dakshinkali Municipality in the south.

The total population of the municipality as per the census 2068 B.S. is 85,198 with male population 42,881 and female population 42,317, municipality holds 3.38% population of Kathmandu valley. The total population of Kathmandu valley in 2068 is 2,517,023 (CBS 2068). From 2058 B.S to 2068 B.S, total population of Chandragiri Municipality increased from 55,032 to 85,198 at population growth rate of 4.44 %.

The highest population is in Ward no. 15, the lowest population is in Ward no. 2, and the average population is in Ward no. 4. Similarly, the highest population density is in Ward no. 9, and the lowest population density is in Ward no. 1. The household count in the municipality is 20,532. The average household size is 4.2.

3. Objectives of the Study

The main objective of this assignment is to digitalize the detailed socio-economic data of every single household as well as institution within this municipality so as to facilitate the municipality in decision making, planning and policy development and service delivery. At the end of the assignment, municipality expects the consultant/s to deliver a fully developed information system to be used by the municipality office and ward offices with data of households, institutions integrated with the GIS maps.

Chandragiri Municipality intends to keep digital records of all households and institutions so as to make the communication with the residents easier and deliver better services in the future to its residents. On the basis of the output, municipality intends to develop a system later to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax bracket system.

4. Scope of the work

Conduct socio-economic census of individual households and institutions:

- Use mobile based questionnaire and GPS to collect data from every household and institutions including its photographs and spatial information.
- Provide a unique household ID for each house in the municipality and integrate the ID with the questionnaire.
- The data to be collected (minimum) will be outlined in the Request for Proposal.
- The questionnaire and the working procedure shall be as per the Rural /Urban Profile preparation Procedure, 2075 and discussion with municipal officials.
- Document and will be further discussed with the appointed consultant.

Prepare thematic resource maps:

- Preparation of thematic resource map from the GIS System of municipality.
- Generate thematic information by conducting spatial analysis.
- Facilitate the municipality by identifying all the natural and man-made resources within the municipality for planning and policy development.
- The web-based GIS map must include but not be limited to climatic information, land use, Agriculture, livestock, heritage sites, Local festivals, Jatra, touristic area, hydrology, greenery (parks/community forests), open spaces, cultural and religious places, connectivity (roads/streets), infrastructures, facilities for public, private / public institutions and demographics, development possibility on agriculture, tourism and industries.
- Preparation of ward wise digital Map with various information for every ward offices.
- Preparation of location map to be put on major roads junction showing direction and other useful information.

Prepare large scale GIS based Digital base map:

- Large scale digital digital base maps scaled for office uses to be prepared and delivered to the municipality.
- Very High Scale satellite image to be used and provided to the Municipality Office of the whole municipality.
- Details of, but not limited to buildings, private, institutions, religious places, Governmental, semi-governmental and non-governmental organizations, street or road networks, public service delivery offices, water bodies along with details of terrain and topography.

- All acquired digital data field survey will be entered into the Municipal GIS to be integrated with the Municipal Information System.
- Multiple levels of validation and quality analysis to be carried out before finalization.

Acquire cadastral land parcel digital data:

- Acquire cadastral land parcel digital data from the Department of Land Information and Archive with assistance from municipality & integrated with the system.
- On field validation of data will be done to ensure validity and accuracy.

Design and Development of user-friendly application to integrate information system with GIS Data and all Maps.

- A fully matured and bug free web-based system to be handed over to the Municipality Office with complete source code and database.
- The whole system should be designed and developed in such a way that it may be used as prototype for other local level through GoN Department of Information Technology.
- All the maps (resource and Digital Base Map) of high resolutions must be integrated in the information system.
- One click complete access must be granted for both the maps and data from the same system.
- If the users want to search locations, institutions or unique house number than it shows the all directions and follow the shortest route along with the direction from the same system.
- Reports having both the maps and data need to be granted from the system after integration.
- User friendly interface(web & mobile application) with high security and speed must be delivered.
- Development of mobile as well as web-based application for data retrieval and observation. It should be designed in such a way that data can be updated.
- Hosting and Maintenance for the first year must be included in the quotation.
- The system must be able to handle 3 levels of User Accounts/user groups for simultaneous use and with different privileges and hierarchy.

1. Administrative/ IT Department of Municipality

The Municipality Information System will be used by Administrative/It Department of Municipality with full privileges and features. It will have complete rights to view, edit and update the Municipal information database.

2. Subjective Section

The department of municipality with limited privileges and features. It will have complete right to view the respective department data.

3. Ward executives

The Municipality Information System will also be used by Ward offices with limited privileges and features. It will have rights to view and update individual ward information. It will have right to update/edit limited and dedicated municipal database.

4. Peoples

Individual people can read all the reports and queries generated by the application and in case of his own information one can entirely view details, but only have a liberty to comment on his own information.

Capacitate and institutionalize the municipality office:

- Provide a detailed User Manual for the Municipality Office of the Information System integrated with MIS including GIS data and maps.
- Conduct presentation and orientation with all the stakeholders of the municipality and ward offices making them familiar with the system and its utilization.
- Conduct several training sessions as per the requirement so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed.

Facilitate the municipality with extensive reporting of households, institutions, landmarks and geo spatial information:

- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, landmarks and all other digitalized data.
- Dynamic info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.

A fully scalable information system that can be used for each household to register and update information on their own at later stage:

- The Municipality Information System must be scalable so that in future all residents can login to the system to view their details and update or request for update accordingly.
- The system must be able to take 60,000 or more user accounts.

5. Study methodology

The study method constitutes the following phases.

- Preliminary overall preparation and planning for field mobilization and questionnaire finalization.
- Organization of Municipal level orientation meeting and field level meeting.
- Preparation of Compatible mobile application for household/ Institutional data collection and training for enumerator as well as municipal coordinators.
- Preparation of Maps for Field Visit/appraisal and field work.
- Collection of Primary data using Tab/GPS in each household within the municipality.
- Design and Development of application for different hierarchy of users.
- Presentation and collection of feedback from the concerned agencies.

6. Roles & Responsibilities

Role of the Consultant

- i. Consultant shall be responsible to supply technical personnel and complete consulting work as stipulated in ToR. and work under the team leader. Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader. The fieldwork among other things includes data gathering, ward and municipal level meetings as per requirement.

- ii. Consultant shall be responsible for making available of logistics including computers, printer, scanner photocopier, and vehicle as stipulated in ToR for use in the field.
- iii. Consultant shall be responsible for undertaking necessary training programs to municipal as well as departmental technical personnel on data collection, management and other relevant computer skills that are required in connection to profile preparation.
- iv. Keep appropriately the records and minutes of the meetings/ workshops.
- v. Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation.
- vi. Undertake the task of preparing digital profile in complete as described in this TOR, under the supervision of the team leader.
- vii. The consultant shall accomplish the work in close contact and guidance with the Office of Municipal Executive.
- viii. Consultant shall be responsible for Annual Maintenance (AMC) for the first year.

Role of the Municipality

- i. Municipality shall depute its senior official preferably from the Technical section to coordinate internally and externally in the entire process till the completion of preparation profile. Municipality shall also depute the full-time technical officer/ personnel to be associated with the study team.
- ii. Municipality shall help the team to provide and gather data. It may also raise specific issues and provide suggestions separately to the team.
- iii. Municipality should have its own server to handle its data after completion of hosting period of the consultant
- iv. Municipality shall make the payment of contract amount to the consultant.

7. Expected outputs

The consultant shall prepare a complete profile comprising of relevant data and information

- Demographic like population chart, migration trend, growth trend etc.
- Socio economic like health and educational, gender, income, and occupation.
- Physical and Social Infrastructures like road, electricity, telecommunication, water supply drainage and sewerage etc.
- Existing Land use pattern/classification Agriculture, Forest, road, residential areas, urban areas, commercial, institutional, open spaces. Play grounds, rivers, lake, pond, religious centers/areas.
- Environmental status like sanitation, solid waste, pollutions.
- Maps as per necessary
- Analysis of collected data should be presented in charts, diagram and graphs as per requirements.

- Development of user-friendly application for different hierarchy of users.
- An up to-date profile shall be prepared comprising of base-line information of the existing physical, social, environment financial and organizational state of the municipality. Apart from the key statistics, such base line information shall also include textual descriptions, maps, and key problems prevailing in the wards and the municipality.

8. Composition of Study Team

Proposed personnel for the Preparation of the Digital Profile of Chandragiri Municipality.

A	Key Expert/Description	Quantity	Person Month	Minimum requirement
1	Project Manager	1	5	
1.1	Qualification of Project Manager			Master degree in related field
1.2	General Experience of Project Manager			10 years of work experiences in related field.
1.3	Specific Work Experience of Project Manager			Experience as Project Manager in 10 Projects
2	Urban Planar	1	4.5	
2.1	Qualification of Urban Planar			Bachelor degree in Architecture/Civil Engineering/ M.A in (Geography) or equivalent
2.2	General Experience of Urban Planar			5 years of work experiences in related field.
2.3	Specific Work Experience of Urban Planar			Experience as Urban Planner in 7 Projects
3	GIS Expert	1	4	
3.1	Qualification of GIS Expert			Bachelor Degree in Geo-information/ RS/ GIS
3.2	General Experience of GIS Expert			5 years of work experiences in related field.
3.3	Specific Work Experience of GIS Expert			Experience as GIS Expert in 7 Projects
4	Senior Software/Web-Application Developer	2	3	
4.1	Qualification of Senior Software/Web-Application Developer			Bachelor degree in IT Related Field
4.2	General Experience of Senior Software/Web-Application Developer			5 years of work experiences in related field.
4.3	Specific Work Experience of Senior Software/Web-Application Developer			Experience as Senior Software/Web-Application Developer in 7 Projects
6	Senior Android/IOS Developer	2	2	

A	Key Expert/Description	Quantity	Person Month	Minimum requirement
6.1	Qualification of Senior Android/IOS Developer			Bachelor degree in IT Related Field
6.2	General Experience of Senior Android/IOS Developer			5 years of experiences in related field.
6.3	Specific Work Experience of Senior Android/IOS Developer			Experience as Android/IOS Developer in 7 Projects
8	Information Security expert	1	1	
8.1	Qualification of Information Security expert			Bachelor degree in IT related field
8.2	General Experience of Information Security expert			5 years of experiences in related field.
8.3	Specific Work Experience of Information Security expert			Experience as Information Security expert in 7 Projects
9	Statistician	1	2	
9.1	Qualification of Statistician			Bachelor degree in Statistician or related field
9.2	General Experience of Statistician			5 years of experiences in related field.
9.3	Specific Work Experience of Statistician			Experience as Statistician in 7 Projects
10	Documentation expert	1	4	
10.1	Qualification of Documentation expert			Bachelor degree any stream having sound knowledge in related field
10.2	General Experience of Documentation expert			2 years of experiences in related field.
10.3	Specific Work Experience of Documentation expert			Experience as Documentation expert in 5 Projects
11	Capacity Building and Training expert	1	1	
11.1	Qualification of Capacity Building and Training expert			Bachelor degree in any stream having sound knowledge in related field
11.2	General Experience of Capacity Building and Training expert			2 years of experiences in related field.
11.3	Specific Work Experience of Capacity Building and Training expert			Experience as Capacity Building and Training expert in 5 Projects
12	Quality Assurance Engineer	1	2	
12.1	Qualification of Quality Assurance Engineer			Bachelor degree in IT Related Field
12.2	General Experience of Quality Assurance Engineer			2 years of experiences in related field.

A	Key Expert/Description	Quantity	Person Month	Minimum requirement
12.3	Specific Work Experience of Quality Assurance Engineer			Experience as Quality Assurance Engineer in 5 Projects
13	Database Designer	1	3	
13.1	Qualification of Database Designer			Bachelor degree in IT Related Field
13.2	General Experience of Database Designer			2 years of experiences in related field.
13.3	Specific Work Experience of Database Designer			Experience as Database Designer in 5 Projects
14	Field Supervisor	8	2	
14.1	Qualification of Field Supervisor			bachelor degree in Sociology/Economist/Civil Engineering or related field
14.2	General Experience of Field Supervisor			2 years of experiences in related field.
14.3	Specific Work Experience of Field Supervisor			Experience as Field Supervisor in 5 Projects
15	Computer Operator	3	2	Assurance letter from the consulting firm that mentioned manpower shall be available during project execution.
16	Field Enumerators	30	2	Assurance letter from the consulting firm that mentioned manpower shall be available during project execution.
17	GIS/CAD Operator	2	2	Assurance letter from the consulting firm that mentioned manpower shall be available during project execution.

9. Report submission Format and Schedule

Consultant shall submit the report in following format and time schedule.

S.N.	Report	Time period	Content	Format & Number of copies of report
1	Inception Report	within 1 Month of Agreement Date	<ul style="list-style-type: none">• Thoroughly understanding of ToR.• Crystallize the Detail Methodology.• Study Team Interacts with expert and concerned stake holders.• Sample Questionnaire and Check list.	3 hard copies
2	Field Report	At the end of 2.5 month from the date of the agreement	<ul style="list-style-type: none">• Collection of Primary and Secondary Data in Hard copy.• Analyze the data of various sector.	3 hard copies
3	Draft Report	At the end of 4.0 month from the date of the agreement	<ul style="list-style-type: none">• Draft Digital Profile of the municipality• Software Application	3 hard copies
4	Final Report	At the end of 5 month	<ul style="list-style-type: none">• Final Digital Profile incorporating the comments on draft report.• Software Application	5 hard copies and a soft copy

10. Payment Schedule

Consulting fee shall be released based on the deliverable. Installment of payment shall be as follows.

S. No	No. of installments	Time Period (from the date of the agreement)	Payment in % of agreement amount
1	Inception Report	1 Month	10
2	Field Report	2.5 month	20
3	Draft Report	4.0 month	30
4	Final Report	5.0 month	40

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[F/Y 2076/077]	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	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.	
11	The bidder must be ISO certified. (In case of JV, one partner must meet the requirement)	
12	Memorandum of Understanding (In case of JV)	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per TOR
2	Experience of Key Experts	As per TOR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General of consulting firm	10 Numbers of Web application/ Mobile Application/ Preparation of Rural or Municipal Profile/GIS related projects / Addressing System/ Infographic Report Development
2	"Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years. "	The consulting firm must have completed at least one GIS related projects/Preparation of Rural or Municipal Profile with single project value at least NPR 20,00,000/-

Sl. No.	Criteria	Minimum Requirement
3	"Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years. "	The consulting firm must have completed at least one enterprise software Development with single project value at least NPR 20,00,000/-
4	Geographic Experience	Experience of three GIS related projects/Preparation of Rural or Municipal Profile/ Addressing System Projects in hilly/ valley region

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Average Annual Turnover of Firm (Best 3 Years within last 5 Years)

Score: 10.0

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	Name of the Project	Location (Country/ Region)	Execution Year and Duration
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)