

Chandannath Municipality
Office of the Municipality Executive
Jumla

Karnali Province, Nepal.

प्रमुख प्रशासक अधिकृत

Document for Submission of Expression of Interest (EOI)
from

Domestic Consulting Firms

for providing consulting services as

Detail Survey and Design of Municipal Park

Project Number	CNM/Jumla/S&D/Consulting Services/06/074/075
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Sep, 2017

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6 No. Province, Nepal.

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Expression of Interest (EOI)
from
Domestic Consulting Firms for Providing Services as
Detail Survey and Design of Municipal Park

Project Number	CNM/Jumla/S&D/Consulting Services/06/074/075
Funding Agency	Chadnanath Municipality, Jumla
Project Country	Nepal

I. Eligibility

Declaration

We¹ hereby declare that:

- (i) we have read the advertisement, including the terms of reference (TOR), for this assignment;
- (ii) we have not been engaged to prepare such TOR as a firm, association, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, association, or joint venture has been engaged to prepare such TOR.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any ensuing assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm	
Signed by:	
Position :	
Associate/Partner 1	
Signed by:	
Position :	
Associate/Partner 2	
Signed by:	
Position ⁴ :	

II. Management Competence (Please answer each question in no more than 10 sentences)

- a. Provide the name, qualifications and relevant experience of the lead firm's director or manager who will assume overall responsibility for the firm's, association's or joint venture's team coordination, management and output.
- b. If you are proposing an association or a joint venture, outline the rationale for, and benefits to the assignment of, the arrangement.

¹ EOIs may be submitted by a firm, association, or a joint venture. For short-listing purposes, the combined experience of an association or a joint venture will be evaluated although the qualifications of the lead firm will be given a greater weight. Whereas the firm, association, or joint venture is free to submit additional information, in hard copy, short-listing will be based primarily on an evaluation of information included in the EOI template.

- c. If you are proposing an association or a joint venture, outline proposed management coordination of the arrangement including the role of each firm.
- d. Does your firm/association/joint venture have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.
- e. How will you ensure the quality of your firm's/association's/joint venture's performance over the life of this assignment?
- f. How will your firm/association/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

III. Technical Competence

Narrative Descriptions

With reference to the attached project sheets, and in the context of the assignment's TORs, summarize the relevant technical qualifications of your firm/association/joint venture (maximum of 2 pages).

IV. Geographical Competence

Outline the experience of the firm/association/joint venture of working in similar (hill and mountain) districts of Nepal (maximum of one half page).

Appendix 1

Project Sheets

Indicate up to 10 reference projects from the past 5 years that the firm/association/joint venture feels are relevant.

Project 1 of __

• Project Name			
• Name of Client			
• Country	Project location within Country		
• Participation	☐	As lead firm	
	☐	As associate firm	
• Value of Services	(US\$)		
• Source of Financing			
• Consultancy Services			
(i) No. of staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date	(dd/mm/yyyy)		



[Handwritten signature]
पुष्प बम
 Deputy Secretary

• Completion Date	(dd/mm/yyyy)
• Name of Associate Firms (if any)	
• No. of Person-Months of Professional Staff Provided by Associated Firm(s)	
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed	
• Detailed Narrative Description of the Project	
• Detailed Description of the Actual Services Provided by your Firm	

Appendix 2

Additional Information

The Firm shall also provide the following:

Information on background, organizational set-up and legal entity of the Domestic Engineering Consulting Firm

Note: In case of joint venture or association it shall include separate information of each partner and JV agreement.

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Amplified Expression of Interest (EOI)

Component applied for _____

Item Code in Call for EOIs. _____

Please enter the information requested in the spaces provided. Applications from organizations are only acceptable that include companies, firms, joint ventures, universities, research institutions, regulatory bodies, NGOs and INGOs.

Required Information on Eligibility

S.N.	Required information on	Status (Yes/No)	Where/ When/What
1	Renewed Registration/ Affiliation of the		



	organization		
2	Tax Clearance Certificate till FY 2073/74		
3	Must be registered in Value Added Tax (VAT) Office Registration.		
4	Declaration that the firm is not black-listed and convicted related with the business		
5	Declaration that the firm has not any conflict of interest		
6	Joint Venture Agreement in case of applying in joint venture		

1. APPLICANT DETAILS

1a. Name and Associations

Name(s) of Company(ies), NGOs or Individuals making this application		Parent Company (if applicable)	PAN Numbers with VAT
Lead Firm			
J/V Partner			

1b. CONTACT PERSON (for this application)

Name	
Address	
Telephone	
Fax	
e-mail	

1c. REGISTERED ADDRESS FOR ORGANIZATIONS

Lead Firm	
J/V Partner	

1d. YEARS IN BUSINESS AND NATIONALITY FOR ORGANIZATIONS

How many years has your Company been in business or been providing this type of service?

	Year of Registration	Country of Registration
Lead Firm*		



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J/V Partner	
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Please supply copies of Incorporation Documents with registration and renewal

2. FINANCIAL DATA FOR ORGANIZATIONS

TOTAL TURNOVER

a) Annual turnover with audited balance sheet/ financial statement for past 3 years

Firm	Fiscal year			Annual Turn Over (in NRs.)
	2071/72	2072/73	2073/74	
Lead Firm				
J/V Partner				

3. EXPERIENCE OF ORGANIZATIONS

General Experience of the consulting services

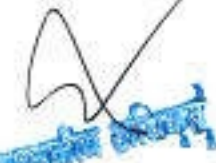
S.N.	Name of the project/Consulting services	Name of the client	Contract Amount	Year of Completion

4. Specific Experience related with the proposed consulting services: (Please provided the information as per attached Project Sheet- Appendix-1)

5. HUMAN RESOURCES AND PERSONNEL

a) Provide Office Organization chart of the firm and list out the name of resource personnel and supporting staff with their present employment status (In-house staff of the firm or external resource person) as indicated below.

Name of staff	Areas of expertise	Qualification	General Experience	Experience in relevant field	Task	In house / resource professional

* if this application is being submitted by a joint venture or consortium, the data in the table above must be the sum of the staff from all members of the consortia..

(CVs of Team Leader and 1 Camera Man)

b) CVs of Key Personnel for these assignments (Please propose as per TOR requirements of the experts only)

Proposed Position:

Name of Consultant:

Name of Staff:

Profession:

Date of Birth:

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the consultant] Day/Month/Year

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• Name of Associate Firms (if any)			
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• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

Note:

a) All above mentioned competencies will be evaluated on the basis of equal weight age to lead firm and associates if the EOI is submitted in joint venture (JV) or association.

b) Attachments of the reliable supporting documents like certificates, experiences of the firms and individuals and testimonials are most important for every competence and shall be the basis for the evaluation.

All supporting documents should be notarized. Failure to submit the supporting documents will disqualify the consultants from short listing.



Handwritten signature and stamp of the District Engineer, Channarayana.

1. Client proposed composition of staff

In order to complete the above tasks, the client has proposed the following staff. The indicative composition of a Consultant team will comprise any or all of the consulting positions shown in the following table. Similarly indicative input over project period is also shown in the table. The input of proposed personnel and person-months requirement will vary depending upon the volume of work and shall be utilized based on as and when required basis. Thus the deployment will be on the basis of approved annual work plan.

Table: Indicative Composition and Person Month of Consultant Team in a District

S.No.	Designation	Nos.	Input in Person-month	Remarks
1	Team Leader/Civil Engineer	1	1	Project of Park, Chandanath Municipality
2	Architect	1	1	
3	Socio-Economist	1	1	
4	Civil Engineer	1	1	
5	Civil sub Engineer	2	2	
Total		6		

2. Qualification and Main Tasks of the Individual Members of the Consultant

The Consultant shall be responsible as a team to cover the scope of works mentioned above. The qualification and main tasks of the individual members of the Consultant are as follows:

2.1 Team Leader (One)

Qualification and Experience: The Consultant Team Leader will have as a minimum qualification a Master degree in Civil Engineering and a minimum of 10 years' relevant professional experience.

Main Tasks: The Team Leader will have overall responsibility for the organization, conduct and delivery of the services by Consultant to meet the requirements of the project. The team leader shall lead the Consultant team and ensure that the tasks required by Consultant for implementation of project are completed in time and meets project requirement. The Team Leader will work directly with the Office of Chandannath Municipality and be responsible for the preparation of all reports by the Consultant. The Team Leader will undertake any additional tasks related as required by CM.

2.2 Architect (one)

Qualifications and Experience: The post shall have academic qualification of a Bachelor's Degree in a relevant subject and at least 5 years' experience in similar responsibility relevant sector.

Main Tasks: Under the overall direction of the Team Leader, Architect shall undertake the responsibility in respect of the activities related. The post will undertake any additional tasks related as required by the team leader.

2.3 Socio-Economist(One)

Qualification and Experience: Will have academic qualification of a Bachelor's Degree in a relevant subject or equivalent and a minimum of 5 years' relevant professional experience. S/he should have the strong practical computer typing skills.

Main Tasks: Under the overall direction of team leader, Socio-Economist shall undertake the responsibility of Social and economic studies. The Socio-Economist will undertake any additional tasks related as required by the team leader.

2.4 Civil Engineer (one)

Qualifications and Experience: The post shall have academic qualification of a Bachelor's Degree in a relevant subject and at least 5 years experience in similar responsibility relevant sector.

Main Tasks: Under the overall direction of the Team Leader, Civil engineer shall undertake the responsibility in respect of the activities related. The post will undertake any additional tasks related as required by the team leader.

2.5 Civil Sub-Engineer (Two)

Qualifications and Experience: The Post Shall have academic qualification of a Diploma in relevant subject and at least 5 years experience in similar responsibility.



Main Tasks: : Under the overall direction of the Team Leader, Civil subengineer shall undertake the responsibility in respect of the activities related. The post will undertake any additional tasks related as required by the team leader.