

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Consulting services for the
Provincial Motorable Bridge Management Services
(PMBMS)**

Method of Consulting Service: National

**Project Name : Consulting services for the Provincial Motorable Bridge Management
Services (PMBMS)**

EOI : TID/LUM/EoI/PMBMS/2081-082/03

Office Name: Transport Infrastructure Directorate, Lumbini Province

Office Address: Tamnagar, Rupandehi Butwal Sub-Metropolitan City Rupandehi

Funding agency : Government Budget

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
MOPID	-	Ministry of Physical Infrastructure Development, Lumbini Province
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPMO	-	Public Procurement Monitoring Office
PPR	-	Public Procurement Regulation
RIDO	-	Road Infrastructure Development Office
TID	-	Transport Infrastructure Directorate, Lumbini Province
TOR	-	Terms of Reference
VAT	-	Value Added Tax
QCBS	-	Quality Cost Based Selection

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Transport Infrastructure Directorate, Lumbini Province

Date: 15-07-2025 10:40

Name of Project: Consulting services for the Provincial Motorable Bridge Management Services (PMBMS)

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting services for the Provincial Motorable Bridge Management Services (PMBMS) 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 Transport Infrastructure Directorate, Lumbini Province now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Consulting services for the Provincial Motorable Bridge Management Services (PMBMS) to provide technical assistance in entire cycle of the implementation of motorable bridge projects.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Transport Infrastructure Directorate, Lumbini Province, Transport Infrastructure Directorate, Lumbini Province
Tamnagar, Rupandehi
Butwal Sub-Metropolitan City, Rupandehi
Lumbini Province
Nepal during office hours on or before 30-07-2025 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website <https://tid.lumbini.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 NA. on or before 30-07-2025 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 30.0 %, Experience 55.0 %, and Capacity 15.0 % 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 60

B. Instructions for Submission of Expression of Interest

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 and the maximum number of partners in JV shall be limited to three.
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 24 months.. Expected date of commencement of the assignment is 16-11-2025.
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 by electronically only 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

Terms of Reference
for
Provincial Motorable Bridge Management Service

- 1. Background:** The Swiss Agency for Development and Cooperation (SDC) has been providing Technical Assistance (TA) to the Government of Nepal (GoN) for the implementation of Motorable Local Roads Bridge Programme, Phase-IV in all seven provinces. CIAS-MEH JV, on behalf of SDC, provides TA through the Local Roads Bridge Support Unit (LRBSU). The Phase IV, also designed as exit phase, was initiated on January 2020 and is concluded now.

In this context, it has been recognized that a Motorable bridge design and construction supervision management support team will be required to the provincial team to ensure the proper management of the bridge projects after the exit of SDC TA. To address the lack of technical assistance from the LRBSU, TID is procuring consulting services for the Provincial Motorable Bridge Management Services (PMBMS).

- 2. Objective and Scope of the Works:** The main objective of this consulting service is;

To provide technical assistance to Lumbini Province Government, including MoPID/TID/RIDOs (“the Client or PG”), in entire cycle of the implementation of motorable bridge projects. The assistance should cover planning / budgeting, Bridge Design Reports verification / finalization, support in construction supervision, contract management, Capacity building, updating the records in PBIMS software of motorable bridges.

The scope of works to be done by the Consultant for the PMBMS, under this consulting service contract, is outlined below, but not limited to;

- a. Assist in verification of Bridge Design Reports prepared by design consultants. Assist in preparation of bid documents and bid evaluation, as and when required.
- b. Provide support for construction supervision and contract management, as and when required.
- c. Assist in other works related with the implementation of motorable bridge projects.
- d. Assist MoPID/TID for planning/budgeting of Motorable Bridge projects for new construction as well as for bridge maintenance. Demand of bridge projects is collected through RIDOs and PMBMS should check suitability and recommend for budgeting.
- e. Assist MoPID/TID in Capacity building by providing trainings to the technical personals of the province as and when required.
- f. Assist MoPID/TID/RIDOs for use of PBIMS software for data entry, Monitoring and supervision.
- g. Assist TID/RIDOs to prepare TOR for Advanced type of bridge design.
- h. Assist MoPID/TID in any phase – planning, designing, construction and maintenance of motorable bridges as and when required.
- i. Assist TID/RIDOs for quality control of under construction/maintenance bridges as and when required.

3. Team Composition: The consultant shall deploy a team of following personnel.

The composition of the team of key experts will be as follows:

S.N.	Post	Minimum Requirement		Person days / year
1	Team Leader / Construction Manager	Master' Degree in any civil engineering related subject.	15 years of experience after bachelor	Whole contract duration
2	Senior Bridge Design Engineer	Master' Degree in Structural Engineering	10 years of experience after bachelor	Whole contract duration
3	Hydrologist	Master' Degree in Water Resources or Equivalent	10 years of experience after bachelor	50 days, on the request of TID
4	Geo-technical Engineer	Master' Degree in Geotechnical Engineering	10 years of experience after bachelor	50 days, on the request of TID
5	Geologist	Master' Degree in Geology	15 years of experience after bachelor	25 days, on the request of TID
6	Bridge Engineers	Bachelor Degree in Civil Engineering	5 Years of Experience	2 Nos., Whole contract duration

The tasks of the respective persons are as stated below but not limited to;

Team Leader / Construction Manager	• Overall management of the entire technical assistance to the province government (PG), • Managing the requests of the PG by creating the Task Order and getting it approved from the PG, • Contract management support to the PG, • Procurement management support to the PG, • Manage site visits, • Manage to deliver effectively and efficiently technical assistance to TID/RIDOs for Motorable Bridge Program. The technical assistance shall include support on planning, monitoring and reporting of the program, technical support in survey/design, construction and maintenance, quality control quality assurance of services, goods and works, capacity building of RIDOs, • Monitor the performance of other staffs and guide them when necessary.
Senior Bridge Design Engineer (SBDE)	• Managing the design verifications of the bridges as requested by the Team Leader/TID, • Finalize the design changes as and when required,

	• Preparing the design of simple bridges such as culvert/ Multicellular box culvert as and when required. • Requesting and managing the inputs of the other experts, as and when required, • Making site visits when required, • Coordinate and provide technical assistance by mobilizing sub-ordinates to the all RIDOs when required so that RIDOs construct, maintain bridges in coherence with the essence of National/Provincial policy, manuals. SBDE has also a facilitating, supporting and monitoring role and fulfill the gap on technical capacity of the RIDOs, • Monitor the physical progress and quality of each under construction and under maintenance bridge by data analyzing from Provincial Bridge Information Management System (PBIMS) software and also by random field visits, • Assist Team leader to monitor the performance of other staffs and guide them, when necessary, • Support team leader in program management. • Responsible for overall technical matter. • Review and recommend to TID for variation order of bridge projects, if arises. • Other works as instructed by Team Leader.
Hydrologist	• Perform hydrological hydraulics analysis, as and when requested, • Making recommendations regarding river training works, • Making site visits when required and submit report accordingly, • Assists TL and SBDE and BEs in bridge design verification works.
Geo-technical Engineer	• Perform geo-technical analysis, as and when requested, • Making recommendations regarding bridge foundations, slope stabilities and retaining structures, • Making site visits when required and submit report accordingly, • Assists TL and SBDE and BEs in bridge design verification works.
Geologist	• Making geological assessment, as and when requested. • Making recommendations regarding foundation excavations and slope stability. • Making site visits when required and submit report accordingly. • Assists TL and SBDE and BEs in bridge design verification works.

Bridge Engineers (BE) 2 persons	• Making design drawings, cost estimates of simple bridges such as culverts/Multicellular box culvert as and when required, • Verifications of the bridge design reports, • Making frequent site visits, as instructed by the Team Leader, • Assist the SBDE to: ✓ Coordinate and provide technical assistance to the all RIDOs when required so that RIDOs construct, maintain bridges in coherence with the essence of National/Provincial policy, specifications, ✓ Monitor the physical progress and quality of each under construction and under maintenance bridge by data analyzing from Provincial Bridge Information Management System (PBIMS) software and also by random field visits, ✓ Assist TID/RIDOs in preparation of bid documents and bid evaluation, as and when required, ✓ Provide support to TID/RIDOs for construction supervision and contract management, as and when required, ✓ Assist MOPID/TID for planning/budgeting of Bridge projects for new construction as well as for bridge maintenance. Demand of bridge projects is collected through RIDOs and should check suitability and recommend for budgeting, ✓ Assist MOPID/TID in Capacity building by providing trainings to the technical personals of the province as and when required, ✓ Assist MOPID/TID/RIDOs for use of PBIMS software for data entry, Monitoring, supervision and administration, ✓ Overall technical task. • Other works as instructed by Team leader/SBDE
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In addition, there will be Administration and Finance Support Staff – 1 No.; Office Support Staff – 1 No. and Driver -1 No as a Non key experts.

Altogether there will be 7 no. of continuous staffs and 3 no of intermittent staff providing service as and when required.

4. Tasks and Responsibilities of PMBMS

PMBMS are to assume all tasks and responsibilities solicited for making motorable bridge programme successful in the Lumbini Province. PMBMS will provide TA to RIDOs to deliver their roles and responsibilities.

PMBMS shall be accountable to the Director/TID and shall report to him/her or designated officials. The working principles and approaches of Motorable bridges and its core manuals/ guidelines including national/ provincial norms/ standards are binding documents for PMBMS.

The tasks and activities are delineated hereunder,

In summary, PMBMS to:

- Provide TA in implementation of Provincial Motorable Bridge Program in the Province.

In detail, the tasks and activities are as delineated hereunder,

- i. **Bridge planning:** PMBMS will participate in Bridge Planning meeting at Provincial level and will support in preparing Periodic and Annual Bridge Plans for construction and maintenance of Motorable bridges. Prioritization of bridge for Maintenance shall be done from the completed Bridge Record. While planning new bridge construction, it is desirable that bridge demands are recorded in the said Prospective Bridges list (long List) to get information about bridge demand collected earlier and recorded in the same long list. Bridge demands are to be prioritized on the basis of established criteria.
- ii. **Survey & Design:** Motorable Bridge survey and design is prepared by design Consultant selected by TID/RIDOs on the basis of Public Procurement Act and regulations shall forward survey and design to PMBMS for checking and review. PMBMS shall forward survey & design with recommendation to TID/RIDOs for approval. In case of critical and technically demanding bridge sites only, PMBMS shall support design consultant for survey and design if necessary/ instructed by TID. PMBMS shall also check survey & design of bridges submitted by Firms/Consultants. TID/RIDOs may request PMBMS for preparation of DPR of culverts/multicellular box culverts.
- iii. **Inspection of Construction Works:** PMBMS shall collect information related to contract awards made by the TID/RIDOs in order to keep track of progress and quality monitoring. PMBMS shall support TID/RIDOs for quality inspection of bridge works whenever required/ if requested by TID.
- iv. **Monitoring quality of Construction Works:** Monitoring quality of construction works shall be performed by PMBMS if requested by TID, to ensure that quality of construction works confirms to the "Specification of Road and Bridge Works, 2075", published by DoR. PMBMS may have to carry out tests as deemed essential.
- v. **Punctual support:** PMBMS shall provide punctual¹ technical support to TID/RIDOs on their request.
- vi. **Updating PBMIS:** Provincial Bridge Management Information System (PBMIS) is the software for recording bridge-wise data on work progress, cost estimate, actual costs, and general information. This software is used for planning, monitoring and reporting purposes. It is crucial that bridge data are regularly and timely updated in the data sheet. RIDOs shall enter and update the respective bridge data and information regularly. PMBMS shall also be responsible for compilation of data and information and updating it in the system at Province level and ensure that PBMIS is anchored and functional at MOPID/TID.
- vii. **Physical Progress Report:** PMBMS shall facilitate TID/RIDOs to prepare trimester physical progress report. It has to be submitted within two weeks after the end of trimester.
- viii. **Expenses Report:** PMBMS shall ensure that TID/RIDOs submit monthly expenses report to MOPID/PG within 7th of Nepali calendar month. PMBMS shall compile expenses and report to PG through MOPID/TID.

¹ Punctual in this case refers to the cases beyond the capacities of TID/RIDOs. For example, changes in design due to site condition.

Maintenance of bridge is planned considering the bridge condition. PMBMS shall support TID/RIDOs for Maintenance survey/design and monitor execution of Maintenance and shall report progress on Maintenance to MoPID/TID.

- ix. **Province Bridge Record (PBR):** PBR is the record of all bridges constructed in the province. This record is to be updated annually. All bridges are to be visited at regular intervals to collect data and information about condition of bridges by RIDOs and provide necessary information to PMBMS. Bridge conditions are updated in the PBR by PMBMS. It serves as the basis for planning maintenance of bridges. Updated bridge records (information/data) are collected from all the RIDOs and are compiled in the form of PBR. PMBMS shall ensure the RIDOs updates PBR. Bridges constructed, after the establishment of Lumbini Province, shall be recorded and updated with their necessary information.
- x. **Capacity Building:** PMBMS shall assess the training needs of the TID/RIDOs and compile the list of trainees and type of required training related to Motorable bridge building. As per suitability, PMBMS shall have to assist MoPID/TID to conduct training on Motorable bridges for the technical persons of TID/RIDOs, if requested by MoPID/TID.
- xi. **Basic outcome progress report:** PMBMS in consultation with MoPID/TID shall set target of major two outcomes upon construction of bridges in the province annually before budget session of the province.

Outcome 1: Bridge strategy to expand all weather road network:

Target1: Total no. of bridges to be completed in coming fiscal year.

Target 2: Length of road that will be converted to all weather road after construction of targeted no of bridges.

Target 3: Percentage of additional no. of settlement that will be connected to all weather roads.

Outcome 2: People will have access to economic opportunities and basic services using the PRN.

Target 1: Percentage reduction in transportation costs (fares and freights)

Target 2: Percentage increase in traffic

Target3: Increase in freight volumes and percentage saving in travel time after construction of targeted number of bridges.

Achievement shall be calculated sampling of bridges in hilly district and terai district separately and interpreted accordingly.

PMBMS shall report MoPID/TID achievement vs target of major two outcomes after construction of bridges of the province annually.

- 5. **Duration:** The consulting service for *Provincial Motorable Bridge Management Service (PMBMS)* contract shall be of 24 months from the date of agreement.
- 6. **Working Modality**

It is a Time-based contract. A core team of a Team Leader, a senior engineer and 2 bridge engineers will be stationed in the premises of the PG and the office space provided by the PG(TID) or shall be as per bid rate of Firm (Consultant)/JV. PMBMS shall have to establish its office in the locality as instructed by TID. The consultant shall maintain the daily time sheet with the brief detail of the works done.

Design Review and verifications will be provided by core team as well as assistance in procurement management, construction supervision and contract management support if required.

The other experts will be engaged as and when required. For each engagement, the Employer shall issue a “Task Order” specifying the works to be done and number of days required to complete ‘the Task’. The examples of the tasks are;

- 1) Support in construction supervision and design changes
- 2) Special Design Verifications
- 3) Contract Management

7. Reporting and Payments:

The Consultant shall submit the following reports and documents;

- For the regular service, the team members will submit the Time-sheet.
- For a specific expert service, that is required from the Consultant, the Client will issue a “Task Order”, stating the specific task to be performed as well as indicating the number of days required from one or more than one member of the Consultant’s Team.
- After each specific task, the Consultant shall submit the relevant report.
- For a design verification task, the Consultant shall submit the design verification report, separately.

The consultant shall submit a “Monthly Report” after the completion of each month and also the Consultant shall submit the invoice in quarterly basis. The invoice needs to include;

- The Time sheet of the regular team members.
- The summary of the bridge design verifications done.
- The number of person days of the experts involved (with brief description of the task performed)
- The cost of travel and additional cost based on contract agreement per diems (apart from daily remuneration) during site visit is provided as indicated below
 - ✓ Daily allowance: 1600/day for Team Leader, Senior Bridge Design Engineer and Bridge Engineers, 1200/day for administrative and financial staff and 1000/day for other non-key experts.
 - ✓ Hydrologist, Geotechnical Engineer, and Geologist will be reimbursed for actual, documented, and economical travel expenses. These experts are not eligible for a daily allowance (per diem), regardless of whether the work is performed in the office or on a field visit.
- MOPID/TID shall pay the Firm/JV in post- quarterly basis as per bid rate upon submission of request for payment by Firm/JV.
- The quoted rate/bid rate will be same for whole PMBMS service duration i.e. there will be no price adjustment.
- Any deductibles (such as TDS...) as per prevailing act / rules under payment shall be the responsibility of Firm/JV.

8. Project Vehicle

The PMBMS shall make available one four wheels pick up vehicle (the PMBMS shall have to hire the vehicle, hiring cost of vehicle shall be paid by client as per quoted rate) exclusively dedicated for the program for the

duration of the contract period. The vehicles shall be explicitly for usage of program purposes only. The depreciation cost of the vehicle, salary and benefits of one driver are to be borne by the PMBMS and are to be included in the bid. Fuel cost and maintenance cost shall be as per bid.

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 certificate of FY 2080/081.	
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	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	1. Team Leader: Master degree in any civil engineering related subject. 2. Senior Bridge Design Engineer: Master' Degree in Structural Engineering 3. Hydrologist: Master' Degree in Water Resources or Equivalent 4. Geo- Technical Engineer: Master' Degree in Geotechnical Engineering 5 Geologist: Master' Degree in Geology 6. Bridge Engineer: Bachelor Degree in Civil Engineering 7. Administration and Finance Support Staff: Intermediate in Commerce
2	Experience of Key Experts	1. Team Leader: Minimum 10 years work experience as a Team Leader/Program Coordinator/Project Manager/Contract Manager in government sector infrastructure projects. 2. Senior Bridge Design Engineer: Minimum 10 years work experience in infrastructure projects. 3. Hydrologist: Minimum 10 years work experience in infrastructure projects. 4. Geo- Technical Engineer: Minimum 10 years work experience in infrastructure projects. 5 Geologist: Minimum 10 years work experience in infrastructure projects. 6. Bridge Engineer: Minimum 10 years work experience in infrastructure projects.

Sl. No.	Criteria	Minimum Requirement
3	Notes	1) Besides above key experts, the firm/JV shall have to propose following personnel, who hold weightage during EOI evaluation: .a) Administrative and Finance Support Staff (1 No.): Intermediate in Commerce and having at least 3 years work experience (minimum 1 year work experience in Government sector). 2) The CV/experience certificate of personnel shall demonstrate the authentic number of projects completed by the personnels in their respective field along with years of experience. 3) CV of each personnel (having his/her email and mobile no.) shall be submitted with signature of the personnel and authorized representation of the Firm/JV. 4) The Firm/JV shall have to submit Nepal Engineering Council (NEC) registration Certificate of personnel (if applicable). 5) The Firm/JV shall have to submit the academic certificate and work experience certificate of personnel as an evidence of his/her education (degree) and work experience, certified by Notary Public. 6) Things not mentioned above shall be as per prevailing Act and Regulations.

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	General experience of at least 5 years.
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	- Minimum 3 years working experience in infrastructure projects. - Work Experience in survey, design, cost estimate preparation of at least 10 motorable bridge works. - Work Experience in construction supervision, monitoring and implementation of at least 10 motorable bridge works. Note: The Firm/JV shall have to submit notarized work experience certificate to demonstrate year and authentic numbers of rojects/jobs completed as an evidence of firm/JV work experience.
3	Similar Geographical experience of consulting firm.	Worked in at least 5 districts of Lumbini Province.

Score: 55.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Minimum NRs. 16 Million, evaluated as average of best 3 years within last 7 years.
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Total Station:- 2 sets Level Machine:- 2 sets GPS:- 4 sets Photocopy Machine A3 size:- 1 set Printer A3 size:- 1 set Color Printer A4 size:- 1 set Normal printer A4 size:- 4 sets Desktop or Laptop computers:- 8 sets

Score: 15.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

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	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
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

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

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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.

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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)