

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: AEPC/PS/EoI/2078/79-02

Method of Consulting Service: National

Project Name : Consulting Services for Soil Investigation, Environmental Assessment, Detail Engineering Design and Cost Estimate of Office Building

EOI : AEPC/PS/EoI/2078/79-02

Office Name: Alternative Energy Promotion Center

Office Address: Mid-Baneshwor Kathmandu Kathmandu

Funding agency : Government Budget

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Alternative Energy Promotion Center

Date: 15-02-2022 13:00

Name of Project: Consulting Services for Soil Investigation, Environmental Assessment, Detail Engineering Design and Cost Estimate of Office Building

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting Services for Soil Investigation, Environmental Assessment, Detail Engineering Design and Cost Estimate of Office Building 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 Alternative Energy Promotion Center now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Consulting Services for Soil Investigation, Environmental Assessment, Detail Engineering Design and Cost Estimate of Office Building
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Alternative Energy Promotion Center, Alternative Energy Promotion Center
Mid-Baneshwor
Kathmandu
Kathmandu, Kathmandu
Bagmati Province
Nepal during office hours on or before 02-03-2022 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.aepc.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 02-03-2022 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 45.0 %, 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. 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/company.
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 Four Months. Expected date of commencement of the assignment is 10-05-2022.
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 Consulting Services for Soil Investigation, Environmental Assessment, Detail Engineering Design and Cost Estimate of Office Building. 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



Terms of Reference
for
**Consulting Services for Soil Investigation, Environmental
Assessment, Detail Engineering Design and Cost Estimate of
Office Building**

1. Introduction

Alternative Energy Promotion Centre (AEPC) is a Government institution established on 3 November 1996 with the objective of developing and promoting renewable and alternative energy technologies in Nepal. Currently, it is under the Ministry of Energy, Water Resources and Irrigation. AEPC is mandated for the promotion of renewable energy, energy efficiency and climate change activities. It is also a national nodal agency in renewable energy sector and has good experience including in formulation of the climate change and carbon related projects in Nepal.

AEPC has been implementing its programs and projects with the mission to make renewable energy a mainstream resource through increased access, knowledge and adaptability contributing for the improved living conditions of the population and with the vision to develop into an institution recognized as a regional/international example of promoting large-scale use of sustainable renewable energy and a national focal point for resource mobilization. Currently, AEPC is located in Mid Baneshower, Kathmandu and its one of the unit has resided in the premises of Ground Water Development Committee at Babar Mahal, Kathmandu metropolitan ward no. 11. The land area is in the name of Government of Nepal AEPC intends to construct a building in the same location which has approximate two (2) Ropani of land area. It intends to conduct a detail designing for the new building for AEPC (to meet its whole requirement for office), Ministry of Home Affairs and Ground Water Development Committee.

2. Project Location

The project site is located at the western side of Department of Hydrology and Meteorology (DHM), Babarmahal, Kathmandu. The coordinate of project site is Latitude 27°41'34.25"N and Longitude 85°19'31.09"E. The location map of project site is shown in figure 1 below

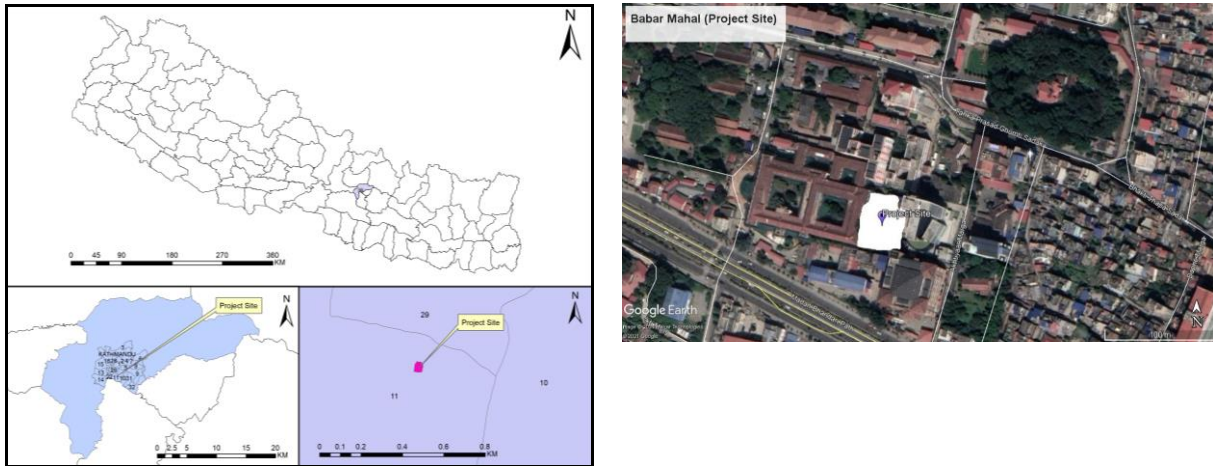


Figure 1 Location Map of the Project Site

At present, the land is occupied by two old buildings and one guard-house that needs to be dismantled during construction.

For this purpose, AEPC intends to hire national engineering consulting firm for preparation of detail engineering design, detail drawings (architectural, structural, electrical, sanitation) of project including soil investigation, environmental assessment and detail cost estimate for constructing new building. Beside detail design, the consulting firm is expected to detail out functional, aesthetically appealing and cost effective design based on eco-friendly building.

3. Objectives:

The main objective is to prepare Detail Engineering Report for construction of project at Ground Water Development Committee and AEPC Office Premise at Babar Mahal. The other objectives are:

- Prepare topographic map and site plan of office premises indicating existing infrastructures and facilities.
- Conduct Soil Testing of the project site as per the GoN required standards/guidelines.
- Prepare master plan, with due consideration to surrounding .Prepare detail 2D and 3D A/E design (Architecture, Structure, Sanitary, Electrical, Mechanical, Internet, Networking and communication and interior of major spaces as necessary) and drawing of the building based on the maximum utilization of the land area full filling the space requirement of AEPC, parking and part of the requirement of the Ministry of Home Affairs and Ground Water Development Committee as per the MoU.
- Design and prepare cost estimate for modern facility such as heating system, Wifi, HAVC etc.
- Prepare detail cost estimate for the construction of the building.
- Prepare brief tender document for the tender.
- Design the possibility of green energy (such as solar PV) for 100% supply of green electricity. Prepare Detail Quantity and cost estimate and bid documents for procurement of Works.

Also, this ToR include environmental assessment of the project with the objectives of conducting Environment assessment (Brief Environment Study (BES)/ Initial Environment

Examination (IEE)/ Environment Impact Assessment (EIA)) as per the EPR 2077. The other specific objectives are:

- Identify the major physical, biological and socio-economic baseline conditions
- Identify potential beneficial and adverse impacts of the project
- Analyze the alternative of the project
- Recommend mitigation measures to enhance positive impacts and minimize adverse impacts
- Develop Environmental Management Plan (EMP) and Monitoring Plan
- Inform the stakeholders about the project and collect their suggestion, comments and feedbacks

4. Scope of work:

The Consultant under these Terms and Reference shall carry out the following works in Consultation with the AEPC technical team.

A. Subsurface Exploration

After discussion on the desk study, the consultant shall carry out subsurface exploration which shall include the followings:

(i) Bore-holes, field tests and laboratory tests

The properties of the underlying soil are determined by field and laboratory tests of the soil samples obtained from the bore holes (3) drilled to a depth as mentioned in the next section and/or the Bill of Quantities. As far as possible, the locations of the boreholes shall be within the proposed Building area. Generally, the following tests shall be conducted for determination of soil properties:

S.N.	Type of test	Frequency
1	Undisturbed Soil Sampling	at least 1 at each borehole
2	Standard Penetration Test	as required but the interval not less than 1.5 m
3	Grain size analysis	at least 1 at each borehole
4	Atterburg Limit test	at least 1 at each borehole
5	Moisture content	at least 1 at each borehole
6	Specific Gravity or dry density	at least 1 at each borehole
7	Unconfined compression test	at least 1 at each borehole
8	Consolidation test	at least 1 at each borehole
9	Direct shear test	at least 1 at each borehole

(ii) Depth of soil exploration

The depth of soil exploration from ground level shall be as follows:

S.N.	Soil Type	Governing Depth
1.	Soil Type-1 (Clayey, sandy, gravel mixed soft soil)	The Height of building or 20.0 m whichever is maximum or Or as per the standard well adopted guideline used in Nepal.

2.	Hard Rocks	Not required
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The above-mentioned depths are indicative. The Consultant shall decide the actual required depth of soil investigation according to the field condition and design parameters. But in any case the Consultant shall be paid only up to the depth mentioned in the Bill of Quantities. If rock is found at the beginning or at mid-depth then the drilling works shall be stopped after confirmation of Rock.

(iii) Analysis of Data, Conclusion and Recommendation of Design Parameters.

Based upon the above-mentioned studies and investigations the consultants shall make the best use of their technical knowhow and professional skill to recommend the safe bearing capacity and suitable type of foundation.

B. Prepare Master Plan, Detail A/E Design of the Building/Infrastructure

- i. Detail Desk Study & discussion on the existing conditions and requirements
 - ii. Building shall be designed to cater all necessary facilities conforming architecture design requirements, of National Building Code. The lay out plan shall allow provisions for parking facilities for vehicles with basement parking facilities for at least 50 cars and 100 motorbikes.
 - iii. All work carried out by the consultants shall be compatible with National Building Code of Nepal (NBC), 2060 (with latest amendments), relevant codes of IS for the design and preexisted municipality norms.
 - iv. Water Supply and sanitary works: This will be based on water demand of office following National building code, with underground tanks, overhead water tank, water supply pipelines etc. Besides this the septic tanks, soak pits, municipal sewerage connections if available and rain water management of the proposed block shall clearly be detailed out.
 - v. Electrical services and networking: The design shall follow NBC: 207, 2003 for electrical supply, wirings, installations etc. A detail wiring design shall be prepared based on demand of functional areas. Telephone and internet connection and distribution system along with security system (CCTV) shall be design with details.
- The detail design should conform to the requirements of the Client. The consultant shall make changes with regular consultation with client and do the final design.

C. Preparation of Detailed estimate and BoQ

- i. Detailed estimate: The cost or rate of materials shall be taken from the District Rate of Kathmandu for Fiscal Year 2078/79. If the rate of materials and works that not enlisted on district rate list, shall be taken from market. The materials and technology proposed for design directly affect the cost, so the consultant shall inform to client in regular basis and take consensus from client for the use of materials and construction technology. The total cost shall be prepared based on prevalent public procurement rule and regulations.
- ii. The total estimate shall present to the client. After approval, the consultant shall prepare BoQ.

D. Preparation of environment assessment report

- i. Literature Review: Both primary and secondary data shall be collected and analyzed to have better understanding of project and its associated impact
- ii. Data Collection: Physical Environment (Topography, land use and utilization patterns, General Geology of the project area, General meteorology (rainfall, temperature, humidity, etc.), Air water and noise quality, Collection of water sample. Temperature, pH, conductivity, turbidity, hardness, alkalinity, chloride, nitrite, nitrate, ammonia, iron, manganese and *E. coli*, Biological Environment (If any) (Floral Diversity and Faunal Diversity), Socio-economic and Cultural Environment demographic, economic and social characteristics, Education and skill level:- Literacy rates, skills, and skilled manpower, etc., Health and sanitation, infrastructures and service:- drinking water, supply, access, transportation, electricity, Local institutions:- Government and non-government agencies, cooperatives etc. Places of cultural importance: historic, religious or cultural sites in the project area and the special occasions of celebrations/gathering including the relative importance of these sites (local, regional or national), Attitude of the local people to the development
- iii. Public Consultation: The public consultation shall be conducted during Scoping and ToR preparation phase and public hearing during finalization of EIA report if necessary. The issues and suggestions raised by the public shall be well documented in this report.
- iv. Field investigation: The field studies shall be conducted in project impact area to understand the existing condition of the project site and its periphery. Field investigation shall be focused to fill the information gaps of literature review.

5. Deliverables

- **Soil Investigation Report**

This report shall in all respect be completed, containing all the required components of the soil investigation report recommending the safe bearing capacity and suitable type of foundation for the proposed Building.

- **Plan**

- i. Prepare plan considering all existing infrastructures, propose demolition and detainment of existing infrastructure compatible to proposed plan.
- ii. Produce master plan in suitable scale.

- **Detail Drawings for the Building and other infrastructure**

- i. The drawings should be done in an appropriate style and the scales (1:100) suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details to 1:20 /1:10 where necessary.
- ii. Adequate number of drawings should be produced to appropriately represent all the necessary details, views, etc.
- iii. All drawings shall be in ISO A2 / A3 format (color print where necessary) . Descriptive reports shall be prepared in A4 format (210 x 297mm).

- iv. Except for similar components, each different component shall have separate drawings in cross section, elevation and plan.
- v. All drawing dimensions shall be in metric system (i.e. meter, cm and mm)
- vi. Architectural Drawings, Structure Drawings, Electrical (including HVAC) Drawings and Sanitary Drawings shall be submitted separately.

Structural analysis report and soft copy shall separately prepared and submitted.

Three sets of drawings including 3D (Exterior and interior of major spaces) shall be prepared and submitted.

- **Detailed Estimate and Bill of Quantities (BoQ)**

- i. The detail estimate of proposed infrastructure (office building) shall be produced. The BoQ should be explicit covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions and substitutions during execution and therefore the undesired disputes and claims.
- ii. The detailed technical and material specifications should be a part of the BoQ. One copy of the Technical Specifications shall be submitted to AEPC for its comments & suggestions before making the required number of copies.
- iii. The quantities should be worked out as accurate as possible to avoid unnecessary variations during the execution of the work.
- iv. Availability of materials may also be specified for those that are unique in features. Innovative and new generation items are encouraged to suggest/ adapt with proper rationale for the use. The materials may be suggested to suit the climatic condition of the office location.
- v. Detail cost estimate required for site preparation, demolition of existing structure (old buildings) and associated tasks.

- **Rate Analysis & Cost Estimates**

- i. The cost estimates should be appropriately worked out to indicate the approximate cost of the entire project. It should be accompanied by analysis of rates where necessary.
- ii. All forms of taxes, insurances, materials test etc. applicable in for work and guided by rules should be incorporated in the cost analysis.
- iii. The cost estimate should be treated as highly confidential.
- iv. Specification of works shall include with BoQ.

Bid Documents

The bid document shall be prepared in PPMO format.

This shall be prepared in collaboration with experts deputed from Federal Secretariat Construction and Management Office, Sano Gaucharan, Kathmandu.

- Make approval from Kathmandu Metropolitan city

Consultant shall prepare the entire required document at his own cost to make approval from concerned authorities and agencies including Kathmandu Metropolitan City office. The Tax required for approval from Kathmandu Metropolitan City will be paid by AEPC.

6. Methodologies

a) Site verification:

Consultant shall visit the site. It shall be verifying the topographic map, position of existing buildings, electrical and sanitary services, pipe lines, underground water tank etc. and interaction with client shall be held to explore the existing condition of site and services.

b) Identification of required functional areas:

Client shall provide the list of functional areas required for proposed building. Generally, it has conceived that the building shall be at least eight or more stories depending on the floor areas, and Government standards. A basement parking is required. The other functional areas shall be finalizing with discussion.

c) Finalize building size:

Based on required functional area, consultant shall finalize the building plinth area, story height, floor wise functional spaces and approach / access ways etc. This shall present to client and take approval.

d) Prepare concept design

Based on the above information consultant shall prepare the concept design of building and services. This shall be presented to client.

e) Prepare final design and drawings, estimates of works

After approval of concept design, final design shall be produced. This will contain all detail design requirements, drawings, cost estimates including BoQ.

7. Duration of the work

The total time period for the work is four months. The consultant is expected to prepare and Submit the Final Report prepared in English. Final Report shall incorporate the contents explained in the section- the expected output. Reporting shall be in four stages brief content of each submission is listed below.

SN	Type of report	Time of reporting	Qty.	Remark
1	Inception Report	15 days	2 set	<ul style="list-style-type: none">• All desk study, Sketch of the final report, modified methodology of study if any, review of literature/acts/norms/regulation, policies, mapping Details/formats, case studies maps, secondary data, field checklist Work schedule, manning schedule and others.
2	Interim report	1.5 months	3 set	<ul style="list-style-type: none">• Conceptual design, with functional areas, staffing, floor wise functional area division, facilities and serviced to be provided to the building and other services finalization and Services listed.• shall outline the shape and size of building, its Interconnections with other block, flow of staffs and service seekers etc. this shall submit with a report and sketches that propose to finalize the design requirements.
3	Draft Report	3 Months	4 sets, 1	<ul style="list-style-type: none">• The Draft Report is almost the final report from consultant side except BOQ and Bid Document• Submit combine report, architectural, electrical,

			set soft copy	sanitary and structural design drawings, cost estimates and work schedule containing Final design drawings, including necessary drawings/maps in A2 / A3 size, working drawing details based on comments and suggestions on interim report.
4	Final Report	4 Months	4 Sets, 1 set soft copies	<ul style="list-style-type: none"> • All submissions in hard and soft copies and working file format • All design, estimate, BOQ, report and bid document as listed on the section-expected output shall be submitted incorporating feedback of draft report. The report should also include all content and recommendations, comments and suggestions on Draft report received from the stake holders and MOFA. • All relevant data, analysis, interpretation, figures, drawings, minutes of meetings, photographs, interviews, consultant's recommendations, and other necessary Information must be duly included in the report. Similarly, reports, maps/drawings and other related all documents shall provide in Hard Disk.

(Note : Consultant must present report in each stage. Feedback from the first interim report should be included and finalized for Architecture Design and facilities to be included for approval before detailing out for Draft Report)

8. Qualification of the Required Human Resources

• Key Personnel

The Consulting firm shall engage the following key personnel whose CV and experience shall be evaluated, apart from other support staff to carry out the Services.

The key personnel shall meet the following minimum eligibility requirements:-

i. Team leader/Senior Architect

- Must have master degree in Architecture, Urban Planning / Urban Design or other relevant field with worked experiences of at least ten (10) years for planning, designing and construction management of office buildings
- Must have accomplished at least Five (5) projects related to design, drawings of similar large scale office buildings / office cum towers / museum / assembly buildings or similar projects as a team leader (Architect)

ii. Senior Structural Engineer : 2 Nos

- Must have master degree in structural engineering with at least Ten (10) years of work experiences on structural design of building projects
- Must have accomplished at least Five (5) office/commercial /towers /assembly buildings as a structural engineer

iii. Geotechnical Expert : 1 Nos

- Must have at least master degree in Geo Technical Engineering with at least Ten (10) years of work experience in related field.

- b) Must have accomplished at least Five (5) project as an geotechnical engineer related to the building construction

iv. Architect : 2 Nos

- a) Must have at least Bachelor degree in Architecture.
- b) Must have at least Ten (10) years of work experience after Bachelor degree or 5 years of experience after master degree in planning and designing of office buildings or commercial complexes / Museum or other government, semi government or corporate buildings.

v. Energy Expert : 1 Nos

- a. Must have Master degree in energy or electrical engineering field
- b. Must have at least Ten (10) years of work experience after master degree in the energy planning and designing the energy system
- c. Must have conducted at least work experience of five (5) projects on designing energy generation system in building through renewable energy technologies e.g. solar energy, wind energy, bio gas etc. as an energy expert

vi. Sanitary Engineer: 1 Nos

- a) Must have Bachelor degree in civil engineering or sanitary engineering
- b) Must have work experiences of at least Eight (8) years after Bachelor Degree for designing of water supply and sanitation system for office buildings and prepare cost estimate of the work

vii. Electrical Engineer : 1 Nos

- a) Must have at least Bachelor Degree in Electrical Engineering.
- b) Must have at least Eight (8) years of experience after Bachelor Degree in design and estimate of Electrical, A/C, networking etc. for institutional building works.

viii. Quantity (Civil) Engineer: 2 Nos

- a) Must have at least Bachelor Degree in civil Engineering.
- b) Must have at least Eight (8) years of experience after Bachelor degree in Quantity Survey, estimate or construction supervision and billing works.

ix. Senior Environmental Expert: 1 Nos

- a) Must have at least Master Degree in Environmental Engineering/ Environmental Science/ Environment Management or other relevant field
- b) Must have at least Ten (10) years of experience in Environmental assessment projects (Brief Environment Study (BES)/ Initial Environment Examination (IEE)/ Environment Impact Assessment (EIA)).
- c) Experience of conducting Environment assessment of at least Five (5) building projects as an Environment Expert (Team Leader)

x. Social Expert : 1 Nos

- a) Must have at least Master Degree in Sociology/ Social Science/ Anthropology or relevant field
- b) Must have at least Ten (10) years of experience in Environmental assessment projects (Brief Environment Study (BES)/ Initial Environment Examination (IEE)/ Environment Impact Assessment (EIA)).

- c) Experience of conducting Environment assessment of at least Five (5) building projects as a Social Expert.

xi. Mechanical Engineer: 1 Nos

- a) Must have at least Master Degree in Mechanical Engineering.
- b) Must have at least Eight (8) years of experience after master degree in truss works and lift system design and installation works.

- **Non-key personnel**

- a) Surveyor – 2 no.
- b) Sub Engineer/Draft Persons – 3 nos.
- c) Admin Staff/Account- - 1 no
- d) Computer Operator- 1 no.

9. Reporting Obligations

Reporting shall be in three-stages. The initial stage shall be with preparation and submission of inception report that includes, work plan, detail methodology of study and list of proposed team for the study. The second stage shall be the draft report. This shall contain final design drawings, estimate, price schedule and report. After approval of draft report it will contain the final reporting and all design, estimate, BoQ, as listed on ToR shall be submitted. These are elaborated below.

i. Inception Report

The consultant is obliged to submit two (2) copies of Inception Reports within two (2) weeks from the date of contract signing. Such inception report is expected to be a sketch of the final report, modified methodology of study, critical review of literature/acts/norms/regulation, policies, mapping details/formats, secondary data, field checklist and others. This however would lead not only the proper understanding of the consultant about the plan and the proposed study, but also expected to provide the opportunities to the consultant to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the consultant is required to hold interactions with experts as well as key representatives of local governments and sectoral agencies. Similarly, it should include the work plan of environment assessment process and should mentioned the project threshold as per Environment Protection Regulation 2077 and proposed the environment assessment tool i.e. BES or IEE or EIA to be carried out

ii. Draft Report

The consultant must submit Draft Report within two and half (2.5) months from the date of agreement. The Draft report shall be two (2) copies including necessary drawings/maps in A3 size prior presentation the AEPC executive management. The draft report must include drawing details based on comments and suggestions obtained from the AEPC. Furthermore, It should contain almost all requirements included in ToR except BoQ. This report shall contain a combine report, architectural, electrical, sanitary structural design drawings and environment assessment report and cost estimation. The master plan should be submitted within one months after the date of contract signing.

iii. Final Report

The consultant shall submit Final Report within three (3) months from the date of agreement. This shall incorporate all the suggestions and comments received on draft report. The Final

report shall be three (3) copies including necessary drawings/maps in A2/ A3 size. All relevant data, analysis, interpretation, figures, drawings, minutes of meetings, photographs, interviews, consultant's recommendations, and other necessary information must be duly included in the report. The report should also include all content and recommendations, comments and suggestions received on draft report from the concern stakeholders.

In case of Environment assessment report, the firm shall submit the final draft report to the APEC and conduct the public hearing within three (3) months of time period and finalize the environment assessment document and approve the document from the ministry of forest and environment within four (4) month period from the date of contract signing.

10. Terms of Payment

- Up to 15% of the contract value after submission and approval of inception report with detail work plan
- Up to 45% Interim Report
- Up to 80% of the contract value after submission and approval of draft report
- Remaining amount after the presentation, submission and approval of final report with incorporation of comments.

All applicable Tax & VAT as per government rules will be deducted on each payment.

11. Responsibilities of Consultant/firm

The consultant/firm will be responsible to accomplish the task outlined by this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

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 2077/78	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

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

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Minimum two years of establishment and Experience in Preparation of any two Architectural /Engineering consultancy service successfully completed within last 7 years. (Consultancy fee less than 5 Lakhs with VAT shall not be considered.)
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Experience in Preparation of Detail Architecture Design with working drawing of at least one government office Building Experience in Preparation of Structure/ Sanitary/Electrical, Mechanical/Networking and communication and interior Design/ of at least one Office Building. (Consultancy fee less than 5 Lakhs with VAT shall not be considered.)
3	Similar Geographical experience of consulting firm	Experience in Preparation of two any engineering consultancy service successfully completed within last 7 years in hilly area. (Consultancy fee less than 5 Lakhs with VAT shall not be considered.)

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.	Average annual turnover required is NRs. 70 Lakhs

Score: 15.0

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.

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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 (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

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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)

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

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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)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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(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.		

³ 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)

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)