

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: 01/EOI/Butwal

Method of Consulting Service: National

Project Name : Preparation of Feasibility Study, Detail Project Report (DPR)

EOI : 01/EOI/Butwal

Office Name: Butwal Sub-Metropolitan City

Office Address: Butwal Butawal Rupandehi

Funding agency : Internal Resources

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

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Butwal Sub-Metropolitan City

Date: 23-04-2019 10:00

Name of Project: Preparation of Feasibility Study, Detail Project Report (DPR)

1. Government of Nepal (GoN) has allocated fund toward the cost of Preparation of Feasibility Study, Detail Project Report (DPR) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Butwal Sub-Metropolitan City now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: preparation of feasibility study, Detail Project Report (DPR) and tender document of Big-Buddha Statue along with related infrastructure
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Butwal Sub-Metropolitan City, Butwal Sub-Metropolitan City
Butwal
Butawal, Rupandehi
Nepal during office hours on or before 08-05-2019 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <http://butwalmun.gov.np>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp Butwal Sub-Metropolitan City
Butawal, Rupandehi
Nepal on or before 08-05-2019 12:00
6. 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.
7. EOI will be assessed based on Qualification 50.0 %, Experience 40.0 %, and Capacity 10.0 % 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.
8. Minimum score to pass the EOI is 70

B. Instructions for Submission of Expression of

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.
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 firm.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 75 Days from Agreement. Expected date of commencement of the assignment is 30-06-2019.
6. A Consultant will be selected in accordance with the QCBS method.
7. 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).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. 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 Preparation of Feasibility Study, Detail Project Report (DPR).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.
10. 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

Butwal Sub-Metropolitan City
Office of the Municipal Executive
Butwal, Rupandehi
5 No. Province, Nepal

Terms of Reference (ToR)

For

preparation of feasibility study, Detail Project Report (DPR) and tender document of Big-Buddha Statue along with related infrastructure

Butwal Sub-Metropolitan city
Rupandehi ward no. 6 &7, 5 no province, Nepal

Mar, 2019

1.0 BACKGROUND

Butwal Sub-Metropolitan City is one of the rapidly growing cities in Nepal. Located at the intersection point of two major highways namely East-West High Way and Siddhartha High Way and at the foot hill of Chure-Shivalik range, Butwal has become the gate way to the people of western part of the country linking east to the West and North to the South. Butwal is also an important economical center where all type of business sectors growing rapidly. Among the strategic main lead sectors for the development of Butwal, transport service sector has played a vital role. Located at the middle point, Butwal has been connected to the most parts of the country by road networks. Beside of the road networks, Butwal has also been a major transport service center not only for vehicle operation but it has a numerous of automobile and engineering related enterprises and workshops. Similarly, Butwal is also an important center for supply of goods to the different parts of the country. By analyzing the present scenario of Butwal, public density is growing rapidly because people of Palpa, Syangja, Gulmi, Parbat, Baglung and many more places migrated here as a permanent resident. Apart from this people for business purpose also came here and stayed on rental space too. The dense populated area needs widen roads, Open ground, recreational center, Garden and Parks and cultural spaces including the local place specialty. Butwal lies nearer to the lumbini hence it is better to establish the park related to Buddha which attracts the glance of the National and International tourist. Therefore, Butwal Sub-Metropolitan City has decided to carry out a Feasibility Study, DPR and Tender Document preparation to setup all the Buddhist related activities properly. The Detailed Engineering and Master Planning of the long term project as well as the process of land acquisition will be carried out upon finding out the necessary requirements as per the feasibility study. For this, A Task Force led by Deputy Mayor and representing from relative ward Chairpersons, Transport Entrepreneurs, Business stakeholder and municipal staff has been formed to initiate and support the project.

Butwal Sub Metropolitan city has proposed to build a Big Buddha Statue with a park at the top of Butwal Hill Park located at butwal sub metropolitan city ward no. 06 & 07. The main objective of this park is to enhance local development by attracting the tourist on this area, to create employment in the local level, publicizes Buddhism and to rise in the income of local people. The aim to establish such big statue of Buddha is to attract Buddhist, which becomes the global phenomena and it is the similar objective that exercised here on the birth place of Siddhartha Gautam Buddha. Office of the municipal executive has already prepared the topographic and contour map of the corresponding location. Now it is planned to prepare the feasibility study along with Detailed Project Report (DPR) of this project including the proposed road.

For the feasibility study, DPR preparation and for contract document preparation of proposed site, Butwal Sub Metropolitan City, office of the Municipal Executive invites consultancy services from the local and eligible firms

2.0 PLANNING AREA

Along with development of Big Buddha Statue along with park, Butwal city is serving as a hub for surrounding settlements, National citizen, for the foreigner and is developing as a education center and recognition of the Buddhism and cultural centre for them and other intrested candidate too. The proposed area for park is 3.50 hectare excluding the access road and walk way steps. which focus the study of Planning regarding:

- ✓ Social Sector
- ✓ Environmental Sector
- ✓ Geological, Biological, Botanical Sector
- ✓ Educational sector
- ✓ Cultural and religious Sector
- ✓ Park and Phenomena of development
- ✓ Preliminary estimated budget
- ✓ Location for component

The planning and DPR preparation areas are:

- ✓ Big Buddha Statue (Overall height should be 41m, Statue Height Should be 35m and Diameter should be 30m whereas Statue should be in भूमिस्पर्स मुद्रा. At basement there should be a conference hall, Library as well as Museum as per requirement)
- ✓ Meditation center, Residence for monk
- ✓ Garden or Park (It consist of park related to Buddhism sculptor, Greenery areas, Footpath, Cafeteria, restroom, Entry and exit gate, Water fountain, Parking area)
- ✓ Access Road-Agni path (On designed road, provision of garden and vehicle parking space at appropriate location)
- ✓ Walk way steps (The walk way steps should be from the existing alignment. It consist of main entrance gate and the Buddhism sculpture, Paintings and Buddha related matters on the side of walk way steps) and Feasibility of horse ride path (From Sivanagar Forest)
- ✓ All Component Should bear the Buddha philosophy

3.0 OBJECTIVES

The main objective of the proposed assignment is to prepare feasibility study , Master Plan, DPR and Tender document report of all proposed component described 2.0. However, the specific objectives are:

1. To set out Long-term Vision and overall Goal, Objective and Strategies for Hill Park Big Buddha Statue site area development.
2. Physical development plan, Environmental and Risk Sensitive Land use Plan, Climate Change Perspective Plan of the project area.
3. To prepare master plan by incorporating all requirements provided by concerned authority and local leaders.
4. To Design, drawing, Estimate of Big Buddha Statue along with Conference hall, library and museum.
5. To design Park and recreational area for the component mentioned on 2.0 with landscaping.
6. To Design, drawing and estimate of entry and exit gate.
7. To Design walk way and its orientation along with landscaping
8. To prepare DPR of walkway steps.
9. To perform structural analysis of the required component.
10. To prepare detail feasibility and allocation of different category prioritised (Site geology, Biological, educational, cultural, social, recreational) components.

4.0 SCOPE OF WORKS

4.1.1 Engineering

Topographical and contour map, Alignment of internal road, footpath, walk way steps and its socio-economical, engineering and sustainable development effect Policy should be adopted during design of Big Buddha Statue and other related structure and park. Landscaping representing the Buddha history should be adopted.

4.1.2 Geotechnical

Conduct geology and geomorphology of project area, slope and its protection measures, risk and hazard assessments, landslide areas identification etc. Consideration of soil test by SPT method to identify the water level, bearing capacity of soil for the design. Assess the requirement of slope protection measures adjacent to the slope area and design cost-effective park elementary works.

4.1.3 Hydrological

Review of changes, leakage of water course due to the construction of water fountain, pond and other engineering structures. Catchment area based on precipitation, slope and other engineering parameters. Review and propose size and location of opening and cross drainage structures by minimizing modification to the natural drainage pattern on the park area, access road and walk way area.

4.1.4 Environmental

Study of existing environment and compare it with the master plan. It clarifies whether installation of this project ruins the environmental elements or it glorifies the nature. We also provide the details for preservation of environment and possibilities of compensation on environmental changes.

4.1.5 Architectural

Our design shall be based on thematic architectural principle. We shall respect to the indigenous materials and local construction technology. The main focus shall be in the development of sustainable design which can reduce the pollution and bear less impact on environment. The design should address the educational facilities along with recreational activities.

5.0 EXPECTED OUTPUT

The major tasks to be accomplished area as follows:

- a) Review available reports, other past studies of park
- b) Conduct detailed Design, Drawing, Estimate, Tender document and other necessary survey of the selected area if necessary.
- c) Conduct soil investigation and material survey for design of structures, Statue, Gate, Road, other infrastructure and cost identification.
- d) Propose phase wise implementation plan along with phase wise preliminary estimated cost.
- e) 3D drawing of Big Buddha Statue and other proposed element for providing visualization of the park along with architectural master plan.

6.0 METHODOLOGY

To meet the objectives, the works are grouped into different tasks based on the nature of the works. The appraisal work primarily includes data gathering which involves both primary as well as secondary data. The principal tasks involve the followings.

- The consultant should thoroughly explore availability of data and gather all relevant data including topographic maps, aerial photographs, and past reports before carrying out field-appraisal.
- Apart from the above, field appraisal may involve individual or group interviews, discussions, and physical observation including measurement, level/Tachometric survey and mapping. First

hand physical observation supplemented by photographs or sketches must be made to show the existing plan including jungle, undulation of land.

Thereby, the study should adopt the following steps of the methodology:

1. Mobilization and site familiarization
2. Data collection and literature review
3. Preliminary assessment and planning (study of existing situation & infrastructure)
4. Map processing and survey works
5. Meteorological and hydrological studies and analysis
6. Assessment of road and surface drainage
7. Future urban growth and Traffic flow Analysis
8. Pre-feasibility Assessment
9. Water body and park safety vision
10. Site Investigation and topographic survey
11. Preparation and developing map of existing and proposed plan
12. Preparation of design criteria for master plan
13. Analysis of park element for implementation
14. Preliminary Financial Analysis
15. Alternatives and Selection of Appropriate Concept
16. Detailed Design and Engineering with engineering Calculation
17. Planning, detail design, drawing, cost estimates and reports
18. Implementation schedule and Requirements of Materials and Equipments
19. Reporting

7.0 REPORTING:

Consultant shall prepare and submit the reports specified below. All reporting shall be in English. Each Inception and draft report shall be submitted in three copies to **Office of municipal executive Butwal**. Deliverables must be demonstrating complete team work; responsibility and output of each expert should be tangible.

Following report shall submit in time as mentioned below:

7.1 Inception report (3 copies): within 15 days after the effective date of work order:

Consultant should submit Inception Report within the time frame containing the information stated in desk study and collection of secondary information. This report should disclose the ideal format of the final report which would reveal not only the proper understanding of the study team about the assignment but is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge and receive expert views on the different activities of the proposed study, the study team is required to study all collected documents and other information and hold interactions with experts as well as key representatives of project office and sectorial agencies. The study team therefore is advised to be familiar on ToR and include any practical comment/suggestion and required modification to the TOR be clearly stated in the report so that necessary actions could be initiated. The inception report should contain basic assumptions of road design, methodology study, work plan, field team composition, with work schedule and check list of field work.

7.2 Draft final report (3 copies): within 60 days after the effective date of work order:

The consultant with this report required to hold a presentation in **Butwal Sub Metropolitan City office**. Report should accompany following deliverables:

- Engineering Design and Calculations
- Drawings and Maps (overall in A3)
- Tentative Engineering Cost Estimate
- Implementation Plan
- Preliminary Cost estimation
- 3D drawings

7.3 Final Report (3 copies): within 75 days after the effective date of work order

3 copies of final report shall submit within a three months from the date of receiving the work order to commence the consulting service. Normally, the comment in draft final report will be given within 1 week from the date of draft report presentation. It should incorporate all due suggestions received in draft report. Report should accompany following deliverables:

- i. Three set of Maps/Drawings (1:1000 or agreed Scale),
- ii. Three set Drawing in A3 size (1:100 or agreed scale)
- iii. One sets of digital data set in DVDs that include a) Sheet wise AutoCAD “Dwg” file format, print ready image in high resolution eps and jpeg format and 3D drawings
- iv. All other required information such as design, cost estimate, rate analysis, minute of meetings, implementation schedule and others.

8.0 TIME SCHEDULE

The estimated time to complete this assignment shall be 75 days from the date of work order. The consultant must have to submit all the reports as mentioned in section 7.0 within the stipulated time.

9.0 KEY PERSONNEL

The working team for the field and office works in general should consists of the following key personnel together with the supporting manpower. The team Leader shall be responsible for team work, and timely deliverables with desired scope and quality as per ToR. The exports' team must take ownership of study reports/ deliverables; they should sign all the reports/ Maps whenever they involved

<i>S.N.</i>	<i>Key Personnel</i>	<i>No.</i>	<i>Qualifying criteria</i>	<i>Responsibilities</i>
1	Team Leader: Architect	1	<ul style="list-style-type: none"> Master Degree on Architecture discipline with 2 years of experience Or Bachelor degree in Architecture with minimum 7 years of relevant work experience. 	<ul style="list-style-type: none"> Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervision of team members work, Review Conceptual plans/ element of park Analysis engineering design, cost estimate etc, Conduct meeting, workshop etc as and when required.
2	Civil Engineer	1	<ul style="list-style-type: none"> Bachelor degree in Civil Engineering with relevant work experience. Or Geometric engineer of 2 yrs experience 	<ul style="list-style-type: none"> Surveying the project area according to GPS system Preparation of topographic and contour map
3	Sociological Expert	1	<ul style="list-style-type: none"> Master Degree in Sociology with 2 years of experience 	<ul style="list-style-type: none"> Analysis of social behavior and its application on the park area Providing Human evolution guideline for the planning
4	Monk	1	<ul style="list-style-type: none"> Bachelor degree in Buddhism or becomes monk by meditation. 	<ul style="list-style-type: none"> For providing knowledge regarding Buddhism For advising the Buddha ethics and norms on design
5	Environmental Engineer	1	<ul style="list-style-type: none"> Master degree in Environmental Engineering with relevant experience 	<ul style="list-style-type: none"> Proper analysis of environmental issue regarding trees, wild animals and their management Application of Rules and regulation of environmental engineering for the park design
6	Geologist/Geotech engineer	1	<ul style="list-style-type: none"> Master degree in related topic. 	<ul style="list-style-type: none"> study of nature of soil and water level and water source
7	Botanist	1	<ul style="list-style-type: none"> Master degree in related topic. 	<ul style="list-style-type: none"> Study of plants, flower and seasonal plants.
8	Structure Engineer	1	<ul style="list-style-type: none"> Master degree in Structure Engineering. 	<ul style="list-style-type: none"> Study of earthquake vulnerability and suggestion on safe structure.

Other supporting staff such as computer operator, office and field assistant shall be used wherever the consultant feels necessary to conduct the assigned job.

10.0 CONSULTATION WITH CLIENT

The Consultant shall carry out its assignment in due consultation with the Client including the Local community Teams, Community Forestry User's Groups, elected representatives of particular place, senior renowned personalities of the locality, cultural and religious teams particularly while finalizing the functional requirements of the Park components. Presentations should be made after each report submission as required by the Client.

11.0 MODE OF PAYMENT

The consultant will be paid the remuneration and other expenses against VAT Bill and required Vouchers as follows:

SN	Descriptions	Payment Detail
1	1 st installment	upon submission of Inception report @20% of total remuneration
2	2 nd installment	After submission of Draft Report @50% of total remuneration
3	3 rd & Final installment	After submission and approval of Final Report @30% of total remuneration and whole cost for other expenses

12.0 EVALUATION CRITERIA

The following criteria will be applicable for evaluating the submitted quotations for preparing a list of qualified Consulting Firm(s) to whom the Request for Proposal (RFP) will be made available at a later stage. There are two parts of Short Listing Criteria:

- (1) Eligibility Criteria (Pass/Fail);
- (2) Ranking Criteria (according to PWD).

Eligibility Criteria (Pass/Fail) (Mandatory)

All Consulting Firm(s) must fulfill the following eligibility criteria to be considered for short listing.

1	Corporate Registration	Yes/No	Pass/Fail
2	VAT Registration Certificate	Yes/No	Pass/Fail
3	Tax Clearance or/ Renewal of Tax Certificate FY 2074/75	Yes/No	Pass/Fail
The Firm can form a JV with maximum of two other firms for the qualification enhancements and clearly mention the Lead Firm with financial liabilities.			

13.0 RANKING CRITERIA

The Consulting Firm(s) submitting the Request for Proposal will be selected on the basis of the information on the following ranking criteria:

SN	Particulars	Allocated Max. marks
1	General Experience of the firm(s) in consulting services in Planning works	10
2	Work experience of the firm(s) in Similar Projects	10
3	Availability of Professional Key Staff with Suitable Qualifications	20
4	Technical Manpower (Human Resources with qualifications and experiences	40
5	Office set up and Logistics/ Equipments	10
6	Approach and Methodology	10
Total		100

The firms shall be short-listed (ranked) according to the above criteria. The Firm/JV must score minimum 60% on each criteria and at least 50% on the overall ranking criteria as mentioned above. Only a maximum number of six top rankings shall be qualified for short listing.

14.0 OFFICE EQUIPMENTS AND FACILITIES

List the office equipment, vehicles & facilities available with and owned by the firm(s)

S. No	Equipment/Facility	Quantities	Specifications
1		Office Space (well furnished)	
2		Computer + Printer + Scanner + Photocopy + Plotter Facilities+ survey equipments	

The Proposal must fulfill all the requirements mentioned in the notice and the followings.

A successful Firm or JV shall secure minimum 60% of the total marks and minimum qualifying marks for Experience in Similar jobs during the last 10 years shall 50% of that segment.

Final Evaluation will be made in QCBS method considering 75% for Technical and 25% for Financial Proposals respectively and the firm who obtain highest marks will be awarded the contract. .

15.0 SELF DECLARATION AND CODE OF ETHICS

The Applicant shall submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Regulation, 2064 mentioning that the consulting firm/firms are not ineligible to participate in this procurement process, that the consulting firm/firms does not have any conflict of interest in the proposed assignment, and that the consulting firm/firms has not received any punishment while doing consulting business and litigation history (if any). In case of JV and/or association, each individual consultant shall submit Self Declaration separately or they can submit the Self Declaration jointly by signing each member of JV and/or association mentioning information requested in Self Declaration. The self declaration letter shall be signed by an authorized person of the consulting firm/firms and shall be stamped by the company's seal.

Commitment of Code of Ethics and Anti-corruption Policy

The applicant shall submit a statement stating that the Consultant shall abide by the code of ethics and anti-corruption policy.

GOVERNMENT INDEMNITY

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

16.0 AUDIT

The Government reserves the right to audit the account of the consulting firm in so far as such accounts are related to the project and to the foregoing financial proposals contained in this paragraph.

17.0 AGREEMENT

The consultant shall make 2 copies of agreement for signing immediately after the date of the Letter of intent of award.

The consultant will be required to enter into an agreement with Butwal Sub-Metropolitan Office based on the Standard Form of Contract for Consultants Services, and both parties shall sign such agreement.

19.0 TAXATION

The consultant is fully responsible for all taxes applicable as per rules and regulation of the Government of Nepal.

D. Evaluation of Consultant's EOI Application

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.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader-1Nos	Master Degree on Architecture or Equivalent
2	Civil Engineer -1Nos	B.E. in Civil or Equivalent
3	Sociological Expert-1Nos	Master Degree in Sociology
4	Monk- 1 Nos.	Bachelor degree on Buddhism
5	Environmental Engineer -1 No.	Master Degree on Environmental Engineering
6	Geo technical Engineer-1 Nos.	Master Degree on Geo technical Engineering
7	Botanist-1 Nos.	General qualifications (Master Degree on Botany)
8	Structure Engineer-1 Nos	Master Degree on Structural Engineering

Score: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Years of General Experience of the firm in Master Plan and DPR Preparation (From the date of delivery of the first successful assignment)
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Specific Experience of the Firm having total successful Statue Design and execution

Score: 40.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Qualifications & Financial Capability of the firm	Financial Capability (Annual turnover in last three consecutive years) Nrs. 45,00,000.00

Score: 10.0

Minimum score to pass the EOI is: 70

E. EOI Forms & Formats

E. 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

Standard EOI Document

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

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

Standard EOI Document

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):

Standard EOI Document

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.)

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

Standard EOI Document

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: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

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)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Standard EOI Document

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

- **Average Annual Turnover**

--

(Note: Supporting documents for Average Turnover should be submitted for the above.)

Standard EOI Document

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

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

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

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)



Butwal Sub-Metropolitan City

Office of the Municipal Executive

Butwal, Rupandehi

5 No. Province, Nepal

Expression of Interest

Date of Publication: 2076/01/10 B.S.

1. Butwal Sub-Metropolitan City has allocated fund toward the cost of Preparation of Feasibility Study, Detail Project Report (DPR) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Butwal Sub-Metropolitan City now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: preparation of feasibility study, Detail Project Report (DPR) and tender document of Big-Buddha Statue along with related infrastructure
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Butwal Sub-Metropolitan City, Butwal, Rupandehi, Nepal during office hours on or before 2076/01/25, 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website <http://butwalmun.gov.np>
4. Consultants may associate with other consultants to enhance their qualifications. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp Butwal Sub-Metropolitan City, Butwal, Rupandehi, Nepal on or before 2076/01/25, 12:00
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 50.0 %, Experience 40.0 %, and Capacity 10.0 % 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. Minimum score to pass the EOI is 70

S.N	EOI No.	Description of works	Last date of EOI Submission and Time	Date of EOI Opening and Time
1.	01/EOI/Butwal	Preparation of feasibility study, Detail Project Report (DPR) and tender document of Big-Buddha Statue along with related infrastructure	2076/01/25 B.S Time up to 12.00hrs	2076/01/25 B.S Time upto 13.00 hrs

Butwal Sub-Metropolitan City

Butwal, Rupandehi