

## **Expression of Interest (EOI)**

## **Project Name**

DPR of Children Park - ward no. 1

Method of Consulting Service

(National)

#### **Issued By:**

Hatuwagadhi Rural Municipality

Office of Rural Municipality Executive

Ghodetar, Bhojpur

FY 2077/078

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#### **Abbreviations**

CV - Curriculum Vitae

DO - Development Partner

EA - Executive Agency

EOI - Expression of Interest

GON - Government of Nepal

PAN - Permanent Account Number

PPA - Public Procurement Act

PPR - Public Procurement Regulation

TOR - Terms of Reference

VAT - Value Added Tax

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## A. Request for Expression of Interest

#### Hatuwagadhi Rural Municipality

### Office of the Rural Municipal Executive

Ghodetar, Bhojpur

Province no. 1, Nepal

 The Government of Nepal invites Expression of Interest (EOI) for the purpose of short listing the qualified, eligible and experienced domestic Consultants/Consulting Firm(s) for the project of DPR OF CHILDREN PARK - WARD NO. 1.

2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Hatuwagadhi Rural Municipality**, **Ghodetar**, **Bhojpur** during office hours on or before 2077/08/11 or visit visit the **www.hatuwagadhimun.gov.np** 

3. Consultants may associate with other consultants to enhance their qualifications.

- 4. Expressions of interest shall be delivered online through our official email address: info@hatuwagadhimun.gov.np or shall be submitted in a sealed envelope and must reach the Hatuwagadhi Rural Municipality not later than 12:00 hours on the 16th day of first publication of this notice.
- 5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
- 6. EOI will be assessed based on Qualification, Experience, and Capacity of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
- 7. The office reserves the right to shortlist or not to shortlist any or all of the firms without assigning any reasons.

### B. Information to the Consulting Firm

Purpose of inviting the EOI: The main purpose is to shortlist suitable consulting firm

for the project DPR OF CHILDREN PARK - WARD NO. 1.

Minimum eligibility:

As Per TOR.

Deadline for Submission of EOI:

12:00 Noon on 16th day from the first date of

publication of invitation of the invitation notice for EOI. Any proposal submitted after the deadline shall not be

accepted.

Number of copies to be submitted: One

Joint Venture:

A firm may apply to be shortlisted alone or in joint

venture with other firms. However once shortlisted, JV

partners are unchangeable.

**Duration:** 

The work shall be completed according to TOR or contract

later.







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

- 1. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A) & 3(B))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
    - EOI Form: General Form (form 6)
    - EOI Form: Qualification and Experience of Expert (form 7)

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#### PROJECT: DPR OF CHILDREN PARK - WARD NO. 1

#### BACKGROUND

Hatuwagadhi Rural Municipality (Gaunpalika) lies in Bhojpur district of Province 1. In 12 March 2017, the government of Nepal implemented a new local administrative structure consisting of 753 local units. With this implementation of the new local administrative structure, VDCs have been replaced with the municipal and rural municipal councils. The Hatuwagadhi Rural Municipality was established by merging the existing Ranibas, Homtang, Khairang, Patlepani, Sindrang, Hasanpur village development committees (VDCs) having a total of 142.60 square km. After merging the two VDCs and it had a total population of 20404 according to 2011 Nepal census. The population density of. Hatuwagadhi Rural Municipality has altogether 9 wards. The Children Park, covering an area of approximately 3/4 ropanis, is located near at Sahid Park Ghodetar, Of Hatuwagadhi Rural Municipality. The memorial park has been divided into four sections - memorial area for children, entertainment area, institutional area and religious area. Under the memorial park, there may be Animals, Birds, artificial memorable tools sketch's informational drawing sketch statue etc. Also All other area will be contain their relevant structure, playground, ponds, temple, garden, parking, other needed structure.

#### **OBJECTIVE**

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

- Identify developable physical infrastructure.
- Preparation of master plan of the institutional area.
- Preparation of detail design drawing, sketch, animation drawing and come out with a reliable estimate of the construction.

#### SCOPE OF WORK

The services to be provided by the consultant will include, but not limited to the following:

Consultation with beneficiary and committee for required structures

Prospective consultancy firms should visit and consult with beneficiary and Local Government Member and Technician Peace Children Park committee for understanding their requirements and plans for designing the park section.



#### Site Investigation and Survey Works:

- Consultancy firms should visit the proposed site at its own costs to familiarize with the existing site conditions. A copy of the sketch map of site will be provided for reference.
- ii. A detailed survey should be carried out showing all the topographical features as may be required for the purpose of design.

#### Soil Investigation:

- i. All the pre-requisite studies such as site study, surface study and investigations, tests, collection of data etc. should be carried out and incorporate in the structural design before detail design of building structures.
- ii. The soil investigation shall furnish necessary information to decide on the type and depth of building foundations among others.

#### Design of the Building/Infrastructure

i. The detail design should conform to the requirements of the Client. The consultants are required to make changes considering the site conditions.

#### Detail Drawings for the Building and other infrastructure

- i. The drawings should be done in an appropriate style and the scales 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. The detail reinforcement schedule will be a part of the drawings.
- iv. All drawings shall be in ISO A3 format (297x420mm) or bigger. Descriptive reports shall be prepared in A4 format (210x297mm).
- v. Except for similar components, each different component shall have separate drawings in cross section, elevation and plan.
- vi. For the purpose of tendering, drawings printed on A3 sizes or bigger would be accepted. However, the drawings should be easily readable by naked eye.
- vii. All drawing dimensions shall be in metric system (i.e. meter, cm and mm).

#### Bill of Quantities

- i. 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 Hatuwagadhi Rural Municipality for its comments & suggestions before making the required number of copies.

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- 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. As far as possible, the materials should be readily available in Near Market. The materials may be suggested to suit the climatic condition of the project location.

#### Rate Analysis & Cost Estimates

- 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.
- All forms of taxes excise duties, sales tax, royalties, etc. applicable in Nepal and abroad when materials are imported, should be incorporated in the cost analysis.

## Requirement of Technical Proposal

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

### Criteria for Selection:

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

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# Expression of Interest Evaluation Criteria

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

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#### **Manpower Details:**





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

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#### 1. Letter of Application



(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>

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5.	All further communication concerning this Apperson,	plication should	be addressed	to the following
	[Person]	//	201	/
	[Company]			and the same of th
	[Address]		Rights Hall Asiye	
	[Phone, Fax, Email]		· ·	
	<ol><li>We declare that, we have no conflict of inter and we have not been punished for an of</li></ol>	rest in the propo offense relating t	sed procurem to the concern	ent proceedings ed profession or
	business and our Company/firm has not been	ı declared ineligi	ble.	
7.	We further confirm that, if any of our experts is assignment resulting from our work product u sub-consultant, and the expert(s) will be disquithe assignment.	nder this assign	ment, our firm.	. JV member or
8.	The undersigned declares that the statements completed application are complete, true and	made and the in correct in every	nformation pro detail.	vided in the duly
	Signed	:		
	Name	:		
	For and on behalf of (name of Applicant or	partner of a joi	nt 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

- 1. Name of Firm/Company:
- 2. Type of Constitution (Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO)
- 3. Date of Registration / Commencement of Business (Please specify):
- 4. Country of Registration:
- 5. Registered Office/Place of Business:
- 6. Telephone No; Fax No; E-Mail Address (compulsory)
- 7. Name of Authorized Contact Person / Designation/ Address/Telephone:
- 8. Name of Authorized Local Agent /Address/Telephone:
- 9. Consultant's Organization:
- 10. Total number of staff:
- 11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)



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#### 3(A). General Work Experience

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

S.	Name of	Location	Value of	Year	Client	Description of work carried
N.	assignment		Contract	Completed		out
1.						
2.					-	
3.						
4.						
5.		-				
6.						
7.						

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#### 3(B). Specific Experience

Firm's Name:

## Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs;
	US\$ or Euro) <sup>2</sup> :
Country:	Duration of assignment (months):
•	().
Location within country:	
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):	No. of professional person-months provided by
,	the joint venture partners or the Sub-
Completion date (month/year):	Consultants:
Completion date (mentally edit).	
N	Negrative description of Project:
Name of joint venture partner or	Narrative description of Project:
sub-Consultants, if any:	~
Description of actual services provide	led in the assignment:
Note: Provide highlight on similar	services provided by the consultant as
required by the EOI assignment.	



## 4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annua	I Turnover
Year	Amount Currency

(Note: Supporting documents for Average Turnover should be submitted for the above.)

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		ed to the proposed assignment <sup>3</sup>
4(B). Inf	rastructure/equipment relat	ed to the proposed assignment <sup>3</sup>
No		Requirements Description
	Required	
1.		
	*	
2.		
2.		
3.		
4.		
5.		



## 5. Key Experts (Include details of Key Experts only)

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3					-	,
4						
5						

(Please insert more rows as necessary)

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

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

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## Form 7. Qualification and Experience of Expert

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