

EXPRESSION OF INTEREST

**Job: “Preparation of Master plan of Siyari Rural Municipality,
Rupandehi**

Consulting Firm/Joint Venture

.....

.....

.....

Lead Consultant (in case of JV)

.....

Employer:
Siyari Rural Municipality
Office Of Rural Municipal Executive
Harnaiya, Rupandehi

**Expression of Interest for Consulting Services
For
“Preparation of Master plan of Siyari Rural Municipality, Rupandehi**

I Introduction

Siyari Rural Municipality invites Expression of Interest (EOI) from domestic Consulting Firm(s) for short listing to:

“Preparation of Master plan of Siyari Rural Municipality, Rupandehi

II Criteria for Short listing

The eligibility and qualifying criteria are provided in Appendix I. The Request for Proposal (RFP) shall be provided only to the short listed Consulting Firms as and when required.

III Joint Venture

Consulting Firms can form a Joint Venture (JV) with maximum three partners, but the same firm shall not be allowed to submit Eoi individually and in JV for same package. ("Example 1: EOI for Firm A and Firm A JV Firm B" - Not Allowed) ("Example 2: EOI for Firm A JV with Firm B and Firm B JV with Firm C" - Not Allowed)

IV Information about the Consulting Firms

The Consulting Firm(s) are required to complete the forms prescribed below. In case of a JV these forms are to be completed individually for each partner, in a sequential manner.

1) Eligibility Criteria:

S.N.	Eligibility Criteria	Compliance	Remarks
1	Corporate Registration	Yes/No	
2	Tax Clearance for upto last fiscal year	Yes/No	
3	VAT/PAN Registration	Yes/No	
4	Year of Standing min. 5 year (At least one firm in case of JV)	Yes/No	
5	JV Agreement in case of Firms in JV	Yes/No	
6	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	

2) Financial Capacity

Annual turnover of the last 5 years. (The Financial Capacity will be assessed by the values of the Best 3 years within last 5 years.)

Fiscal year	Turnover (NRs)

Note: the above information must be supported by the notarized Tax clearance certificates. The applicants are advised to indicate the best three years of turnovers. The values of the turnover of previous years will be adjusted according to the Inflation adjustment factor (wholesale price Index: overall index of NRB).

2) General Experience of the Firm in civil engineering works during the last 7 years with contract amount more than Rs. 0.5 million.

S. N.	Name of the Project/works (Consulting Services)	Name of Client	Contract Amount of Consulting Services (excluding VAT)	Year of Completion
1				
2				
3				
.....				

Notes:

- The above information must be supported by notarized works completion certificates with clearly indicated contract amount.

3) Work Experience in Completion of work of “Preparation of Master plan.

(At least 10 projects) during last 5 years.

S. N.	Name of the Project/works (Consulting Services)	Name of Client	Year of Completion
1			
2			
3			
.....			

Notes:

- The above information must be supported by notarized works completion certificates.
-

4) Office Equipment and Facilities

List of Space, Survey equipment and vehicles available with and owned by the firm(s).

S. N.	Equipment/ Facilities	Quantities	Specification Remarks
1			
2			
3			
.....			

Notes:

- Only Total Station/Theodolites, GPS, Desktop/Laptop are considered for evaluation.
- Must Submit Ownership evidence with Notary Public Attested.
- Lease or hire agreements/proposals are not accepted.

5) Manpower Resources

Resource persons and supporting staff working with the consulting firm

SN	Professional Key Personnel	Name(s) of the person	Experience after Bachelor Degree (after getting engineering council)	Education	Remarks
1	<i>Team Leader (Urban planner)</i>				
2	<i>Architect</i>				
3	<i>Environmental engineer</i>				
4	<i>GIS Expert</i>				
5	<i>Sociologist/ community development expert</i>				
6	<i>Civil Engineer</i>				
7	<i>Economist/financial expert</i>				
8	<i>Goe tech expert</i>				

Notes:

- CV of each professional key personnel shall be submitted with signature of professional and authorized representative of the firm/JV.
- Notarized Academic certificate of manpower resources should be submitted.

5) Adherence to Code of Ethics and Anti-Corruption Policy

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

Appendix - I

**“Preparation of Master plan of Siyari Rural Municipality,
Rupandehi**

Eligibility Criteria:

S.N.	Eligibility Criteria	Compliance	Status
1	Corporate Registration	Yes/No	Pass/Fail
2	Tax Clearance for upto last fiscal year	Yes/No	Pass/Fail
3	VAT/PAN Registration	Yes/No	Pass/Fail
4	Year of Standing min. 5 year (At least one firm in case of JV)	Yes/No	Pass/Fail
5	JV Agreement in case of Firms in JV	Yes/No	Pass/Fail
6	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail

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 : one

Note 3: The firm/JV shall have to submit separate sealed EOI for each package.

Note 4: The same firm shall not be allowed to submit EOI individually

Details of Qualifying Criteria

Description of Criteria	Marks out of 100	Minimum Marks to be obtained under each criteria
A) Firm's Capacity	50	30
1) Financial Capacity of Firm	10	6
2) Resource of Firm	40	24
(a) Resource Personnel	35	
(b) Office Equipment and Facility	5	
B) Experience of Firm	50	30
1) General Experience of the Firm	10	
2) Specific Experience of the Firm	40	

A) Firm's Capacity

Maximum 50 Marks

1) Financial Capacity of Firm

Maximum 10 Marks

Average Annual Turnover of best 3 year of last five fiscal year	Marks	A= Estimated Amount excluding VAT and Contingency
<NRs. 0.1A	1	
>NRs. 1.5A	10	
For Value in between, points will be awarded in prorata basis.		

Note 5: The firm and/or JV shall have to submit Notary Public attested Tax Clearance Certificate of each fiscal year, supposed to be counted for EOI evaluation. Submission of Audit report or any another compiled tables shall not be considered for EOI evaluation. Notary Public signature shall be verified, if required.

Note 6: In case of JV business, the firm and/or JV shall have to submit Notary Public attested Tax Clearance Certificate of each fiscal year along with the JV agreement of that business, supposed to be counted for EOI evaluation.

Note 7: In case of JV, average annual turnover of the JV shall be evaluated taking account the % of Financial liability as stated in the JV Agreement for the EOI. If the JV agreement shall not clear about % of Financial liability, the marks for Financial Capacity shall be evaluated to Zero.

Details of Qualifying Criteria

2) Resource of Firm(s)

Maximum 40 Marks

a) Resource Personnel

Maximum 35 Marks

Professional Key Personnel	Maximum Marks	Minimum experience after Bachelor Degree	Education required	Marks for Specific Job Experience
<i>Team Leader (Urban planner)</i>	10	5	Minimum master's degree in regional planning /urban planning/infrastructure planning/ civil engineer/architect background.	1 marks for each job
<i>Architect</i>	7	3	Bachelor degree in architecture.	1 marks for each job
<i>Environmental engineer</i>	6	3	M.Sc. in environment science or environmental engineering.	1 marks for each job
<i>GIS expert</i>	3	3	Master's degree in geo-information background.	1 marks for each job
<i>Sociologist/ community development expert</i>	3	3	Master's degree in sociology / social study / anthropology.	1 marks for each job
<i>Economist / Financial Analyst</i>	3	3	Master's degree in economics / Business studies .	1 marks for each job
<i>Civil Engineer</i>	3	3	B.E. in Civil Engineering or equivalent	1 marks for each job
Total=	35			

Note 9: CV of each professional key personnel shall be submitted with signature of professional and authorized representative of the firm/JV.

Note 10: Proposed professional key personnel shall not be repeated by the same firm/JV and/or another firm/JV. In case of repetition of professional key personnel, the Unit shall ask via letter/email the person for physical presence within three days to declare him/herself the firm/JV to whom he/she shall want to be associated.

Note 11: CV of personnel's shall clearly mention his/her e-mail address and mobile number.

Note 12: The firm/JV shall have to submit the NEC registration certificate for engineer professionals (except Economist/Sociologist and Environmentalist)

Note 13: The firm/JV shall also have to submit any certificate as evidence of his/her education (degree) as required above with Notarized Academic certificate of manpower.

C) Office Equipment and Facility**Maximum 5 Marks**

List of Space, Survey equipment and vehicles available with and owned by the firm(s). Lease or hire agreements/proposals are not accepted.

Equipment/Facilities	Maximum Marks	Marks Obtained	Remarks
1) Total Station/Theodolit/ 2) GPS 3) Desktop/Laptop	3 1 1	1 Points for each 0.50 marks for each 0.25 marks for each	Must Submit Ownership evidence with Notary Public Attested.

Clarification 1 : For Key Personnel , minimum master plan with the specific job shall be as Follows:-

Clarification 2 : The Work Experience for all Personnel shall be mentioned in following formats:-

Name of Project	No. of master plan	Name of Client	Start Date-Completion Date	Name of Firm involved in as (Single/JV)
Scope of Project				
Professional involved as (Position held)				
Description of Duties				

B) Experience of Firm/JV**Maximum 50 Marks****B1) General Civil Engineering Experience****Maximum 10 Marks**

Work Experience	As consultant
Completion of Civil Engineering related Service (Service Cost more than <u>NRs. 5 Lakhs excluding VAT</u>). No points if the contract amount not mentioned in certificate.	2.0 points for each job

B2) Specific Experience**Maximum 40 Marks**

Work Experience	As consultant
Completion of work “ Preparation of Master plan. ((At least 10 projects) during last 5 years.	4.0 points for each job

Note 5:-The firm and/or JV shall have to submit Notary Public attested Experience Certificates. No marks shall be given for the experience of the firm if the certificate of completion is not attached. If the firm has completed more than one job in a single package each job shall be considered.

Note 6: The services for Govt of Nepal (GoN) organizations (Fully or Semi/Partially Owned) shall only be evaluated as firm/JV experiences for the Proposal The Consultants Specific experience as JV partners shall be provided full marks and any specific experiences by the firm as "In association with" shall not get any marks.

Note 7: Any sublated Service for Govt of Nepal (GoN) organizations (Fully or Semi/Partially Owned) by a firm or JV from another private firm/JV shall not be evaluated as firm/JV experience for the EoI.

Note 8: Any service experience older than 7 year (counted from the last date of submission of EoI) shall not be evaluated as firm/JV experience for the EoI. Each experience certificate shall clearly indicate the description of service, service amount (in/excluding VAT) and date of completion.

