



[Handwritten signature]
सुगिराम खतिवडा
प्रमुख प्रशासकीय अधिकारी

Expression of Interest (EOI)

Project Name

MASTER PLAN OF ROAD
Method of Consulting Service
(National)

Issued By:

Hatuwagadhi Rural Municipality
Office of Rural Municipality Executive
Ghodetar, Bhojpur

FY 2077/078

[Handwritten signature]

[Handwritten signature]



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]
मणिराम खतिवडा
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

[Signature]
महोदय
प्रमुख प्रशासकीय अधिकारी

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 **MASTER PLAN OF ROAD**.
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:

The main purpose is to shortlist suitable consulting firm for the project **MASTER PLAN OF ROAD**.

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.



सुनिल खतिवडा
मुख्य प्रशासकीय अधिकारी

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)**

गुनसि १२

१२/१२/२०२०



[Handwritten signature]
महोदय, बलिवर
प्रमुख प्रशासकीय अधिकारी

PROJECT : MASTER PLAN OF ROAD

BACKGROUND :

Local Self-Governance Act (LSGA) provisions formulation of local development plan according to needs-based, bottom-up and participatory approach. It has prominently defined tangible steps for formulation of such development plan. Underlying objective of this plan is to make investment for planned development within each of the local bodies' territory. Ultimately, development endeavors help attaining sustainable livelihood and improved well-being of people. People's needs for sustainable livelihood and improved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services. Accordingly, gradual investment from state owned and private entities in physical infrastructure development evolved urbanized and semi-urbanized settlements leading to improved access to various services, opportunities and resources by interior communities.

With the increasing population, the demand for clean, safe and sustainable city is in the rise. The demands being justifiable, the detailed planning is necessary. So, to support the effective and efficient planning and implementation, GIS based Rural Municipal Information Management System (**GMIS**) becomes handy. One of the achievement Municipality can hope is the dissemination of its activities, plans and policies via web frequently which enhances the transparency of municipal services making its people aware thereby building trust and understanding.

OBJECTIVES

The specific objectives of this guideline, but not necessarily limited to the following, are:

- ☐ Finalize visionary planning in Road accessibility.
- ☐ Analyze the accessibility situation.
- ☐ Identify and priorities the interventions based on the accessibility situation.
- ☐ Prepare Indicative Developmental Potential Map (IDPM)
- ☐ Prepare the Rural Municipality Inventory Map (RMIM) of Road networks.
- ☐ Prepare the Perspective Plan of transport services and facilities;

[Handwritten signature]

[Handwritten signature]



[Handwritten signature]
सुपरीसम बुद्धिमान
सुपरीसम बुद्धिमान

- ☐ Synchronise the draft Perspective Plans of adjoining Nepal government, Provinces and districts
- ☐ Develop scoring criteria and its approval from Rural Municipality.
- ☐ Prepare the five year Rural Municipality Road Master Plan.
- ☐ Prepare a realistic physical and financial implementation plan of prioritized roads for the MTMP period and Prepare Rural Municipal Transport Perspective Plan.

SCOPE OF SERVICES

The consulting shall provide high quality professional services for the preparation for visionary city development plan. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the following

- a) Assist in the Formulation of the Rural Municipality Roads Coordination Committee (RMRCC)
- b) Secondary Sources of Information and Review of the existing plans.
- c) Accessibility Data Collection and Analysis
- d) Prepare the Indicative Rural Municipality Development Potential Map (IDPM)
- e) Prepare the Rural Municipality Inventory Map (RMIM) of Urban Road, Main Trails and Bridges.
- f) Collection of Demands for New/Upgrading/Rehabilitation Transport Linkages from Wards/Settlements
- g) Developing Scoring Criteria and its Approval from Rural Municipality
- h) Road classification and nomenclature
- i) Analyze Fund Availability for Roads

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

25/12



Criteria for Selection:

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

[Handwritten signature]
मणिराम खतिवडा
प्रमुख प्रशासकीय अधिकारी

[Handwritten signature]
मणिराम खतिवडा

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

mb1 DL

Yogesh

Manpower Details :

For Master Plan

S.N.	Manpower	NOS	Qualification	Experience
1	Planner/Team Leader	1	Master's in Urban Planning/Civil Engineering	10 Years
2	Economist/Sociologist	1	Master's degree in relevant subject	5
3	Civil Engineer	1	Masters in relevant subject	5 Years
4	IT Expert	1	Bachelor in Related Field	5 Years
5	GIS Expert	1	Bachelor in Related Field	5 Years
6	Supervisor/Sub-Engineer/Draft person	2	Diploma	2 Year
7	Geologist/Geotechnical Engineer	1	Master's degree in relevant subject	5 Year

गुनसरी

गुनसरी



[Signature]
सुपरीम उलिया
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):



[Handwritten signature]
मणिराम खतिवडा
प्रमुख प्रशासकीय अधिकारी

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.)

[Handwritten marks]

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.						



महोदय
महोदय
महोदय

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

[Handwritten signature]
संविधान
प्रमाणित

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 signature]
[Handwritten signature]



मणिराम खतिवडा
प्रमुख प्रशासकीय अधिकारी

4(B). Infrastructure/equipment related to the proposed assignment³

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

9/6/17

Signature



मणिराम खतिवडा
प्रमुख कार्यकारी अधिकारी

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)

मणिराम खतिवडा

प्रमुख कार्यकारी अधिकारी

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]

[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

मणिराम खतिवडा