

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service:  
PCTMCDB/RESEARCH/01**

**Method of Consulting Service: National**

**Project Name : Temporal mapping and measurement of riverbed width of 64  
river systems in Chure region managed by Chure Board**

**EOI : PCTMCDB/2076-77/EOI/01**

**Office Name: President Chure Terai Madhesh Conservation Development  
Board**

**Office Address: Khumaltar Lalitpur Lalitpur**

**Funding agency : Government Budget**



## Abbreviations

CV	-	Curriculum Vitae
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PCTMCDB	-	President Chure Terai Madhesh Conservation Development Board
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: President Chure Terai Madhesh Conservation Development Board

Date: 19-12-2019 14:00

Name of Project: Temporal mapping and measurement of riverbed width of 64 river systems in Chure region managed by Chure Board

1. Government of Nepal (GoN) has allocated fund toward the cost of Temporal mapping and measurement of riverbed width of 64 river systems in Chure region managed by Chure Board 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 President Chure Terai Madhesh Conservation Development Board now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: For the monitoring of the effectiveness of the management activities for integrated river management, expansion or contraction of the river bed is one of the major indicators. So, this assignment is designed to create the baseline data and temporal dynamics of the river width in various geographic regions i.e. Chure, Bhabar and Terai-Madhesh (of 64 riversystems managed by Chure Board) which will in future assist the assessment of river width dynamics. As the river dynamics in Chure, Bhabar and Tarai-Madhesh are different due to the physiography of the region, the river width data will be collected in all three different geographical zones of Chure and tarai-madhesh.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address President Chure Terai Madhesh Conservation Development Board, President Chure Terai Madhesh Conservation Development Board  
Khumaltar  
Lalitpur, Lalitpur  
Nepal during office hours on or before 03-01-2020 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website <http://chureboard.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](http://www.bolpatra.gov.np/egp) or manually to the address President Chure Terai Madhesh Conservation Development Board  
Khumaltar, Lalitpur, Lalitpur on or before 03-01-2020 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 50.0 %, and Capacity 20.0 % 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**

# 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/ company/ organization.
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 six months. Expected date of commencement of the assignment is 16-02-2020.
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 Temporal mapping and measurement of riverbed width of 64 river systems in Chure region managed by Chure Board. 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**

**Terms of reference  
for  
Temporal Measurement and Mapping of Riverbed Width of of 64 river  
systems managed by Chure Board at various section of Chure, Bhabar,  
Dun and Terai-Madhesh**

**Government of Nepal  
President Chure-Terai Madhesh Conservation Development Board  
Khumaltar, Lalitpur**

**December, 2019**

## 1. Background

The rivers that cross the Nepal-India Border flowing across the Chure and Tarai Madhesh have been divided into four categories on the basis of their origins. For the purpose of management, some river systems consisting of very long rivers or large watershed areas or the watersheds having clear differences have been even divided into a number of blocks. Altogether, 164 river systems consisting of 27 rivers originating from the Himalayas and flowing throughout the year, 76 rivers originating from the Middle Hills and flowing throughout the year, 48 rivers originating from the Chure region and flowing only during the rainy season, and 13 rivers originating from the Tarai Madhesh region and flowing throughout the year were identified and mapped out.

The President Chure Terai Madhesh Conservation Master Plan has major three objectives for the conservation and management of chure terai madhesh landscape and natural resources. Those three objectives in general are:

- To mitigate the damage likely to be caused by the climate change and natural disaster,
- To mitigate the damage likely to be caused by the water induced disasters and
- To maintain accessibility in the household use of energy, and to increase the accessibility of the local residents to forest resources.

To mitigate the damage likely to be caused by the water-induced disasters in the Chure hills, Dun and Tarai Madhesh Landscape and to continue the flow of the environmental process, master plan has identified three major expected outputs i.e.

- i) integrated river system resource management infrastructure,
- ii) Stabilization of the landslide-susceptible areas in the upper watershed region and
- iii) Mitigation in the damage caused by river-cutting and inundation.

In order to achieve the integrated river system resource management infrastructures, two programs- development of river management mechanism at river system-level, and

preparation of management plan for the integrated river system resources have been identified.

For the management of the integrated river system, the river management groups, of the different blocks, representing the local communities affected by the rivers of the selected river system right from the upper watershed region up to the Dun and the Tarai Madhesh regions. The river system management plan will be prepared as per the integrated natural resource management. The landslide/landfall areas of the upper watershed region and the river-cut areas at the down-stream region together with the treatment procedures are proposed for the selected river systems. Taking it as the starting point, a holistic resource management plan will be prepared, and the annual programs will be implemented accordingly. In the resource management plan, the programs of the upper watershed areas and the down-stream areas will be incorporated. Stabilization of the river-banks and construction of green-belts will be included as the principal parts.

In order to mitigate the damage caused by river-cutting and inundation, two programs- stabilization of river banks, and development of green-belts on the river-banks have been identified. The stabilization of river-banks is vulnerable in the economic, social and even political point of view. At the local-level, either the local stakeholders do not show big interest during the preparation of the plan or they do not acquire information because of which debate occurs during implementation phase causing obstacle in the work performance.

In the selected river system, the activities fixed in the river system management plan will be implemented in the places fixed in the same plan. For stabilization of the river-banks, the flow-area, i.e. the width of the river that is necessary for its flow will not be reduced because of any reason while designing the structures to be constructed along the river-banks. Prior to the preparation of the annual plan, a detailed plan regarding the structure to be built at the fixed portion of the river will be prepared with the involvement of the local communities too, and the cost-estimate will be prepared in accordance with this plan.

For the monitoring of the effectiveness of the management activities for integrated river management, expansion or contraction of the river bed is one of the major indicators. So,

this assignment is designed to create the baseline data of the river width in various physiographic regions i.e. Chure, Bhabar and Terai-Madhesh which will in future assist the assessment of river width dynamics. As the river dynamics in Chure, Bhabar and Terai-Madhesh are different due to the physiography of the region, the river width data will be collected in all three different geographical zones of Chure and Terai-Madhesh.

## **2. Objectives**

The main objective of this assignment is to prepare a comprehensive baseline data and report on the temporal width of the managed river system at various geographic zones (Chure, Bhabar and Terai-Madhesh). Specific objectives of this assignment are:

- To prepare the width map and analyze the temporal width dynamics (of years 2000, 2005, 2010, 2015, 2020) of the managed river system at various geographic zones (Chure, Bhabar, Dun and Terai-Madhesh) using multisource information including remotely sensed data and GIS.
- To establish the riverbed width monitoring sites(stations) at managed rivers at various zones of Chure and Terai-Madhesh
- To analyze the trend of river width dynamics in past 20 years (from 2000 to 2020).
- To prepare the baseline database of river width of managed river system at various zones considering the future monitoring of river width dynamics.
- To validate the maps prepared by remotely sensed data in the field (for current year).

## **3. Scope of Work**

The firm should assess the temporal riverbed width dynamics of 64 river systems in Chure region. The detail list of the designated river system is attached as annex 1. This assignment entails the following tasks.

### **3.1 Desk review and analysis**

- Review related strategies, policies and guidelines of River system management;
- Review literature on methods, systems and approaches of river width measurement and monitoring to assess the river bed expansion dynamics;

- Review of database management of river width dynamics database.
- Analyze all of the reviewed documents, methods, approaches and guidelines to develop a detail plan how the assignment will be undertaken;

### **3.2 Consultation**

- With the Chure board to review the overall management activities in managed river systems,
- Consultation to prioritize the managed river system to conduct measurement and database management activities,
- Local communities (CFUGs and others) as appropriate.

### **3.3 Preparation of temporal width map of river system using satellite images**

To expedite the measurement works in the field and prepare the database of river width in a particular year, satellite image analysis should be done conduct the assignment. The firm should prepare the riverbed width map of those 64 river system for the year 2000, 2005, 2010, 2015, 2020. The map of assigned managed river system should be prepared using high or medium resolution satellite images. Satellite image analysis software and/or manual digitization's can be done to prepare the map database of managed river system.

### **3.4 Field verification**

Field verification and ground truthing should be carried out for the accuracy assessment of the riverbed width map of the latest year. Field crew member should measure the riverbed width in the field in various section of the river system in Bhabar, Dun and Terai Madhesh geographic area. The firm should use latest advance distance measurement technology (such as Vertex, Criterion, etc ) for precise measurement.

### **3.5 Identification/Establishment sample location for width measurement**

The assignment also includes the establishment of permanent sample point for the measurement and monitoring of the river width dynamics in managed river system. The monitoring point should be spread throughout all geographic zones of managed river system (i.e. Chure, Bhabar, Dun and Terai-Madhesh). Such points should have precise geo-location (GPS coordinate) and measurement direction (Bearing) for the river system. The

sample measurement point which will be used for the monitoring of the river width should be identifiable and should be marked with objects that can be found in the future as well.

### **3.6 Measurement of width and water in various geography**

The width of the river bed at individual sample location should be measured with the acceptable error limit. For the measurement, river width map that will be prepared by using the remotely sensed data could be used as a secondary data (Supportive Data). The measurement should be done using the reliable and advance distance measuring technology to expedite the work such as vertex, range finder including measuring tape etc.

### **3.7 Data analysis and management**

The collected data will be analyzed to give a general overview on the river width of managed river system in various physiographic zones (Chure, Bhabar and Terai-Madhesh). This assignment also includes the creation and develops of simple database system of river bed width of the managed river to assist to the monitoring of the river bed dynamics in the future.

### **3.8 Quality control and monitoring**

The firm should conduct the assignment using standard procedures and should place the plan for quality control of the assignment. Officers from President Chure-Terai Madhesh Conservation Development Board regularly monitor the field and office work. The firm should incorporate the suggestions and direction from the PCTMCDB during the monitoring.

### **3.9 Reporting**

#### **3.9.1 Inception with detail actions and time plan**

Inception report shall be submitted within two weeks of the contract agreement made. The inception report shall cover detail methodology and time plan of the assignment.

### **3.9.2 Intermediate reporting**

The firm should submit intermediate progress report in every month from the start of the contract. Firm shall also report the completion of field visit after every completion of field work.

### **3.9.3 Final report**

The firm shall submit hard copies with digital copy of the final report after completion of the activities incorporating all the comments and suggestion from Chure Board and others. **The firm should prepare five different final reports for each cluster of PCTMCDB separately.** In addition to this, firm should provide all relevant photographs, maps, and raw data used in the activity.

## **4. Qualification and Team composition**

### **4.1 Eligibility of the firm**

Firm registered in VAT/PAN system is eligible to apply. The firm should have proven and relevant work experience in Nepal. The firm should possess at least seven years' experience with valid registration, TAX clearance, demonstrated annual transaction, audit and renew. The profile of firm should contain a minimum of following information

- Mission, vision and objectives
- Date of registration and place of registration
- Relevant work experiences of last seven years
- Annual transaction for last five years
- Human Resources
- Relevant infrastructure and equipment
- VAT clearance certificate

### **4.2 Qualification and composition of key experts:**

**Team of Expert:**



1. **Team Leader:** Watershed/Forestry Expert – Master in watershed management, or Forestry or NRM or Geology preferably PhD and at least five years experience in relevant assignment.
2. **Remote sensing/GIS Expert:** Master's degree in Remote Sensing, Geoinformatics, GIS or Relevant subject. The expert should have at least three years of experience in remote sensing data analysis and GIS related works.
3. **Geologist:** The geologist should have at least Master's degree in geology. The expert should have at least three years of working experience in relevant works
4. **Enumerators/Field measurement crew (4 persons):** Bachelor's degree in Engineering, or Forestry or Environment.
5. **Local Resource Persons:** Local resource persons can be hired in the field. LRP provide the field crew member for general assistance with measuring river width and guidance for the crew about the locality.

## **5. Deliverables and reporting**

The expected duration for this assignment is three to four months. There are several deliverables expected to produce.

### **5.1 Work Plan**

Detail work plan for establishment of sample points on managed rivers at various physiographic zones (Churia, Bhabar, Terai-madhes) and measurement of river width. The work plan should outline a detailed schedule for each deliverable under the scope of work outlined above in order to meet specific milestones.

The work plan should be developed in close collaboration with Chure Board. The Team Leader will report to the technical/advisory committee. Committee members representing Chure Board and the Firm will inform progress status to the Chure Board.

### **5.2 Temporal River Width Maps**

The firm should also prepare a general map of the river system that are managed by Chure Board. The map should show the width of the river systems at various physiographic

regions. This river width map should be prepared by using the freely available high and medium spatial resolution satellite images/remotely sensed data. The width map will help to generate some relationship with the field measurement. The map will also assist the establishment of sample points for river width monitoring in the field. The mapping also aids the team to differentiate the physiographic section of the river system.

### **5.3 Sample location (point) Establishment**

Establishment permanent sample points are another important task of this assignment. The firm should record the details of the sample points including GPS location, reference points/structures, width measurement direction (bearing) access etc. in all the physiographic zone of Churia and Terai Madhesh (i.e. Chure, Bhabar, Dun and Terai-Madhesh).

The sample point should be identifiable for future measurements and should be marked by metal pegs or other identifiable objects. Monitoring and quality control personals may check the correctness of the co-ordinate of the established permanent sample points/locations.

### **5.4 Measurement of River Width**

The measurement of river width of managed river at various physiographic locations is the major task of this assignment. The measurement of the width of the river should be taken with available advance distance measurement equipment aided by measuring tape. The width of the river should be measured in all three physiographic zones i.e. Chure, Bhabar and Terai-Madhesh section of the managed river. The measurement data should be recorded on the standard format which will be created by close collaboration with Chure Board and the Firm.

### **5.5 Data Management, Analysis and Reporting**

The data collected in this assignment will serve as a baseline data for the monitoring of the river width dynamics of the managed river. The firm is required to prepare the data management system that will assist for the river width dynamic assessment in the future. The commonly used database management software should be used to manage the river

width data. The final report should be prepared after the analysis of river width data from various physiographic zone/regions of Churia and Terai-Madhesh.

## **5.6 Result sharing workshop**

The firm should organize a national workshop to share the findings of the study and to get further comments/suggestion from various stakeholders. The workshop should be one or half day long and should be held in Kathmandu. The firm should incorporate the valid comments and suggestions raised in the workshop in their final report.

## **5.6 Reporting**

### **1. Inception with detail actions and time plan**

### **2. Intermediate reporting**

### **3. Final report**

## **6. Inputs to the firm**

President Chure-Terai Madhesh Conservation Development Board will provide access to background documents (such as masterplan, maps and other data of the proposed river systems and the area) to carry out the assignment. In particular, the consultants are required to review, familiarize with, and incorporate in the work of the present assignment.

## **7. Schedule of work**

The assignment is expected to start in February of 2019 and should be accomplished by 15<sup>th</sup> of June 2020 (end of Jesth 2077).

## Annex-1: List of 64 River Systems

S. N.	District	Name of the River System
1.	Ilam/Jhapa	Mechi River System
2.	Ilam/Jhapa	Biring River System
3.	Ilam	Kankai River System (Lodiya Khola)
4.	Ilam/Jhapa/Morang	Ratuwa River System
5.	Ilam/Morang	Bakraha River System
6.	Morang	Lohandra River System
7.	Morang	Chisang River System
8.	Morang/Sunsari	Budhi River System
9.	Saptari	Sunsari River System (Sardu, Seuti Khola)
10.	Sunsari	Mahuli-Sundari River System
11.	Saptari	Khando River System
12.	Saptari/Udayapur	Khadak River System
13.	Saptari	Vihul River System
14.	Udayapur	Triyuga-2 River System (Kang Irrigation, Hadiya)
15.	Saptari/Siraha/Udayapur	Balan River System
16.	Siraha	Balaha River System
17.	Siraha	Badhar River System
18.	Siraha/Udayapur	Ghurmi River System
19.	Sindhuli/Siraha/Udayapur	Kamala-9 River System (Belsot Khola)
20.	Dhanusha	Jalad River System
21.	Dhanusha/Mahottari	Bigahi-Aourahi River System
22.	Dhanusha/Mahottari	Ratu River System
23.	Mahottari	Mahara River System
24.	Sindhuli	Banke-Hardi River System
25.	Sarlahi	Bagmati-4 River System (Ghangar Khola)
26.	Rautahat/Makwanpur	Jhim River System
27.	Rautahat	Lakhandehi River System
28.	Rautahat/Makwanpur	Bagmati-Chandi Khola R.System (Hardiya)
29.	Rautahat	Lamaha Jhanj River System
30.	Makwanpur	Bagmati-10 River System (Chouda Khola)
31.	Makwanpur/Bara/Rautahat	Bakaiya River System (Hiramuni, Lal)
32.	Bara/Makwanpur	Pasaha River System (Shakti, Bangara)
33.	Bara	Dudhoura River System
34.	Parsa/Bara	Tilabe River System (Bhedaha)

35.	Chitwan/Makwanpur	Purba-Rapati-4 River System (Lothar Khola)
36.	Chitwan	East Rapati-6 River System (Upper Kayar)
37.	Chitwan	RiuRiver System (Bagai)
38.	Nawalparasi	Narayani-3 River System (Deusat Marahi)
39.	Palpa/Nawalparasi	Arun River System
40.	Nawalparasi	Jharahi-Bhaluhi River System
41.	Rupandehi/Nawalparasi	Sakhoura Rohani River System (Ghodaha)
42.	Arghakhanchi/Kapilvastu	Banganga River System
43.	Pyuthan/Arghakhanchi	West Rapti-1 River System
44.	Arghakhanchi/Kapilvastu	West Rapti-4 River System (Ransing)
45.	Dang/Arghakhanchi	West Rapti-6 River System
46.	Dang	West Rapti-5 River System (Gurang)
47.	Dang	West Rapti-8 River System (Arjun-Masot)
48.	Dang	West Rapti-9 River System (Mahatini)
49.	Salyan	Babai-9 River System (Sharada)
50.	Banke	West Rapti-10 River System (Rapti)
51.	Bardiya	Babai-11 River System
52.	Surkhet	Bheri-1 River System (Goche)
53.	Surkhet	Nikas River System (Phalante)
54.	Kailali	Kandra River System
55.	Kailali	Surma-Kateni River System (Likama, Kateni)
56.	Kailali	Khutiya River System
57.	Kailali/Kanchnpur	Mohana River System
58.	Doti	Karnali-6 River System (Thuligad)
59.	Kanchanpur/Kailali/Dadeldhura	Machheli-Doda River System
60.	Kanchanpur/Kailali/Dadeldhura	Syali-Banhara River System
61.	Dadeldhura	Rangun River System
62.	Dadeldhura	Puntura River System
63.	Kanchanpur	Choudhar River System (Routela, Khaniya)
64.	Kanchanpur	Mahakali River System (Kamikate, Jogbudha)

## **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	Qualification of Key Experts	<ol style="list-style-type: none"> <li>1. Team Leader: Masters in Watershed Management, or Forestry or NRM or Geology, preferably PhD.</li> <li>2. Remote Sensing and GIS expert: Masters in Remote sensing, Geoinformatic, GIS or relevant field</li> <li>3. Geologist: Master's degree in Geology</li> <li>4. Enumerator(4 persons): Bachelors degree in Engineering, Forestry or Environment</li> </ol>
2	Experience of Key Experts	<ol style="list-style-type: none"> <li>1. Team Leader: at least 5 years experience in relevant assignment.</li> <li>2. Remote Sensing and GIS expert: at least three years of experience in relevant field.</li> <li>3. Geologist: at least three years of working experience in relevant field.</li> <li>4. Enumerator: Basic experience</li> </ol>

Score: 30.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	at least 5 projects of value more than or equal to 5 million.
2	Specific experience of consulting firm within last 7 years.	at least 2 projects of similar kind (that have the component of mapping using remote sensing and GIS)
3	Similar Geographical experience of consulting firm	worked in Nepal

Score: 50.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average annual turnover of 5 million

Sl. No.	Criteria	Minimum Requirement
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]	4 units of GPS and 4 Vertex or range finder or similar kind of advance distance measuring equipment.

**Score: 20.0**

**Minimum score to pass the EOI is: 60**

Note : In Case, a 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 firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.



## **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.<sup>1</sup>
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

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<sup>1</sup> 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.)*

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

**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) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

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

<sup>2</sup> 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)*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
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)*

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **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 assignment<sup>3</sup>**

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

---

<sup>3</sup> 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)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)