



GOVERNMENT OF NEPAL  
MINISTRY OF URBAN DEVELOPMENT  
DEPARTMENT OF URBAN DEVELOPMENT AND BUILDING CONSTRUCTION  
BABARMAHAL, KATHMANDU

**Expression of Interest (EoI) Document**  
**for**  
**Short listing of Consulting Firms**  
**for**

**Identification of Urban Infrastructure Condition Index**  
**(UICI) of selected municipalities**  
***National***

**Issued on: *November 2018***

## 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

Government of Nepal  
Ministry of Urban Development  
**Department of Urban Development and Building Construction**  
Babarmahal, Kathmandu

### Invitation of Expression of Interest (Eoi)

Date of Publication: **2075/08/**

Department of Urban Development and Building Construction (DUDBC), plans to identify Urban Infrastructure Condition Index (UICI) of selected municipalities. Therefore, DUDBC invites Expression of Interest (Eoi) from engineering consultancy firms for following service.

<b>Contract ID</b>	<b>Description of Consultancy Services</b>
DUDBC/CS/QCBS-....-075/76	Identification of Urban Infrastructure Condition Index (UICI) of selected municipalities.

DUDBC invites eligible consultants to indicate their interest in providing the service. The consultants may form a Joint Venture (JV) among maximum of three partners only to enhance their qualification but the partnership should not be repeated to other joint ventures for the same package.

The Eoi document shall be downloaded from [www.dudbc.gov.np](http://www.dudbc.gov.np) which can be submitted with proper stamp and sign of the consultant and JVs.

Expressions of interest must be delivered to the Procurement Section of DUDBC by 12:00 hours on or before the 22<sup>nd</sup> day from the date of publication of this notice. The Eoi submitted shall be opened at 13:00 hours on the 22<sup>nd</sup> day from the date of publication of this notice in the presence of representatives of consulting firms, who wish to present. If a deadline happens to be a public holiday, it shall automatically extend to the next working day.

Consultant shall submit only one set of document for one or more packages but the sets of key experts for each package shall be different. Only short listed consultants will be invited to submit Technical and Financial Proposal (RFP).

## B. 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 of maximum three partners.
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 firms**.
4. The assignment has been scheduled for a period of **four months**. Expected date of commencement of the assignment is **January 2019**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. 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).*
7. Applicants may submit additional information with their application but short listing will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. 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 **Identification of Urban Infrastructure Condition Index (UICI) of selected municipalities**". 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.
9. 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**

### ***1.0 BACKGROUND***

54% of the world's population now lives in urban areas and it is expected to increase to 66% by 2050 as per UN report "World Urbanization Prospects 2014". The urban population of Nepal was 13.9% in 2001, 17.07 % in 2011 with 58 municipalities, with the addition of 159 municipalities in 2014/15, 40% of Nepal's population resided in 217 designated urban areas. But with the designation of 293 municipalities in 2017, the urban population has reached about 63%. As per the national census 2011, the population growth rate of urban area is 3.38% while the national average is 1.35%.

Municipalities in Nepal are de facto urban areas. Most of the newly declared municipalities have rural character rather than the urban and lacks basic urban infrastructures such as road network, water supply, sanitation, solid waste management, energy and public open spaces. For the comparison of urban character and infrastructure conditions of municipalities Urban Infrastructure Condition Index (UICI) has been created while formulating NUDS. UICI provides a tool for comparison of infrastructure condition of municipalities. The urban infrastructure indicator includes road density, hard topped road, water supply coverage, electricity connection, sanitation condition, housing type and solid waste management in municipality. While urban character includes percentage of urban area within municipality (i.e. ward density > 10 ppha density). NUDS 2017 has computed the Urban Infrastructure Condition Index (UICI) for 58 municipalities which shows the Kathmandu metropolitan city has the highest value of UICI where as Gulariya stands at the bottom of the index list.

Now the Ministry of Urban Development (MoUD) has allocated budget for identification of Urban Infrastructure Condition Index (UICI) of selected Municipalities of 3 provinces as mentioned in the *Annex -1* of this ToR. The Physical Planning and Urban Development Section of Department of Urban Development and Building Construction (DUBDC) intend to procure the consulting service to carry out the work as per this ToR.

### **2.0 OBJECTIVES OF THE STUDY**

The main objective of the proposed assignment is to identify urban infrastructure status of selected municipalities as mentioned in the *Annex -1* computing Urban Infrastructure Condition Index (UICI) which in turn will identify the investments required to attain the desired condition of infrastructure of the municipalities as indicated by NUDS .

#### **Other Objectives are:**

- To find out the ranking of the selected municipalities in UICI.

### 3.0 SCOPE OF WORK

The scope of consulting services for identification of Urban Infrastructure Condition Index (UICI) of selected Municipalities shall include but not necessarily limited to the following:

- i. Study and analysis of the relevant policies, previous plans and other documents relating to the study and study municipalities.
- ii. Identification of Urban Infrastructure indicators for calculation of UICI: the consultant is advised to follow the same indicators used in calculation of UICI of 58 municipalities in NUDS.
- iii. Recently published secondary data with field verification shall be considered for calculation of UICI.
- iv. Visit each municipality to find out the existing conditions of infrastructures such as road network, water supply, sanitation, solid waste management, energy and public open spaces and should be supported with photographs.
- v. Set out the weightage of each indicator as per NUDS.
- vi. Identify ranking of municipalities with total marks on UICI.
- vii. Prepare brief profile of each municipality with map showing the municipal wards. The municipal profile shall include: province, district, area of the municipality, population, average population density etc.

### 4.0 EXPECTED OUTPUT

The study report shall contain among other things the followings:

- i. Urban Infrastructure indicators used for calculation of UICI and their weightage.
- ii. Basic data on status of urban infrastructures with photographs such as road network, water supply, sanitation, solid waste management, energy, housing condition and public open spaces in the annex of the report.
- iii. Ranking of each municipality in UICI.
- iv. Brief profile of each municipality.

### 5.0 METHODOLOGY

#### 1. Literature Review

The consultant shall review relevant policies, plans, and relevant documents relating to calculation of infrastructure condition index in international and national context and relating to the study municipalities.

#### 2. Data Collection

The study shall rely on both the primary and recently published secondary data. Primary data especially related to physical infrastructure such as road network, drainage, water supply, electricity and telecommunication etc shall be collected through site observation/ interviews with the key officials of the municipalities.

Baseline data shall be extracted by secondary sources like office records or archives, municipal reports, ward profile, and data published by Central Bureau of Statistics (CBS) or other authorized agencies, maps, and aerial photographs but the data collected should be recent and reliable.

### **3. Analysis of the data**

Analysis shall be done using Excel/SPSS software, spatial analysis using GIS software such as ARCGIS etc. and interpretation of aerial photographs, maps available of different periods. The data has to be clearly categorized and presented in tables, charts, diagrams, and maps which may also be supplemented by the pictures and photographs.

### **4. Computation of UICI**

Each indicator is given certain weightage based on their importance in urban development. Water supply coverage and road condition (linkage) of the municipality are the basic indicators of development, thus are assigned with highest weightage i.e. 0.20 each. They are followed by other basic services such as electricity connection, sanitation and solid waste management indicators with 0.15 weightage each. These indicators show the existing condition of basic services and infrastructures in the municipality. Similarly, 0.10 weightage is assigned for urban character and 0.05 is allocated for housing type indicator.

Urban character is the percentage of number of wards within the municipality with population density more than 10 ppha. The value for municipality with all wards having density more than 10ppha (i.e. 100%) is set as 100. Similarly, the value for national urban average 63% is set as 50 and for municipality without any wards with density more than 10ppha is set as 0. Road density is computed as ratio of length of road in km to buildable area in sq km of the municipality. The value for 15 km/sq km road density and for 0 km/sq km is set as 100 and 0 respectively. Similarly, condition of hard topped road is calculated as percentage of length of black topped road to the total length of road in the municipality. The value for 100% hard topped road and for national urban average (i.e. 25%) is set as 100 and 50 respectively.

Water supply coverage is calculated as percentage of HH with access to tap and piped water within a municipality. The value for 100% and 25 % coverage is set as 100 and 50 respectively. Similarly, electricity connection is calculated as percentage of HH using electricity as the source of lighting. The value for 100 % and 75 % electricity coverage in the municipality is set as 100 and 0 respectively. Likewise, sanitation is computed by percentage of HH with access to flush or ordinary toilets in the municipality. The value for 100% access and 75% access is set as 100 and 0 respectively. Further, housing type is calculated by percentage of households with RCC roof in the municipality. The value for municipality with 100% households with RCC roof and National Urban Average (i.e. 45%) is set as 100 and 25 respectively. Finally, solid waste management is measured as percentage of waste collected by the municipality. The value for 100% and 0% collection of waste is set as 100 and 0 respectively. The values for all municipalities is computed by interpolation for all indicators based on the set values. **The consultant is advised to follow**



**the same indicators and weightage used in computation of UICI of 58 municipalities in NUDS.**

## 6.0 COMPOSITION OF THE TEAM

S.No	Personnel	No	Time Period	Educational Qualification	Major responsibilities
1.	Urban Planner/ Infrastructure Planner-Team Leader	1	4 months	Masters degree in Urban Planning/ Infrastructure Planning/ Regional Planning with at least 7 years of relevant experience after Masters degree	Overall management of the project and coordination with DUDBC, other offices and overall project team.
2.	Architect	1	2 months	Bachelors in Architecture with at least 3 years of relevant experience.	To Study, analyze and prepare the report and to support team leader
3.	Civil Engineer	3	3 months	Bachelors in Civil Engineering with at least 3 years of relevant experience.	To Study, analyze and prepare the report and to support team leader
4.	Data Analyst/ Statistician	1	2 month	Minimum master's degree in Statistics with at least 3 years of relevant experience.	Support the team in data analysis and data management work.

### Note

- The study team mentioned in the RFP should do the field visit and work during the entire stated period. Failure to do so shall result in the cancellation of the contract. The team leader should also sign the contract as representative of study team , along with the consultant representative
- The team will be responsible for the technical part / study part and the team leader shall be present in all the meetings and presentations
- Only the financial and administrative matters will be discussed with the consultant representative.
- Before the team mobilization in the field, a detailed field work plan should be submitted and approved one week prior to the mobilization by the PPUD section at DUDBC.

## 7.0 WORK SCHEDULE

The total work period shall be of **four (4) months** after the issuance of the work order; the work schedule in Bar-diagram is included in this TOR.

S. N.	Activities	Month			
		1	2	3	4
1	literature review, collection of secondary data, preparation of methodology, work schedule and questionnaire for field observation and survey				
2	Preparation of <b>Inception Report</b> and submission.				
3	Collection of all primary and secondary data and analysis				
4	Preparation of <b>Draft-final Report</b> , Submission and Presentation in DUDBC at Department Level				
5	Preparation of <b>Final report</b> incorporating the feedbacks on Draft-final report and submission				

## 8.0 FORMAT AND SUBMISSION OF REPORTS

- The **Inception report** should contain introduction, literature review, secondary data collection, detail methodology, detailed work plan with field/office works, checklist, questionnaires for the data collection etc. Indicators for computation of UICI shall also be finalized at this stage. A tentative table of contents of the final report should also be included. After the submission of Inception Report, brief presentation should be done at the section level at DUDBC. **Two hard copies** and a soft copy of inception report should be submitted.
- The **Draft-Final report** should be the complete report of the study. It should contain all the contents of the final report as per the scope of work. **Two hard copies and a soft copy** should be submitted. After submission of the report, it should be presented in DUDBC at Department level.
- The **Final report** should be submitted with feedbacks incorporated on Draft final report. The detailed report with its executive summary should be submitted in English in **five hard copies and five DVDs**. The Final reports submitted should be duly signed and certified by the consultant. All relevant data, maps, questionnaire used, name of the officials and agencies met or interviewed, minutes of the meetings/ consultations/ presentations, list of the team members should be accordingly compiled in the appendices. Up-to-date bibliography in standard format should also be included revealing the list of literatures, reports and other publications reviewed and referred. Names of the members, participants involved in data collection, meetings at local level should be properly acknowledged in the acknowledgement.

## 9.0 PAYMENT TO CONSULTANT

Payments shall be made based on the deliverable required by DUDBC as per the following:

<i>No. of installments</i>	<i>Time period</i>	<i>Payment in % of agreement amount</i>	<i>Report submitted by the consultant and accepted by DUDBC</i>
First	At the end of first month	30%	Inception report 2 set hard copies and 1 soft copy
Second	At the end of 3rd month	40%	Draft- final report (3 hard copies & 1 soft copy)
Third	At the end of 4 <sup>th</sup> month	30%	Final report 5 set (English) and &5 set each soft copy

#### 10.0 AGREEMENT

The Consultant will be required to enter into an agreement with DUDBC. The terms and condition of the agreement shall be given with Request for Proposal if the firm shortlisted.

#### 11.0 INDEMNITY

The consultant shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

#### 12.0 TAXATION

The Consultant shall be fully responsible for all taxes including VAT applicable as per the rules and regulations of Government of Nepal and for that the taxes except VAT shall be deducted at the source at the time of payment. The consultant shall be responsible for clearance of VAT. All payments shall be made after deducting taxes.

## Annex -1

<b>PROVINCE 1</b>
-------------------

<b>S.N.</b>	<b>Name of the Municipality</b>	<b>DISTRICT</b>
1	Phungling	TAPLEJUNG
2	Phidim	PANCHTHAR
3	Deumai	ILAM
4	Mai	ILAM
5	Suryodaya	ILAM
6	Arjundhara	JHAPA
7	Birtamod	JHAPA
8	Gauradhaha	JHAPA
9	Kankai	JHAPA
10	Shivasataxi	JHAPA
11	Belbari	MORANG
12	Letang	MORANG
13	Patahrishanishchare	MORANG
14	Rangeli	MORANG
15	Ratuwamai	MORANG
16	Sundarharaicha	MORANG
17	Sunwarshi	MORANG
18	Uralabari	MORANG
19	Barah	SUNSARI
20	Duhabi	SUNSARI
21	Ramdhuni	SUNSARI
22	Mahalaxmi	DHANKUTA
23	Pakhribas	DHANKUTA
24	Laligurans	TERHATHUM
25	Myanglung	TERHATHUM
26	Chainpur	SANKHUWASABHA
27	Dharmadevi	SANKHUWASABHA
28	Madi	SANKHUWASABHA
29	Panchakhapan	SANKHUWASABHA
30	Bhojpur	BHOJPUR
31	Shadananda	BHOJPUR
32	Solududhakunda	SOLUKHUMBU
33	Siddhicharan	OKHALDHUNGA
34	Halesi Tuwachung	KHOTANG
35	Rupakot Majhuwagadhi	KHOTANG
36	Belaka	UDAYAPUR
37	Chaudandigadhi	UDAYAPUR
38	Katari	UDAYAPUR
<b>PROVINCE 2</b>		
<b>S.N.</b>	<b>Name of the Municipality</b>	<b>DISTRICT</b>
1	Bode Barsain	SAPTARI

2	Dakneshwori	SAPTARI
3	Hanumannagar Kankalini	SAPTARI
4	Kanchanrup	SAPTARI
5	Khadak	SAPTARI
6	Saptakoshi	SAPTARI
7	Shambhunath	SAPTARI
8	Surunga	SAPTARI
9	Dhangadhimai	SIRAHA
10	Golbazar	SIRAHA
11	Kalyanpur	SIRAHA
12	Karjanha	SIRAHA
13	Mirchaiya	SIRAHA
14	Sukhipur	SIRAHA
15	Bideha	DHANUSHA
16	Chhireshwornath	DHANUSHA
17	Dhanusadham	DHANUSHA
18	Ganeshman Charnath	DHANUSHA
19	Hansapur	DHANUSHA
20	Kamala	DHANUSHA
21	Mithila	DHANUSHA
22	Mithila Bihari	DHANUSHA
23	Nagarain	DHANUSHA
24	Sabaila	DHANUSHA
25	Sahidnagar	DHANUSHA
26	Aurahi	MAHOTTARI
27	Balwa	MAHOTTARI
28	Bardibas	MAHOTTARI
29	Bhangaha	MAHOTTARI
30	Gaushala	MAHOTTARI
31	Loharpatti	MAHOTTARI
32	Manra Siswa	MAHOTTARI
33	Matihani	MAHOTTARI
34	Ramgopalpur	MAHOTTARI
35	Bagmati	SARLAHI
36	Balara	SARLAHI
37	Barahathawa	SARLAHI
38	Godaita	SARLAHI
39	Haripur	SARLAHI
40	Haripurwa	SARLAHI
41	Hariwan	SARLAHI
42	Ishworpur	SARLAHI
43	Kabilasi	SARLAHI

44	Lalbandi	SARLAHI
45	Baudhimai	RAUTAHAT
46	Brindaban	RAUTAHAT
47	Chandrapur	RAUTAHAT
48	Dewahhi Gonahi	RAUTAHAT
49	Gadhimai	RAUTAHAT
50	Garuda	RAUTAHAT
51	Gujara	RAUTAHAT
52	Ishanath	RAUTAHAT
53	Katahariya	RAUTAHAT
54	Madhav Narayan	RAUTAHAT
55	Maulapur	RAUTAHAT
56	Paroha	RAUTAHAT
57	Phatuwa Bijayapur	RAUTAHAT
58	Rajdevi	RAUTAHAT
59	Rajpur	RAUTAHAT
60	Kolhabi	BARA
61	Mahagadhimai	BARA
62	Nijgadh	BARA
63	Pacharauta	BARA
64	Simraungadh	BARA
65	Jitpur Simara	BARA
66	Bahudaramai	PARSA
67	Parsagadhi	PARSA
68	Pokhariya	PARSA
<b>PROVINCE 5</b>		
<b>S.N.</b>	<b>Name of the Municipality</b>	<b>DISTRICT</b>
1	Musikot	GULMI
2	Resunga	GULMI
3	Rampur	PALPA
4	Bardaghat	NAWALPARASI_W
5	Sunwal	NAWALPARASI_W
6	Devdaha	RUPANDEHI
7	Lumbini Sanskritik	RUPANDEHI
8	Sainamaina	RUPANDEHI
9	Tillotama	RUPANDEHI
10	Banganga	KAPILBASTU
11	Buddhabhumi	KAPILBASTU
12	Krishnanagar	KAPILBASTU
13	Maharajgunj	KAPILBASTU
14	Shivaraj	KAPILBASTU
15	Bhumekasthan	ARGHAKHANCHI

16	Sandhikharka	ARGHAKHANCHI
17	Sitganga	ARGHAKHANCHI
18	Pyuthan	PYUTHAN
19	Sworgadwary	PYUTHAN
20	Rolpa	ROLPA
21	Lamahi	DANG
22	Kohalpur	BANKE
23	Bansagadhi	BARDIYA
24	Barbaridiya	BARDIYA
25	Madhuwan	BARDIYA
26	Rajapur	BARDIYA
27	Thakurbaba	BARDIYA
<b>Total selected Muncipalites of 3 provinces =</b>		<b>133 nos.</b>

#### **D. 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. Minimum score 70% should to obtained in Eoi evaluation criteria.

<b><u>i) Eligibility &amp; Completeness Test</u></b>	<b>Compliance</b>
Copy of Registration of the company/firm	
Copy of VAT/PAN Registration	
Copy of Tax Clearance certificate of FY 2074/075 or FY 2073/74 with extension	
<i>Minimum years of standing: 5 years (single or lead firm of Joint Venture (JV) be must)</i>	
<i>JV agreement in case of Firms in JV</i>	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

Note 1 : Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm with financial liabilities.

Note 2 : Maximum no of JV Firms : Three

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Minimum Requirement</u></b>	<b><u>Score</u></b> (Out of 100)



<b>A. Qualification</b>			
Qualification of Key Experts	As per ToR	15	<b>30</b>
Experience of Key Experts (in year)	As per ToR	15	
<b>B. Experience</b>			
General experience of consulting firm	Experience in Preparation of any engineering consultancy service successfully completed within last 7 years. <i>(Consultancy fee less than 10 Lakhs with VAT shall not be considered.)</i>	15	<b>55</b>
Specific experience of consulting firm within last 7 years.	a) Experience in Preparation of at least municipal level Integrated Urban Development Plan /Strategic Urban Development Plan/Regional Development Plan/Long Term Development Plan/Physical Development Plan/ Comprehensive Master Plan/ Municipal Periodic Plan. <i>Consultancy fee less than 10 Lakhs with VAT shall not be considered.)</i>	20	
	b) Experience in Preparation of Urban infrastructure Development Projects such as DER/ DPR of Urban Road/Drain/Sewer/Urban water Supply with distribution system /Bus Park/Landfill site/ Park /Community Building/City Hall/Vegetable Market/ sport complex. <i>Consultancy fee less than 10 Lakhs with VAT shall not be considered.)</i>	20	
<b>C. Capacity</b>			

<p><i>Financial Capacity</i></p> <p><i>(Note: Average annual turnover less than <b>20 Lakhs</b> will not be considered.)</i></p>	<p><b>10</b></p>	<p><b>15</b></p>	
<p><i>Infrastructure/equipment related to the proposed assignment</i></p> <p>i) Consultant has their own GIS software (Preferably Arc GIS.x) with authorized licence: 1 no.</p> <p>ii) Jeep/Car : 1 no.</p>	<p><b>5</b></p>		

<p>Note1: CV of each professional key expert shall be submitted with signature of professional and authorized representative of the firm/JV. Scanned signature shall cause to rejection of CV for EOI evaluation.</p>
<p>Note 2: CV of personnel's shall clearly mentioned his/her e-mail address and mobile number.</p>
<p>Note 3: The firm/JV shall have to submit the NEC registration certificate for engineer professionals only</p>
<p>Note 4: The firm/JV shall also have to submit any certificate as evidence of his/her education (degree) as required above.</p>

## **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

# 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 DUDBC as Consultant for **Identification of Urban Infrastructure Condition Index (UICI) of selected municipalities**. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
2. DUDBC 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.
3. DUDBC and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
4. All further communication concerning this Application should be addressed to the following person,

*[Person]*

---

<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

*[Company]*

*[Address]*

*[Phone, Fax, Email]*

5. 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.
6. 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.
7. 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):**

## **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.)*

### 3. Experience

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

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

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

### 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) <sup>2</sup> :
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:

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract



Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

**3(C). Geographic Experience: *not applicable***

**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)*

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

## 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
2073/074 B.S. (2017/18 A.D.)	
2072/073 B.S. (2016/17 A.D.)	
2071/072 B.S. (2015/16 A.D.)	
2070/071 B.S. (2014/15 A.D.)	
2069/070 B.S. (2013/14 A.D.)	

- **Average Annual Turnover**

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

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

<b>No</b>	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

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

Please submit list of professionals /experts for each package separately. Professionals /experts with full time input should not be repeated for more than one package, but intermittent input equivalent or less than 50% of the total work period (9 month) could be repeated in two packages only.

SN	Name	Proposed Position	Minimum Qualification		Specific Work Experience (in year)	Nationality
			Degree	Passed Year		
1						
2						
3						
4						

(Please insert more rows as necessary)

Key experts i.e. Urban Planner/ Infrastructure Planner-Team Leader, Architect, Civil Engineer, Data Analyst/ Statistician, will be evaluated for short listing purpose.