



Expression of Interest (EOI)

सुपरीसम खतिवडा
मुख्य प्रशासकीय अधिकारी

Project Name

Digital Village Profile

Method of Consulting Service

(National)

Issued By:

Hatuwagadhi Rural Municipality

Office of Rural Municipality Executive

Ghodetar, Bhojpur

FY 2077/078

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



[Handwritten signature]
रजिस्ट्रार जनरल
प्रमुख प्रशासकीय अधिकारी

[Handwritten signature]

[Handwritten signature]



A. Request for Expression of Interest

Hatuwagadhi Rural Municipality

Office of the Rural Municipal Executive

Ghodetar, Bhojpur

Province no. 1, Nepal

हनुवागढी गाउँपालिका
घोडेटार, भोजपुर
प्रदेश नं. १, नेपाल

1. The Government of Nepal invites Expression of Interest (EOI) for the purpose of short listing the qualified, eligible and experienced domestic Consultants/Consulting Firm(s) for the project of **Digital Village Profile**.
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Hatuwagadhi Rural Municipality, Ghodetar, Bhojpur** during office hours on or before 2077/08/11 or visit the www.hatuwagadhimun.gov.np
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:
for

The main purpose is to shortlist suitable consulting firm
the project Digital Village Profile.

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.



रजिस्ट्रार कार्यालय
महानगरपालिका, धनकुटा
सुदूर पश्चिम प्रदेश, नेपाल

Information from the client: The shortlist shall be published on the Client's notice board, at the website: <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)**

[Handwritten signature]

[Handwritten signature]

PROJECT 1 : DIGITAL PROFILE

BACKGROUND

'Political Transition' of Nepal has come to an end after the proclamation of present Constitution of Nepal and its implementation after the successful completion of the election of all levels. Nepal's political system has undergone a substantive change with the implementation of the present Constitution based on the political principle of Federal Democratic Republicanism. Government of Nepal has restructured the country into 753 local levels. The local levels exist at the bottom, provincial at the middle and federal (central) at the top level according to the constitutional provisions in the hierarchy of present state mechanism. The Constitution has envisioned that the local levels are the functional and autonomous entities working to serve people as a complete package of government in themselves.

On this specific context, Municipalities and Rural Municipalities are in urgent need of objective and authentic data (quantitative and qualitative) on geography, society, culture, economy, environment, health, education, drinking water, sanitation, service delivery, vital registration, natural resources, tourism and so. Long-term planning and development of local levels depend on the availability of authentic and accurate data. On the other hand, Schedule 8 of the Constitution has enlisted the rights of the local level to be exercised to ensure their autonomy. One of the rights in the list is to conduct and keep an updated record of household data collection on the multiple sectors. Therefore, this project aims to prepare a complete profile of the Rural Municipality on the basis of secondary data collection from relevant government and other institutions, census reports of CBS, Rural Municipal Ward Office, and community-based organizations and other social groups.

OBJECTIVES

The key objective of this project is to prepare an all-inclusive and comprehensive profile of the targeted rural Municipality incorporating first-hand data and the institutional data. Specific objectives of this task are:

- For Data Collection Make Mobile (Android) Mobile application
- Make Web Based Software to link all as Dynamic (Changeable).
- Historic Background and Introduction of Rural Municipality.
- To prepare Land Use Plan, Physical development plan, Social, Cultural, Economic, Financial, and Institutional Development Plan; Environmental and Risk Sensitive Land Use Plan, Urban Transportation Plan, Multi-sartorial Investment Plan (MSIP) and other relevant plans if any in consultation with Hatuwagadhi Rural Municipality, Department of Urban Development and Building Construction (DUDBC) and MoFaga on the basis of Sectoral Goal, Objectives, Output and Programs.



रूपराम खतिवडा
प्रमुख प्रशासकीय अधिकारी

SCOPE OF THE WORK

The range of the tasks for the data collection and institutional data compilation will include:

- Collect necessary and available data/information from secondary sources such as CBS and Department of Hydrology and Meteorology, DCC, Rural Municipality office, District education office, School, Campus, Hospital, FNCCI, Telecom, NEA etc. and Other related line agency.
- Carry out extensive field work to collect necessary data on Physical aspect, Social Aspect, Environmental Aspect, agriculture and food production, Infrastructures, Heritage, Culture, Tourism etc.
- Study the existing relevant maps, documents and database of the project area.
- reviewing household data collection questionnaire and make necessary amendments.
- reviewing institutional data collection questionnaire and make necessary amendments.
- developing a guideline for data collection for the enumerators, municipal coordinators, social mobilizes and concerned others.
- Discuss the accuracy, reliability and sources of data.
- Orientation to Ward chairman and members as the task is mostly related to them.
- training, deploying and supervising municipal coordinators, social mobilizes, enumerators for household and institutional data collection.
- Prepare relevant maps on the themes for the selected Rural Municipality at A3 size to keep in the report as specified in the specification that will be provided by Rural Municipality
- Prepare Rural municipal profiles describing physical, economic, social, historical, and environmental aspects, and land resource, agriculture, forest, livestock characteristics together with infrastructures and services.
- Preparation of profile and validation of the data collected.
- Technical support to update data for one year to make office staff capable enough.
- Analyze Strength Weakness Opportunity and Threat (SWOT Analysis) of the Rural Municipality.

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



[Handwritten signature]
सिपिपाम टिम
प्रमुख प्रशासकीय अधिकारी

Criteria for Selection:

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

[Handwritten signature]

[Handwritten signature]

Expression of Interest Evaluation Criteria

S.N.	Description	Marks
1	General experience of the consultants related to the assignment	20
1.1	Years of General Experience of the firm in relevant area (From the date of delivery of the first successful assignment)	Form 6
1.2	Single contract worth more than NRs 6 (Six) Million in last 5 years	Form 6
2	Specific experience of the consultants related to the assignment	10
2.1	Specific Experience of the Firm having total successful projects in relevant area	
3	Availability of Full time staff and their Qualifications and Experience	50
	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	
4	Qualifications & Financial Capability of the firm	20
	Financial Capability (Annual turnover in last three consecutive years)	Form 6
	Company Certification and Recognition	Form 6
	Total Marks	100
	Note: The minimum technical score required to pass	70

गुन २

१५/११/२०

Manpower Details :

For Digital Profile

S.N.	Key Expert	NOS	Qualification	Experience
1	Planner	1	Master's in management	10 Years
2	Statistician	1	Masters in Statics	10 Years
3	Sociologist	1	Masters in Sociology	10 Years
4	GIS Expert	1	Bachelor in GIS	5 Years
5	IT Expert	1	Bachelor's in computer Engineer/Information Technology	5 Years
6	Designer	1	Bachelor's in computer Engineer/Information Technology	3 Years
7	Frontend & Backend Developer	2	Bachelor's in computer Engineer/Information Technology	5 Years
8	Android Developer	1	Bachelor's in computer Engineer/Information Technology	5 Years
9	Supervisor	1	Diploma in related field	2 Year
10	surveyor	as per needed	Diploma in Survey	2 Year

[Handwritten signature]

[Handwritten signature]



[Handwritten signature]
महोदय महोदय
प्रमुख प्रशासकीय अधिकारी

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

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.

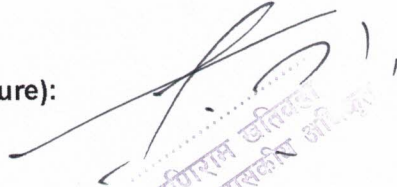
Signed

:

Name



For and on behalf of (name of Applicant or partner of a joint venture):


मणिराम खतिवडा
प्रमुख प्रशासकीय अधिकारी


1. 2013

2. Applicant's Information Form

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

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

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



3. Experience

3(A). General Work Experience

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

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

Handwritten signature and date at the bottom left corner.

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: _____



4. Capacity

[Signature]
रुपिराम खत्री
प्रमुख प्रशासकीय अधिकारी

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.)

[Handwritten marks]



Handwritten signature and official stamp of the Ministry of Education, Science and Technology, Government of Nepal.

4(B). Infrastructure/equipment related to the proposed assignment

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

Handwritten signature and initials at the bottom left of the page.



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)

Handwritten signature/initials

Handwritten signature/initials

Form 6: General Form



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



[Handwritten signature]
मणिराम खतिवडा
प्रमुख प्रशासकीय अधिकारी

Form 7. Qualification and Experience of Expert

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

[Handwritten signature]
[Handwritten signature]