



GOVERNMENT OF NEPAL
MINISTRY OF URBAN DEVELOPMENT
DEPARTMENT OF URBAN DEVELOPMENT AND BUILDING CONSTRUCTION
URBAN GOVERNANCE AND DEVELOPMENT PROGRAM: EMERGING TOWNS PROJECT (UGDP: ETP)
(IDA LOAN/CREDIT NO: 4905-NEP GRANT NO: 661-NEP)
PROJECT COORDINATION OFFICE (PCO)
BABARMAHAL, KATHMANDU

Expression of Interest (EoI)
for

**Selection of Engineering Consultant Firm
for
Preparation of DPR under cluster/corridor
Consulting Firm/Joint Venture**

.....
.....
Lead Consultant (in case of JV)
.....

Country: Nepal
Project Name: Urban Governance and Development Program: Emerging Towns Project (UGDP: ETP);
Loan/Credit/Grant No.: 4905-NP; H661-NP
Project ID No.: P120265
Contract Identification No: UGDP/DUDBC/S/QCBS-.....

May, 2016

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Government of Nepal
Ministry of Urban Development
Department of Urban Development and Building Construction
Urban Governance and Development Program: Emerging Towns Project
Project Coordination Office
Babar Mahal, Kathmandu

REQUEST FOR EXPRESSIONS OF INTEREST

(First date of publication:.....)

COUNTRY: Nepal

NAME OF PROJECT: Department of Urban Development and Building Construction
Urban Governance and Development Program: Emerging Towns
Project

IDA Credit No.: 4905-NP and IDA Grant No.:H661-NP

Assignment Title: Preparation of DPR including Feasibility Study Report of selected
Prioritized Projects in each municipality under Eastern Nepal's; Mid and
Western Nepal's; Mid Terai and Western Nepal's cluster/corridor

Reference No.: UGDP/DUDBC/S/QCBS-2.05/32, 2.06/33, 2.07/34 & 2.08/35

The Government of Nepal has received financing from the World Bank toward the cost of the Urban Governance and Development Program: Emerging Towns Project (UGDP: ETP), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include preparation of Detailed Project Report (DPR) including Feasibility Study Report of selected prioritized projects in each municipality as per TOR. Implementation period of the Consulting Service shall be 6 to 8 month as per ToR.

The Government of Nepal, Ministry of Urban Development, Department of Urban Development and Building Construction, Urban Governance and Development Program: Emerging Towns Project, Project Coordination Office now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: (i) General Work Experience; (ii) Specific work experience relevant to the assignment & experience in preparing Detailed Project Report (DPR) (55% weightage); (iii) Financial capability; and (iv) Organizational structure/ management and technical competence.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) Method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours i.e. 10:00 to 17:00 hours (Nepal Standard time). Interested firms may download the ToR and EOI submission form from the website: <http://www.dudbc.gov.np>.

Contract Reference No.	Assignment Title
UGDP/DUDBC/S/QCBS-2.05/32	Preparation of DPR including Feasibility Study Report of selected Prioritized Projects in each four municipalities under Eastern Nepal's cluster/corridor
UGDP/DUDBC/S/QCBS-2.06/33	Preparation of DPR including Feasibility Study Report of selected Prioritized Projects in other three municipalities of Mid and Western Nepal.
UGDP/DUDBC/S/QCBS-2.07/34	Preparation of DPR including Feasibility Study Report of selected Prioritized Projects in each five municipality under Mid Terai cluster/corridor of Nepal.
UGDP/DUDBC/S/QCBS-2.08/35	Preparation of DPR including Feasibility Study Report of selected Prioritized Projects in each four municipality under Western Nepal's cluster/corridor

Expressions of interest must be delivered in a written form to the address below by 12:00 Noon, and submitted documents will be opened on 1:00 PM on same day at the address shown below. In case the deadline falls on a government holiday it shall automatically extended to the next working day.

Attn:

Project Director

Project Coordination Office

Urban Governance and Development Program: Emerging Towns Project

DUDBC, Babarmahal, Kathamndu.

Tel: 977-01-4216183

Fax: 977-01-4262439

E-mail: ugdpetp@dudbc.gov.np

1. EXPRESSION OF INTEREST (EoI)

Cover Letter (this letter should be prepared on the applicant’s letter head)

Date:

**Project Director
Project Coordination Office
Urban Governance and Development Program: Emerging Towns Project (UGDP: ETP),
Babarmahal, Kathmandu, Nepal**

Subject: Submission of Expression of Interest (EOI)

Dear Sir/Madam,

We, the undersigned, offer to provide consulting services for **Consultancy Services on Babarmahal, Kathmandu, Contract ID No: UGDP/DUDBC/S/QCBS-2.08/35** in accordance with your advertisement for short-listing of firms and declare the followings:

- a. We are duly registered. We confirm that there was no involvement by us in preparing the EoI. We have not been declared ineligible by Government of Nepal (GoN) and the World Bank.
- b. We are in business for the last Years
- c. Our Firm registration certificate, Permanent Account Number (PAN) and Value Added Tax (VAT) Registration Certificate(s) and Tax Clearance Certificate (F/Y 2071/2072) from the Inland Revenue Office are included.
- d. We have read the ToR and understood scope of services for the assignment.
- e. We authorize you and your authorized representatives to conduct any inquiries or investigations to verify the statements, documents, and information submitted in this EoI.
- f. We understand that you may cancel the short-listing process at any time and that you are not bound to accept any or all EoIs that you may receive without incurring any liability to the firms.

Signed by:.....

Print Name:.....

Position:.....

Duly authorized to sign the EoI for and on behalf of the Firm:.....

In case of JV:

Name of the Lead Partner:

Name of the JV Partner:

Date:

2. GENERAL INFORMATION OF THE CONSULTING FIRM

(In case of joint venture (Maximum 3) firms to be filled separately for each firm).

2.1 CORPORATE INFORMATION

- Name of Consulting Firm/Company/NGO
- Type of firm (Partnership/Pvt. Ltd./Public Ltd., etc.)
- Date of registration/incorporation
- Place of registration/incorporation
- Type of services provided
- Registered office (place, country)
- VAT/PAN registration (if applicable)
- Tax clearance certificate (up to F/Y 2071/072)
- Name of contact person and designation
- Telephone No., Fax No., Email address

2.2 MANAGEMENT COMPETENCE

2.2.1 ORGANIZATION CHART OF THE FIRM

Provide the organizational structure of the firm

2.2.2 INTERNAL QUALITY CONTROL

Describe how quality control in planning, report preparation, and deliverables and scrutinizing the document is done internally.

3. ORGANISATIONAL STRUCTURE AND AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF

Produce Organization Chart of your firm with duty and responsibilities of each in house permanent personnel of the firm.

3.1 Availability of professional staff

Provide list of relevant professionals:

S.N	Name	Qualification	Area of specialization	Years of experience	Remarks (regular employee / Contracted)

4. EVALUATION CRITERIA FOR SHORT LISTING OF CONSULTING FIRMS

Qualification criteria for short listing of consultants will be based on obtaining 60% marks regarding the applicant's management and technical competences, general and similar experiences, availability of professional staff, equipments/facilities and annual turnover etc demonstrated by the applicant's response in the Expression of Interest (EoI). With this, the consultants that are considered most qualified will be short-listed.

4.1 FOLLOWING DOCUMENTS NEED TO BE SUBMITTED.

S. No.	Eligibility criteria	Compliance (Yes/No)
1	Copy of Valid Corporate Registration	Yes
2	Copy of Valid VAT/PAN Registration Certificate	Yes
3	Copy of Tax Clearance Certificate of FY 2071/072	Yes
4	Minimum years of standing: 5 years (<i>single or all partners of Joint Venture (JV) (Maximum 3) be must</i>).	Yes

4.2 PRINCIPAL CRITERIA INCLUDED FOR THE SHORT-LISTING OF CONSULTING FIRMS.

S. No.	Ranking Criteria	Marks allocated	Pass Marks
1	General work experience	15	
2	Experience in Similar Projects	55	
3	Financial Capability	10	
4	Organizational structure/ management and technical competence	20	
	Total	100	60

Comment [SPU1]: Some criteria/ subcriteria are not much relevant. A team discussion is recommended to finalize the criteria.

5. DETAILED CRITERIA

5.1 GENERAL WORK EXPERIENCE OF CONSULTING FIRM: MAX. 15 MARKS

- a. **Year of Establishment:** _____ (In case of JV (Maximum 3), only lead firm's year of standing will be evaluated)

b. **List of Experience in Urban Development Plans and Programs** completed within last 5 years:

S.N.	Name of Project (Consulting Contract)	Name of Client	Values of Services (Rs)	Date of Services		Project Cost (Rs)
				Commencement	Completion	
1						
2						
3						
4						

Please attach additional sheet if needed. *(Attach copy of letter/certificates issued by client)*

c. **Experience in (Pre)feasibility Study/DPR of other than urban Infrastructure Development Project** completed within last 5 years:

S.N.	Name of Project (Consulting Contract)	Name of Client	Values of Services (Rs)	Date of Services		Project Cost (Rs)
				Commencement	Completion	
1						
2						
3						
4						

Please attach additional sheet if needed. *(Attach copy of letter/certificates issued by client)*

5.2 SIMILAR WORK EXPERIENCE OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 5 YEARS: MAX. 55 MARKS

a. List of Experience in (Pre) Feasibility Study of the Urban Infrastructure Development Projects in Municipalities in the last 5 years

S.N.	Name of Project (Consulting Contract)	Specify projects activities in brief (single or integrated)	Name of Client	Date of		Remarks
				Commencement	Completion	
1						
2						
3						
4						
5						

Please attach additional sheet if needed

(Attach copy of letter/certificates issued by client)

b. Experience in Preparation of Detail Project Report (DPR) of Urban Infrastructure Development Projects in municipalities in the last 5 years.

S.N.	Name of Project (Consulting Contract)	Specify projects activities in brief (single or integrated)	Name of Client	Date of		Remarks
				Commencement	Completion	
1						
2						
3						
4						
5						

Please attach additional sheet if needed.

(Attach copy of letter/certificates issued by client)

5.3 FINANCIAL CAPABILITIES (AVERAGE ANNUAL TURNOVER IN LAST 5 YEARS): MAX. 10 MARKS

Annual turnover of the last five years substantiated by auditor's reports.
(in case of the joint venture of two or more firms, to be filled separately for each firm).

S.No.	F/Y	Annual turnover (Total value of work done in that year)	Remarks
1	2067/068		
2	2068/069		
3	2069/070		
4	2070/071		
5	2071/072		

(Attach copy of Audit Report or tax clearance certificate that shows total value of work)

5.4 ORGANIZATIONAL STRUCTURE/ MANAGEMENT AND TECHNICAL COMPETENCE: MAX. 20 MARKS

5.4.1 Suitability of Firm's Organization Structure or justification of formation of JV firm to perform the task successfully.

5.4.2 Proposed quality control mechanism to perform the task successfully.

Method proposed for quality control in planning, report preparation, and deliverables/ scrutinizing the document

5.4.3 AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF:

Produce Organization Chart of your firm with duty and responsibilities of each in house permanent personnel of the firm.

S.N	Name	Qualification	Area of specialization	Years of experience	Proposed Position	Remarks (regular employee/ Contracted)
1						
2						
3						
4						

5.4.4 LIST OF AVAILABLE EQUIPMENT AND FACILITIES:

S.No.	Name of high-tec & important Equipments and other special Facilities	Year of Manufactured	Present Condition	Remarks
1				
2				
3				
4				
5				

(Attach copy of evidence)

5.4.5 WORKING EXPERIENCE IN INTERNATIONAL PROJECTS IN THE LAST 5 YEARS:

S.No.	Name of the Project	Location/Country	Year
1			
2			

(Attach copy of letter/certificates issued by client)

6. ADHERENCE TO CODE OF ETHICS

Provide the firms' commitment on Code of Ethics and their mechanism to monitor the adherence to these policies.

7. ADHERENCE TO ANTI CORRUPTION

Provide the firms' commitment on Anti-corruption policies and their mechanism to monitor the adherence to these policies.

Comment [EM2]: Sentence above has been copied

8. INSTRUCTION TO CONSULTING FIRM/S

The Proposal received (eligible) will be evaluated on the basis of information duly provided by the Consultant(s). Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable. Failing to provide the information in the proposal submitted by the consulting firm(s) will result invalid and shall not be evaluated.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they will not be eligible to apply in joint venture during the submission of the proposals. The consultants may form a Joint Venture (JV) among **maximum of three partners** only and the partnership should not be repeated to other joint ventures. **The consultant(s) should duly sign and stamp in all submitted documents.**

Only short listed consultants/firms will be requested for Technical and Financial proposal submission.

All the work experience and turnover within last 5 years will be considered for evaluation. RFP will be issued to only short listed consultants/firms for Technical and Financial proposal submission.

Consultants/Firms EoI documents will not be evaluated if

- the firm or personal is found involved in drafting or reviewing the ToR/RFP,
- the single/ lead firm's work experience is less than five years,
- the firm does not have a work experience in the field of urban planning or urban development works,
- the firm does not submit a certified copy of historical documents

ANNEX

Terms of Reference (TOR)