

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service:**  
70-2075-076-DPR

**Method of Consulting Service: National**

**Project Name : Preperation of Detailed Project Report (DPR) and Initial  
Environmental Examination (IEE) of Outer Ring Road Section/s under  
Package ID: 70-2075-076-DPR  
EOI : 70-2075-076-DPR**

**Office Name:** Tikapur Municipality ,Office of Municipal Executive  
**Address:** Tikapur-1,Tikapur,Kailali

**Funding agency : Tikapur Municipality**



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Abbreviations

**ABBREVIATIONS**

GoN	-	Government of
Nepal DoR	-	Department of Roads
PPMO	-	Public Procurement Monitoring Office
PMEU	-	Planning, Monitoring and Evaluation
Unit CV	-	Curriculum Vitae
DO	-	Development
Partner EA	-	Executive Agency
EOI	-	Expression of
Interest RFP	-	Request for
Proposal		
PAN	-	Permanent Account
Number PPA	-	Public Procurement Act
PPR	-	Public Procurement
Regulation TOR	-	Terms of Reference
VAT	-	Value Added
Tax N/A	-	Not Applicable



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### General Notes on EOI

**Request for Expression of Interest, Point No. 5** shall be replaced as follow:

Expressions of interest shall be delivered **H a r d C o p y** on or before 2076-01-29 BS (2019-05-12 AD), 17:00. The submitted EOIs shall be opened in the presence of Consultants' representatives who choose to attend on 2076-01-30 BS (2019-05-13 AD), 11:00 at Tikapur Municipality, Office of Municipal Executive, Tikapur, Kailali. The minimum marks to be obtained under each criteria shall be as per **table 2. Qualification Criteria** as stated below.

S.N.	Eligibility Criteria	Compliance	Status
1	Corporate Registration	Yes/No	Pass/Fail
2	Tax Clearance/Tax Return Submission	Yes/No	Pass/Fail
3	VAT/PAN Registration	Yes/No	Pass/Fail
4	EOI Form 1: Letter of Application	Yes/No	Pass/Fail
5	EOI Form 2: Applicants Information Form or related documents	Yes/No	Pass/Fail
6	EOI Form 3: Experience (3(A) and 3(B)) or related General, Specific work experience certificates	Yes/No	Pass/Fail
7	EOI Form 4: Capacity or Tax clearance certificates	Yes/No	Pass/Fail
8	EOI Form 5: Qualification of Key Experts or related CV documents	Yes/No	Pass/Fail
9	Year of Standing min. 5 year (At least one firm in case of JV)	Yes/No	Pass/Fail
10	JV Agreement in case of Firms in JV	Yes/No	Pass/Fail
11	Power of attorney	Yes/No	Pass/Fail
12	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail



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## A. Request for Expression of Interest



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Tikapur Municipality  
**Office of Municipal Executive**  
Tikapur, Kailali

Sudurpaschim Province, Nepal

**Request for Expression of Interest**

Notice Published Date: 2076-01-15

Name of Project: Preparation of Detailed Project Report (DPR) and Initial Environmental Examination (IEE) of Road Section/s of Outer Ring Road Package ID, 70-2075-076-DPR

1. Tikapur Municipality has allocated fund toward the cost of Preparation of Detailed Project Report (DPR) and Initial Environmental Examination (IEE) of Outer Ring Road Section/s under Package ID: 70-2075-076-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 Tikapur Municipality now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Preparation of Detailed Project Report (DPR) and Initial Environmental Examination (IEE) of Outer Ring Road Section/s under Package ID: 70-2075-076-DPR
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Tikapur Municipality, Office of Municipal Executive, Tikapur, Kailali, Sudurpaschim Province, Nepal during office hours on or before 2076-01-29, 17:00 P.M. or visit the client's website [www.tikapur.mun.gov.np](http://www.tikapur.mun.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. The completed EOI document must be submitted on or before the date and address mentioned below. 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.

Last Date of Submission of EOI Documents :- 2076-01-29, 17.00 pm. or before the date .

Submission Address :- Tikapur Municipality ,  
Office of Municipal Executive ,  
Tikapur, Kailali,  
Sudurpaschim Province, Nepal

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 35.0 %, Experience 50.0 %, 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.



  
(Chief Administrative Officer)

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## B. Instructions for Submission of Expression of

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## 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.
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 22 weeks. Expected date of commencement of the assignment is 10-12-2019.
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 Detailed Project Report (DPR) and Initial Environmental Examination (IEE) of Outer Ring Road Section/s under Package ID: 70-2075-076-DRP. The Envelope should also clearly indicate the name and address of the Applicant.
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.



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## C. Objective of Consultancy Services or Brief TOR

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## TERMS OF REFERENCE (TOR) for DPR and IEE

### Section A: Terms of Reference (DPR)

#### 1.0 BACKGROUND

The Tikapur Municipality, Office of Municipal Executive, Tikapur, Kailali (herein after referred as "the Office"), intends to utilize services of engineering consulting firms well experienced in the fields of survey and design of roads, bridge engineering, river training works, environment aspects etc. for providing engineering consulting services for detailed project report preparation of proposed roads.

Name of road: As per Section C: Road Sections

Existing road-head to be connected to: Section C: Road Sections

District: Section C: Road Sections

Development Region: Section C: Road Sections

Proposed Class of Road: Outer Ring Road (Minimum Two lane Standard)

#### 2.0 OBJECTIVES OF THE WORK

The main objective of the consulting services are:

- to perform detail feasibility study.
- to perform alignment detailed survey and design
- to perform socio-economic and traffic study
- to suggest option of upgrading and design accordingly
- to prepare detailed report of the stated road(s) based on sound techno-economical approach.
- to develop project implementation plan

#### 3.0 SCOPE OF WORK

The firm shall carry out the necessary field works along the alignment. The firm shall be responsible for accuracy, interpretation, analysis of all data received and for the conclusion and recommendations in their report. The scope of work to be carried out by the firm shall include but may not be limited to the following:

##### Phase A

##### 3.1 Desk Study

A desk study shall be carried out, collecting all data, political & geological map, hazard map, road network map, map of earthquake zoning, land use map, aerial photo and information relevant to survey and design of the road and reviewing for planning of field survey and investigation works. After the desk study, the firm shall submit the inception report.

##### 3.2 Preliminary Site Visit

The firm shall perform preliminary site visit by a walk-over survey to get information about:

- Existing Road Condition
- Tentative road length as new road section

### 3.3 Socio-economic studies of influence area with maps and sketches

- Demographic picture:
  - (a) Influenced population/economic activity of influenced population
  - (b) Structure of population
  - (c) Nature of migration and outside influx etc.
- Land use pattern:
  - (a) Wild life sanctuary
  - (b) Forest
  - (c) Production in influenced area and surplus in influenced area
  - (d) Settlement pattern etc.
- Trade, Industry and Commerce (existing & planned):
  - (a) Local produces and other resources
  - (b) Export and import
  - (c) Major industries and cottage industries
  - (d) Market development
  - (e) Tourism potential etc.
  - (f) Major development works (hydro power project, irrigation project, other governmental/no-governmental development programs etc.)
- Health (existing & planned):
  - (a) Hospital
  - (b) Health post
  - (c) Ayurvedic clinic etc.
- Education (existing & planned):
  - (a) Primary schools
  - (b) Secondary schools
  - (c) High schools
  - (d) Colleges/institutions etc.
  - (e) Universities
- Transport and communications network (existing & planned):
  - (a) Trail network and trail bridges
  - (b) Airport, STOL strips, helipad etc.





- (c) Water transport
- (d) Rope-ways
- (e) Road network
- (f) Telecommunication, postal service & other communication networks etc.
- o Administrative facilities:
  - (a) Government offices
  - (b) Co-operation offices
  - (c) Banks etc.
  - (d) Police station

### 3.4 Traffic Study

To determine the type and volume of future traffic for the proposed roads, the firm shall analyze all existing statistical data affecting traffic within influence area. The firm shall carry out traffic counts and origin/destination surveys or any other surveys as necessary to determine the nature of traffic and the present volume of goods, animal and pedestrian movements (motorized as well as non-motorized traffic) within the influence area. Traffic data shall be co-related to the influenced population (or economically active population) and production (surplus or deficit in agriculture/industry etc.)

Threshold traffic value for construction and upgrading of the road, for the reduction of total transport cost, judgment shall be applied considering all possible method.

In broad terms, the firm shall also identify, describe and quantify existing and probable future traffic generating sources, based on the probable future development of the influence area on relevant factors, such as;

- (a) Population growth and changes in population distribution.
- (b) Regional economic growth.
- (c) Development of agriculture, forestry, mineral and other resources.

Anticipated domestic trade in agriculture and non-agriculture commodities. A second traffic forecast shall be made assuming that an appropriate accelerated development program within the zone of influence is undertaken by the Government.

Traffic study should include the detail study of normal, diverted and generated traffic.

### 3.5 Feasibility Study of New Road Section

The preliminary engineering design shall establish the technical feasibility and initial cost estimate of viable alternatives. The following guidelines apply:

- o Plans of each alternative may be expanded to show all the key components and their connections with one another.
- o Typical cross-sections and details may be developed to demonstrate the technical feasibility of the project component and to enable a quick estimate of quantities.
- o Key engineering calculations shall be carried out to prove technical feasibility.
- o Any deviations from standards shall be identified. The implications and effects shall be discussed and agreed with stakeholders while comparing alternatives.
- o The preliminary engineering design shall be in sufficient detail to permit costs to be estimated +/- 25%.



### Terms of Reference (DPR and IEE of Roads)

- The preliminary engineering shall identify sources, suitability and costs of materials for construction. As a minimum it shall include a survey of materials sources in the project vicinity.

Preliminary cost estimates shall be prepared based on the following:

- The quantities of the civil works shall be computed on the basis of the schematic plan, profiles and typical sections following standard methods of measurement.
- The rate analysis for civil engineering items shall follow the norms and market prices of construction materials, labor and equipment hiring rates.
- The rate analysis for civil engineering items may be verified using the mean rates from contracts in the last 5 years as much possible.
- The costs shall be broken down into local and foreign currency components, direct cost, overheads, taxes, physical and price contingencies.

The cost components shall be:

#### Construction

Each alternative alignment shall be included in the cost estimate. If necessary the cost of a road system which will be necessary to connect existing population concentrations and develop the economic potential of the region, preliminary cost estimate may be based on typical construction cost of road, highway and bridge etc. recently constructed by the Department of Roads but shall take into account recent increases in the cost of construction, materials and labor prevalent in the districts. Cost estimate for stage construction shall be considered possibility starting with a low cost solution with initially a dry season road. Estimate of the local and foreign cost components, if applicable shall also be made.

#### Maintenance

The cost of maintenance of road for design period shall also be considered. The Firm shall have to analyze and suggest the sources of income and the possibilities in which funds for the maintenance could be mobilized viz.: from local levels, toll taxes, vehicle registration fees or fines and transport equipment and spare parts taxes or through Road Board.

#### Road user cost

Cost of vehicle operating cost, accident cost etc. shall be included in existing & proposed conditions. Vehicle operating cost of the proposed road shall be mentioned in terms of roughness verses required pavement cost, which is dominating cost of vehicle operation.

#### Comparison

Comparison shall be made between different alignments taking into consideration of construction, maintenance, road user costs and other costs into consideration. While recommending the most feasible alignment in terms of construction cost, comparison shall be made with the operating cost as well as to determine the period during which the extra construction cost will be compensated. The ranking of alternatives shall be as recommendations given in manual of mountain risk engineering (MRE).

The following guidelines shall be applied:

- The life of the proposed works, and the residual value at the end of the life, shall be determined.
- The economic and financial analyses shall compare the benefits and costs of the project alternatives (the "with project" case) over the project life against projected conditions if no project were implemented (the "without project" case). Careful analysis is needed to define both cases.



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## Terms of Reference (DPR and IEE of Roads)

- For economic analysis, nominal costs and benefits shall be converted to an economic basis by removing taxes and duties and applying shadow prices where appropriate.
- The construction cost, O&M cost, safety cost etc. shall be calculated over the construction and operating life of the project to generate the cost stream.
- Benefits shall be calculated over the operating life of the project to generate the benefit stream.
- Both cost and benefit streams shall be discounted and converted into present values using the discount rate specified by GoN.
- The economic indicators normally used to evaluate and compare alternatives shall be economic internal rate of return (EIRR), benefit-cost ratio (B/C), net present value (NPV) and incremental NPV.
- Where there shall be uncertainty on cost and benefit streams, sensitivity analyses shall be carried out for 25% increase in construction costs, 100% increase in maintenance cost, 20% reduction in user costs, 30% reduction in growth of benefits

### Economic and Financial Analyses

The following guidelines shall be applied:

- The life of the proposed works, and the residual value at the end of the life, shall be determined.
- The economic and financial analyses shall compare the benefits and costs of the project alternatives (the “with project” case) over the project life against projected conditions if no project were implemented (the “without project” case). Careful analysis is needed to define both cases.
- For economic analysis, nominal costs and benefits shall be converted to an economic basis by removing taxes and duties and applying shadow prices where appropriate.
- The construction cost, O&M cost, safety cost etc. shall be calculated over the construction and operating life of the project to generate the cost stream.
- Benefits shall be calculated over the operating life of the project to generate the benefit stream.
- Both cost and benefit streams shall be discounted and converted into present values using the discount rate specified by GoN.
- The economic indicators normally used to evaluate and compare alternatives shall be economic internal rate of return (EIRR), benefit-cost ratio (B/C), net present value (NPV) and incremental NPV.

### **3.6 Report submission of Phase A**

The consultant shall have to submit a report covering socio-economic study, traffic study and feasibility study along with **KMZ file** of the Road. After necessary correction and suggestions issued by the Office, the firm shall start phase B.

### **Phase B**

#### **3.7 Detailed Engineering Study**

The consultant shall coordinate with the respective the offices prior to commencement of Detail survey. In addition, after completion of the detail survey, the consultant shall request the respective offices for certification regarding completion of survey works.

##### **3.7.1 Topography Survey**

### **SECTION A: TOR\_DPR**





## Terms of Reference (DPR and IEE of Roads)

The detailed Topographic survey of road corridor covering a width of 15 m. on either side of centreline will be carried out. The density of survey points will be at least 1 point per 25 square metres. Topographic map in 1:1000 should contain details of Survey control points. Settlement with starting and end points, Landslide/Slope instabilities, natural stream and structures.

For existing & new road section, the firm shall perform the task as below, but may not be limited to the following:

- Fixing of road alignment by setting out intersection point (IP) and intermediates points.
- Establishment of Bench Marks (BM):- BM should be established at spacing shouldn't be greater than 500 m interval along the road alignment with RCC pillar post of size 15cm\*15cm\*50cm with M20 or equivalent concrete, nails embedded flushed with top surface and 5cm above the natural ground level. All the reference point and control point should be established on the permanent structure.
- Cross Section shall be taken at LS 15-25 m interval depending upon the terrain and 2.5m interval across the alignment, minimum 15 m both side from the centreline.
- Topographical survey of road in minimum 15 m wide strip on either side of the centre line.
- During construction layout, if BM coordinates, reference point and D-card details are deviate from design, the consultant must be liable to layout these details.

### 3.7.2 Engineering Study and Inventory Survey

- Road Inventory Survey
  - + Sub grade Condition Survey (Visual Survey)
  - + Existing structure Survey
  - + Side drains requirements Survey (L-drain, catch drain, intercepting drain etc.)
  - + Cross drainage requirements Survey (Culverts, bridge, aqueducts etc.)
  - + Retaining and protection work requirements Survey (retaining wall, breast wall, drops, cascade, benching etc.)
  - + Land use Survey
  - + The locations of settlements off the road structures electric poles, streams, and water taps within the area of the plan.
- Construction Materials Survey
  - + Identification of potential sources (quarry sites, min 2 site)
  - + Investigation of existing road materials on sites.

The firm shall perform the 2 set of Los Angles Abrasion Test and Impact value test (in authorised lab) of the potential quarry material proposed for sub-base, base and chips.
- Geological and Geotechnical Survey
  - + General geology of the region, project area and the proposed road corridor shall be described and a geological map of the area be presented along with identification of major features, pertinent to the project.

### Terms of Reference (DPR and IEE of Roads)

- + Nature, type and structure and surface soil of the area need to be clearly identified and further required investigations listed.
- + Whenever applicable, slope stability analyses of the representative site need to be carried out and the finding and recommendation be given
- + The location of debris flow and other possible obstruction to the road alignment.
- + For existing road section, the firm shall perform DCP test of existing subgrade at 500 m interval and conformity CBR should be conducted in laboratory.
- Hydrological and Meteorological Studies
  - + All relevant meteorological (Rainfall and Temperature) data and recommendation shall be presented.
  - + Study of the river and river system: The river system of the area shall be described in the report. Preferably a river system map of the catchment's area and beyond (whenever applicable) shall be produced.
  - + At least one cross-section of river at each crossing shall be produced. In the cross section all bed and bank characteristics shall be mentioned.
  - + Assessment of flood pattern and preliminary estimation of discharges shall be carried out. Similarly, expected HFL shall be fixed as far as applicable
  - + Information necessary for the design of the side drain and protection works as well as preliminary design of cross drainage structure shall be produced.

#### 3.7.3 Design and Drawings

The design standard to be adopted for the detailed design shall be "Nepal Road Standard (2070)" & based on traffic volume and possible network importance but for minimum two lane standard. The design standard shall be finalized in close coordination with the Unit.

##### Design of Road

- Calculate and plot the reduced ground level of longitudinal and cross section.
- Design the most economical road profile by balancing the volume of cut and fill to the nearest. (mass haul diagram)
- Design Horizontal and Vertical Curves.
- Design of grade and geometry of existing road that needed to be improved
- Design of sub-base for earthen road section based on DCP value.
- Appropriate Design of Pavement layer as per site condition, availability of material and equipment using minimum three standard methods and recommendation can be done for any other special condition if required.
- Design of appropriate road side structures and facilities
- Design of road safety facilities and structures.
- Design of the retaining structure (retaining wall, breast wall, Rec wall etc. according to site condition)

## Terms of Reference (DPR and IEE of Roads)

- Design of drainage (side drain, drop, cascade etc.) and minor cross-drainage structure (Hume pipe culvert, slab culvert etc.)

### Engineering Drawings Details

The firm will prepare the following plans and working drawings on suitable reports material using the format and title sheets as required by the engineer in charge.

- + Locality map (sometimes called a "key map") showing the location of the works in relation to the region/district/municipality/VDC commonly at a scale of 1:2,500,000.
- + Site plan (sometimes called "index map") showing the project and its immediate neighborhood including the important physical features such as hills, rivers, tracks, etc. It may be to a scale of 1:50,000. The locality map and site plan are commonly drawn on a single sheet.
- + Map showing complete alignment with Kilometre, names of area, land use, village, VDC, municipalities, name of natural drainage etc.
- + Location Map showing linkage of the road with surrounding road network.
- + Map showing survey and design status of the complete road, intersection points, Benchmarks and other references points.
- + Plan with Topographical Map, Profile (Longitudinal Section) and Cross- Section in the following Scale.
  - ☐ Plan - 1:1000
  - ☐ Horizontal Profile - 1:1000
  - ☐ Vertical Profile - 1:200
  - ☐ Cross Section - 1: 200
- + Plans and profile of the road shall contain contour along with details of geometry viz. horizontal alignment with coordinates of IP, deflection angle, IP to IP distances, Chainage of IP, curve data etc. names of VDC or municipalities, forest, land use pattern, cross drainage structure, retaining and protection structure required or as directed by Engineer in charge.
- + Standard charts of mentioned cross drainage structures, retaining/Brest wall and protection works, side drain, typical cross section of the road according to types of soil, passing zone(if provided), hairpin bend (If provided)
- + D-card, Topo-Map (all coloured), legend of drawings, KMZ files etc. directed by Engineer in charge.

### 3.7.4 Preparation of Engineering Cost Estimate

- o The quantities of the civil works shall be computed on the basis of the detailed plan, design profiles and cross-sections following the standard methods of measurement.
- o The rate analysis for the civil engineering items will be made following the unified norms and market prices of construction materials, labor and equipment hiring rates.
- o The cost shall also incorporate the cost for implementation of Environmental Mitigation Measures.
- o The rates for civil engineering items shall be verified with the mean rates of prevailing contract prices of the last 5 years in the sector and geographical region.

SECTION A: TOR\_DPR

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## Terms of Reference (DPR and IEE of Roads)

- The costs will be broken down into local and foreign currency components. It will also be further broken down into direct cost, taxes, physical and price contingencies.
- The work may require a range of skills and expertise that a single contractor may not have.
- The firm and implementing agency shall consider all practical combinations of contract packages and decide the preferred combination based on their expert judgment and consideration of supervision and administration costs.

### 3.7.5 Bill of Quantities (BOQ)

Each item shall be clearly described and corresponding clauses of the standard and special specifications shall be referenced to allow the contractor to easily find the corresponding specification. The BOQ may be broken down into different types of works and shall clearly provide for VAT and contingencies.

### 3.7.6 Preparation of the Programme

The programme shall include the duration of activities and critical milestones on the following activities:

- Pre-construction activities of the implementing agency
- Consultancy services
- Construction of works.

For each construction package, detailed work schedules shall be developed which shall include the durations and milestones for the following activities.

Depending on the number of work packages, there may exist a number of parallel activities to be undertaken simultaneously and hence a critical path network may be developed which will include the following aspects:

- Definition of tasks/activities and their types
- Estimated duration of each of the task/activity
- Definition of task dependency relations
- Assignment of lead and lags on such dependencies
- Built in slack
- Identification of critical and near-critical paths.

The critical path network shall be drawn indicating all the tasks along with their durations and floats and highlighting the critical path.

### 3.7.7 Development of Project Objectives and Scope

The development of the project objectives shall be based on the sector policies of GoN requirements. Usually a single principal objective shall be stated with a number of specific sub-objectives. A logical framework approach shall be used to develop the goals and objectives for the project. While developing the objectives of the project, it is useful to refer to ex-post evaluation reports of similar projects in order to benefit from the lessons learned and recommendations coming out of earlier projects. The policy statement of the NPC states that "all proposals for all new development projects funded by foreign donor agencies and all central level development projects funded by GoN shall include a logical framework from the beginning of fiscal year 2000/2001". An example of the proposed logical framework is presented below:



## Terms of Reference (DPR and IEE of Roads)

Project Title			
Narrative Summary	Indicators (OVI)	Means of Verification (MOV)	Key Assumptions
Goal :			
Purpose :			
Outputs :			
Activities :			
Inputs:			

The key elements of the logical framework approach are briefly discussed below:

**Goal:** The ultimate goal or rationale of the project to which the specific project will contribute. The goal may be sectoral or area specific.

**Purpose:** The immediate objectives of the project. It is recommended that each project component shall have only one primary objective.

**Outputs:** The specific result to be produced by each project component i.e. the project "deliverables".

**Activities:** The activities that have to be undertaken by the project in order to produce the outputs.

**Inputs:** The resources needed to implement activities. The inputs of a project are people, budget, materials and information.

**Objectively Verifiable Indicators (OVI):** A set of criteria presented in terms of quantity, quality, time and cost which will indicate in concrete terms that the expected results are achieved. The indicators shall be presented in measurable terms stating baseline and target values as well as the time frame for their achievement.

**Means of Verification (MOV):** The monitoring mechanism in a project such as specific reports and site visits by the Project Manager, donor or other monitoring agencies.

**Key Assumptions:** External conditions that could affect the progress or success of the project and which are outside of the control of the project. If these conditions change, they may adversely affect the delivery of project objectives. They shall be considered as the risk associated with the project and shall be evaluated separately.

### 3.7.8 Submission of Detailed Report

The firm shall submit draft report covering the entire task performed in details. The minimum volume of the report shall be:

- Volume 1 : Main Report
- Volume 2 : Drawing

All the photograph of BM, IP references, specific features shall be clearly mentioned in the report.



SECTION A: TOR\_DPR

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## Terms of Reference (DPR and IEE of Roads)

The Firms shall present the report, prior to the submission of the final report. They shall review the issues raised during the presentation while finalizing the report and make necessary amendments/corrections if needed. The date and venue of the presentation shall be determined by mutual agreement between the Office of Municipal Executive and the firms. Maximum 20 no. of office personnel shall attend the presentation. The cost of such presentation shall be borne by the firms.

### 3.7.9 Coordination for Construction Survey:

The consultant shall coordinate along with necessary technical support with respective Office during implementation of the works.

## 4. REPORT OBLIGATIONS.

The firm shall submit the following reports in English.

- (a) One copy of monthly progress report;
- (b) Two copies of Inception report;
- (c) Two copies of Phase A Report;
- (d) Two copies of draft report; (min. 1 copy colour report).
- (e) Five copies of final report with original photos and maps all coloured.

## 5. WORKING TEAM

The working team for field and office works shall necessarily consist of the following Key Professional Personnel together with adequate supporting manpower.

- (1) Highway / Transport Engineer
- (2) Geotechnical Engineer
- (3) Hydrologist
- (4) Transport Economist/Sociologist
- (5) Environmentalist
- (6) Civil Engineer



## 6. MODE OF PAYMENT

- o Payment up to 20% of the amount of component "B" of BoQ (Detail Engineering Survey, Design and Report Preparation (DPR)) shall be done after submission and approval of Inception Report.
- o Payment up to 40% of the amount of component "B" of BoQ (Detail Engineering Survey, Design and Report Preparation (DPR)) shall be done after submission and approval of Phase A Report.
- o Payment up to 80% of the amount of component "B" of BoQ (Detail Engineering Survey, Design and Report Preparation (DPR)) shall be done after submission of Draft Report.
- o Payment up to 100% of the amount of component "B" of BoQ (Detail Engineering Survey, Design and Report Preparation (DPR)) shall be done after submission and acceptance of Final Report by DoR and returning all the documents, maps and reports, if borrowed from the DoR.

*Note: In case of Payment of Professional Liability Insurance (PLI), Payment of 50% of the amount of component "A" (General Works) shall be done after submission and acceptance of PLI by office and remaining payment 50% of the amount of component "A" shall be done after completion of whole works (DPR+IEE) as mentioned in contract document.*

SECTION A: TOR\_DPR

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## Section B: Terms of Reference (IEE)

### 1. Introduction

Government of Nepal would be responsible to meet the expenses against compensation, acquisition of land/building, royalty, tax refund, maintenance of handed over section, administrative cost, Environmental study etc. Tikapur Municipality Office will implement the Project. The objective of this project is to carry out environmental study before constructing or upgrading existing Roads to all weather bituminous Roads.

- The consultancy service will be procured in accordance with Public Procurement Act 2063, Public Procurement Regulation 2064 and Public Works Directives 2002 and financed through budgetary provision by the Government of Nepal. Now, the Office of Municipal Executive has invited Technical and Financial proposal from the short-listed National Consultants for the abovementioned job.

### 2. Objective of the consultancy services

The proposed consultancy services intends to carry out Environmental Study as mentioned in section (1) for construction or upgrading of road to all weather Bituminous roads standard. The office is now required to prepare Initial Environmental Examination (IEE) report before implementation of proposed construction or upgrading of existing road to all weather bituminous road. To facilitate Proponent the Consultant shall prepare a Terms of Reference (ToR) in the format as indicated in Environment Protection Rule (EPR) 2064. The Ministry of Physical Infrastructure and Transport (MoPIT) may approve the ToR as submitted or in the revised form. The Consultant is required conducting IEE study based on approved Terms of Reference. The IEE report, thus prepared, is also required to be approved from the same authority i.e. MoPIT.

### 3. Scope of Work

The principal services to be provided by the consultants to fulfill the objective of the services are detailed below. However, these services are indicative of the overall tasks to be performed by the consultants. The consultant shall be responsible for carrying out all necessary office and field works including topographical map study, alignment assessment, geological assessment, necessary laboratory testing to prepare ToR and Report, which shall incorporate all the priority issues of work by categorizing them into physical, biological, socio-economic, and cultural aspects of both Beneficial and Adverse types, for both pre-construction, construction and post-construction, operational and maintenance stages, as per EPA 2053 and EPR 2064 with amendments.

- The consultants should refer to other project reports, however the responsibility for verification of the accuracy of the data, findings and conclusion contained therein shall rest with the consultants. The entire task must follow the requirement and standard acceptable to DOR and should be based on current proven and accepted practices and ESMF. The consultant shall carry out their services in accordance with accepted professional standards, utilizing sound engineering and economic practices.

#### 3.1 Terms of Reference

The ToR provides guidance to the Consultant to prepare the IEE report. The ToR is meant for listing activities to be performed during the preparation of the IEE report with specific guidance including:

Location wise site specific information & Quantification

- Identification and description of the issues to be investigated;
- Systematizations of the working procedures;

## Terms of Reference (DPR and IEE of Roads)

- Delineation of the working procedure;
- Delineation of the specific activities to be undertaken;
- Fitting the IEE study within the context of existing policies, laws and administrative procedures;
- Clarification of the responsibilities of the different institutions involved in the project cycle;
- Setting out a time frame with the required experts for carrying out the IEE study together with the estimated budget required;
- Accomplishment of the works within the specified time;
- Special emphasis to the most significant aspects of the study; and
- Technical guidance relating to the main aspects of the environment which will require delineation during the course of the IEE study.

The TOR should follow SMART (specific, measurable, achievable, result oriented and time framed) rule to the extent possible and with due consideration on the legal provisions and the Schedule- 3 of the EPR 1997.

### Data collection

The TOR should clearly spell out the methods and techniques, which shall be employed during data collection. For example, the TOR should indicate the data sources and data collection methods, particularly the primary and secondary data. It could also include methods, which shall be used while collecting the information. The TOR may include the following methods as appropriate, and such methods may vary from project to project:

Physical parameters - *walkover survey, inventory, literature review (including feasibility study and previous works), map study and national level databases,*

Biological parameters - *identification of species including protected species along the alignment, sampling and estimation on influence area*

Socio-economic parameters - *Semi-structured interview with key informants, asset survey (Project Affected Families), questionnaire, map interpretation and walkover survey*

Cultural and Religious parameters - *interview, walkover survey*

Although, there is no practice of indicating the data analysis methods in the TOR for the IEE study, it is advised to include relevant methods for data analysis so as to minimize the methodological errors.

### Environmental Impacts

The ToR should clearly indicate the types of environmental issues that should be mentioned in the IEE report. The IEE report should evaluate the impacts of the road project on the environment as follows:

- Impact identification
- Impact prediction
- Determination of significant impacts

Efforts should be made to include appropriate tools such as checklist, matrices, network, overlay methods, and other enhanced tools for data analysis and prediction of the impacts. The TOR should also include the type of methods that should be used to evaluate the significance of the impacts. This section should clearly indicate the requirements of impact identification, prediction and evaluation on the following aspects or as

**Terms of Reference (DPR and IEE of Roads)**

applicable to the Project:

**Physical Issues/Chemical Issues**

Landscape disturbance  
Landslide, soil erosion and slope stability issues  
Sediment transport/Scouring  
Air quality (if it is possible)  
Noise level (if it is possible)  
Water quality (of rivers crossing the road alignment)  
Road safety measures  
Quarry/borrow pit and disposal area/Stock of material  
Issues infrastructure such as irrigation, channel water supply, transmission line, telephone line etc  
Access Road  
Temporary disruption of Public utilities  
Re-instatement and Re-location of existing services  
Existing bridge, pipe culverts along the road for drainage outlet and gullies  
Stock piling of materials  
Hazardous due to spoil disposal  
Blasting/Vibration  
Pollution of water resources  
Water flow Disruption  
Contamination of Soil

**Biological Issues**

Loss of forest (Forest type and Available plant species)  
Pressure on Forest due to construction activity (firewood/timber)  
Pressure increased on forest (firewood/timber)  
Possible impact on flora and fauna (biodiversity)  
-if the road passes through forest  
-possibilities of habitat loss or habitat Fragmentation  
-Barrier to the wildlife movement corridor  
Disturbance to wildlife, hunting, poaching etc.  
Possibilities of damage due to aquatic habitat.

**Socio-economic Issues**

**SECTION B: TOR\_IEE**



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## Terms of Reference (DPR and IEE of Roads)

Change in land use  
Loss of agricultural land/production  
Population displacement  
Loss of property/assets  
Health, sanitation and safety of workers  
Pressure on social services (drinking water, health, school, bank, electricity etc.)  
Issues on infrastructures such as irrigation channel, transmission lines, telephone lines etc.  
Issues on vulnerable Indigenous  
Issues related on gender specific  
Conflict in or with nearby host community  
Availability of local construction workers, employment opportunities and mobilization of local people for road construction  
Possible township / ribbon development along the road  
Quality of life issue  
Issues on occupational health and safety  
Distribution of traditional occupation and livelihood  
Issues on Social cohesion(Networking and community linkage) and Social Change(social inclusion)

### Cultural and Religious Issues

Impact on other Cultural, Religious and Historical Sites  
Chemical issues (bitumen, Lubricants, oil, Grease, acids etc)

### Mitigation Measures

As mentioned above, the IEE study identifies, predicts, and evaluates the impacts of the road project on the environment. The ToR should indicate to document the environmental protection measures, both benefits augmentation measures and adverse impact mitigation measures in the IEE report. The TOR should also indicate that the mitigation measures should be presented with due consideration on:

- Preventive measures
- Compensatory measures
- Corrective/rehabilitative measures



The ToR should reflect to encourage the proponent to include benefit augmentation measures and mitigation measures for both construction and operational/maintenance stages. Each impact should be evaluated in terms of its significance. Environmental mitigation measures (for both beneficial and adverse impacts) should be proposed for significant impact. Environmental protection measures should be included

## Terms of Reference (DPR and IEE of Roads)

as a part of the Environmental Management Plan (EMP) and may be presented in the matrix form. The IEE report shall contain detail site specific Environmental Management Action Plan identifying and specifying:

- quarrying sites,
- Environmentally safe tipping areas for surplus mass of excavated or any other material
- Work campsites
- Crusher plant sites

### Costs and Benefits of the Project

The TOR should instruct the IEE study team to evaluate the cost and benefit of the project on environmental ground and this should be evaluated through appropriate analysis for construction, operational, and maintenance stages. The analytical information should be included in the main IEE report.

### 3.2 Initial Environmental Examination Study

The Consultant shall conduct Initial Environmental Examination Study as per Terms of Reference approved by MoPIT. After conducting Initial Environmental Examination Study, and preparation of draft IEE report in the format prescribed in the Schedule 5 of EPR 1997, the Consultant shall have to carry out presentations at DoR and MoPIT. The comments received and issues raised in the presentations shall be included and addressed in the final IEE report. Proof of the Public consultation conducted at an interval of 10 to 15 Km throughout the length at the Project site; and Recommendation letter(s) of the Municipality (ies) and respective Road Division / Project Office should be included in the final IEE report.

### 4. Technology Transfer

**4.1** The client may depute supervising Engineer as per provision in Bill of Quantities to benefit from the know-how transfer, for close supervision and monitoring and to work as a liaison personnel between Client and the Consultant.

**4.2** In case the supervising Engineers are not deputed during execution period, the consultant shall not be entitled to claim the amount quoted in BoQ for supervising Engineer. The item related to field allowance specified for Supervising Engineer in the BoQ shall not be paid in such case.

### 5. Necessary Expert (Study Team)

- It is estimated that approximately **5 person-months** of key technical staff will be required for carrying out the services. In addition to the key technical staff mentioned in the team composition, technical support staff, administrative staff and other support staff may be required for completion of the assignment. Key technical staffs, their duties, qualification and experience requirements are as per data sheet clause reference 5.3. Curriculum vitae of the key staff will not be evaluated if he/she does not have the minimum educational qualification.

Adequate number of support staffs must be included, such as:

- Technical Assistance (Physio-Chemical)
- Technical Assistance (Biological)



## Terms of Reference (DPR and IEE of Roads)

- Technical Assistance (Socio-Economic)
- Account/Admin Staff
- Computer Operator
- Runner/Peon

**Note:** The above key staff composition and estimated total key staff person-month is client's suggestion. Consultants are advised to propose their own staff composition and staff input requirements for efficient performance of their job as per the Terms of Reference. However, minimum key professional staff to be provided by the consultant should not be less than the numbers mentioned above.

### 6. Time

Consultant shall commence the work from the date of signing agreement. Responsibilities of the consultant shall continue until the approval of the final report by MoPIT. Time frame for IEE report preparation for this assignment may take approximately 5 months (final time frame shall be as per contract agreement). However, in the event of dispute or other proceedings during and or after completion of the construction works, the consultant shall be available to assist Office under the same conditions of engagement as applicable to this Agreement.

### 7. Data and Assistance to be provided by the client

The following shall be provided to the Consultant by DOR:

- Related reports available in DoR
- Access to all other necessary documents and data available in DOR required for the performance of the consultant's services.

It should be noted that the consultant will need to provide all the technical and support staff needed to carry out their services. The Consultant will also be responsible for providing all other necessary facilities and logistical support for its staff, including accommodation, vehicle, transportation, office equipment, communications, utilities, office supplies and other miscellaneous requirements.

### 8. Reporting

- The consultant shall keep complete records relating to all aspects of the work covered by his staff or service contract if any. Such records shall be available for inspection by Office. Reports required to be submitted by the consultant during the course of his services are as follows:

#### 8.1 Terms of Reference

- **Consultant shall prepare ToR for the roads and shall be one side printed.** The ToR should mention which of the relevant information should be included in the IEE report. As required by the Schedule 3 of the EPR 1997, the ToR must mention for the inclusion of references (cited in the text), annexes, maps, photographs, tables, charts, graphs and the questionnaires that are to be used during IEE studies. In addition, the ToR should indicate the legal requirement that should be complied by the proponent. For example, the final IEE report should include the information on public Notice, and approved Terms of Reference in the annexes.

The Consultant should submit at least 7 (seven) copies of the draft ToR to MoPIT and after review shall submit 15 (fifteen) copies of Final ToRs, for road, to the Tikapur Municipality





## Terms of Reference (DPR and IEE of Roads)

### • 8.2 IEE Reports:

- **Consultant shall prepare IEE Report for the roads and the report shall be one side printed.** In order to avoid duplication of the information in the IEE report it is desirable to provide a compatible report format. The Report Format should strictly follow the Schedule 5 of EPR 1997. The Consultant should submit at least 15 (fifteen) copies of the draft Report to MoPIT and after review shall submit 5 (five) copies of Final IEE reports, for road, to the Tikapur Municipality. For the P (I) projects, consultant shall submit the final Report within Five month from the date of signing.

### 8.3 Electronic Copies:

The Consultant should submit 2 (Two) copies, for road, in the Compact Disc (CD), which shall include TOR and IEE Reports, annexes and photographs.

### 9. Presentation of the prepared documents:

The idea behind this presentation is the active participation and feedbacks from the Tikapur Municipality officers, the project staffs & Consultants and other stakeholders of the project. Hence, the Consultant should organize such presentations on the TOR and IEE Report. The Consultant shall present ToR and IEE Report in the specified format and defend to the DOR team prior to the submission to Tikapur Municipality. The Consultant shall submit at least 15 (fifteen) copies of Reports after incorporating comments and suggestions from the Tikapur Municipality. These Draft Documents shall be presented, by the consultant, to expert Review Team of Tikapur Municipality and upon approval of these documents; the Consultant is required to submit final 5 (five) copies each of the TOR and IEE Report to the Tikapur Municipality.

### Mode of Payment:

- Payment up to 20% of the amount of component "C" of BoQ (Initial Environmental Examination (IEE)) shall be done after submission and approval of ToR by Tikapur Municipality.
  - Payment up to 70% of the amount of component "C" of BoQ (Initial Environmental Examination (IEE)) shall be done after submission of Draft Report.
  - Payment up to 100% of the amount of component "C" of BoQ (Initial Environmental Examination (IEE)) shall be done after submission and acceptance of Final Report by Tikapur Municipality and returning all the documents, maps and reports, if borrowed from the Tikapur Municipality.
- Note: In case of Payment of Professional Liability Insurance (PLI), Payment of 50% of the amount of component "A" (General Works) shall be done after submission and acceptance of PLI by Office and remaining payment 50% of the amount of component "A" shall be done after completion of whole works (DPR+IEE) as mentioned in contract document.*

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**SECTION C: ROAD SECTIONS UNDER EACH PACKAGES OF NOTICE NO.: 70-2075-076-DPR**

Name of Consulting Service: Preparation of Detailed Project Report (DPR) and Initial Environmental Examination (IEE) of Roads

Package ID	Preparation of Detailed Project Report (DPR) and Initial Environmental Examination (IEE) of:	Section Length (Km)	Distri ct	Package Length (Km)	Region / Terrain
70-2075-076-DPR	Outer Ring Road	0.03	Kailali	54.901	Province Sudurpaschim/ Terai



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Tikapur Municipality ,  
Office of Municipal Executive  
Tikapur, Kailali.  
Sudurpaschim Province, Nepal

## **ELIGIBILITY AND QUALIFICATION CRITERIA for EOI**

### **Detailed Engineering Survey, Design and Report Preparation (DPR) & Initial Environmental Examination (IEE) Roads for Estimated Cost above 20 Lakhs**

#### **1. ELIGIBILITY CRITERIA:**

S.N.	Eligibility Criteria	Compliance	Status
1	Corporate Registration	Yes/No	Pass/Fail
2	Tax Clearance/Tax Return Submission	Yes/No	Pass/Fail
3	VAT/PAN Registration	Yes/No	Pass/Fail
4	EOI Form 1: Letter of Application	Yes/No	Pass/Fail
5	EOI Form 2: Applicants Information Form or related documents	Yes/No	Pass/Fail
6	EOI Form 3: Experience (3(A) and 3(B)) or related General, Specific work experience certificates	Yes/No	Pass/Fail
7	EOI Form 4: Capacity or Tax clearance certificates	Yes/No	Pass/Fail
8	EOI Form 5: Qualification of Key Experts or related CV documents	Yes/No	Pass/Fail
9	Year of Standing min. 5 year (At least one firm in case of JV)	Yes/No	Pass/Fail
10	JV Agreement in case of Firms in JV	Yes/No	Pass/Fail
11	Power of attorney	Yes/No	Pass/Fail
12	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail

Note 1: Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm with financial liabilities.

Note 2: Maximum no of JV Firms : 3 (Three)

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

Note 4: The same firm shall not be allowed to submit EOI individually and in JV for same packages. ("Example 1: EOI for Firm A and Firm A JV Firm B" - Not Allowed ) ("Example 2: EOI for Firm A JV with Firm B and Firm B JV with Firm C" - Not Allowed)

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## 2. QUALIFICATION CRITERIA:

Description of Criteria
<b>2.A) Firm's Capacity and Qualifications</b>
1) Financial Capacity of Firm
2) Resource of Firm
a. Resource Personnel
b. Office Equipment and Facility
<b>2.B) Experience of Firm</b>
1) General Experience of the Firm
2) Specific Experience of the Firm
a. Specific Experience in DPR
b. Specific Experience in IEE or EIA

### Details of Qualification Criteria:

#### 2.A) Firm's Capacity

##### 2.A. 1) Financial Capacity of Firm

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

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

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

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

Note 8: For the evaluation of Financial capacity, Inflation Adjustment Factor (wholesale price index: overall index of NRB) shall be considered.



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## 2.A.2) Resource of Firm(s)

### a) Resource Personnel

Professional Key Personnel	Minimum experience after Bachelor Degree	Education required	Remarks
<b>Team Leader for DPR: (Highway / Transportation Engineer)</b>	8	M.Sc. in Highway/Transportation Engineering or equivalent	
<b>Team Leader for IEE: (Environmental / Forestry Specialist / Ecologist)</b>	5	Master's degree in Environmental Science/ Engineering or equivalent	
<b>Geologist / Eng. Geologist / Geotechnical Engineer</b>	5	M.Sc. in Geology / Geotechnical Engineering or equivalent	
<b>Hydrologist</b>	5	M.Sc. in Water Resource/Hydrology/ Hydraulics Engineering or equivalent	
<b>Socio-Economist</b>	5	Master's degree in Economics/ Sociology or equivalent	
<b>Civil Engineer</b>	5	B.E. in Civil Engineering or equivalent	

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

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

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

Note 12: The firm/JV shall have to submit the NEC registration certificate for engineer professionals (except Environmental / Forestry Specialist / Ecologist, Geologist, Economist/Sociologist)

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

Clarification 1: For Key Personnel, minimum road length with the specific job shall be greater than or equal to 54 Km for Team Leader (DPR), greater than or equal to 10 Km for Team Leader (IEE) and greater than or equal to 5 Km for Other Personnel.



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Clarification 2 : The Work Experience for all Key Personnel shall be mentioned in following format:-				
Name of Project	Road Length	Name of Client	Start Date-Completion Date	Name of Firm involved in as (Single/JV)
Scope of Project				
Professional involved as (Position held)				
Description of Duties				

**b) Office Equipment and Facility**

Survey equipment available owned by the firm(s). Lease or hire agreements/proposals are also accepted.

**2.B) Experience of Firm/JV**

**2.B1) General Civil Engineering Experience**

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

**2.B2) Specific Experience**

Work Experience
Completion of work of "Detailed Engineering Survey and Design" or "DPR" or "Construction Survey, Design and Supervision" of a Road (Road Length equal to or more than 54 Km).
Completion of work of "Initial Environmental Examination (IEE)" or "Environmental Impact Assessment (EIA)" of a Road (Road Length equal to or more than 10 Km).

Note 14:-The firm and/or JV shall have to submit Notary Public attested Experience Certificates. No marks shall be given for the experience of the firm if the certificate of completion is not attached. If the firm has completed more than one job in a single package, each job shall be considered.

Note 15: The services for Govt of Nepal (GoN) organizations (Fully or Semi/Partially Owned ) shall only be evaluated as firm/JV experiences for the Proposal The Consultants Specific experience as JV partners shall be provided full marks and any specific experiences by the firm as "In association with" shall not get any marks.

Note 16: Any sublated Service for Govt of Nepal (GoN) organizations (Fully or Semi/Partially Owned) by a firm or JV from another private firm/JV shall not be evaluated as firm/JV experience for the EoI.

Note 17: Any service experience older than 7 year (counted from the last date of submission of EoI) shall not be evaluated as firm/JV experience for the EoI. Each experience certificate shall clearly indicate the description of service, service amount (in/excluding VAT) and date of completion.



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## D. Evaluation of Consultant's EOI Application

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## 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	<p>A) For Team Leader for DPR: Highway / Transportation Engineer: :- M.Sc. in Highway/Transportation Engineering or equivalent.</p> <p>B) For Team Leader for IEE: Environmentalist / Forestry Specialist / Ecologist: :- Master's degree in Environmental Science / Engineering or equivalent.</p> <p>C) For Geotechnical Engineer / Geologist / Engineering Geologist: :- M.Sc. in Geotechnical Engineering or Geology or equivalent.</p> <p>D) For Hydrologist: :- M.Sc. in Water Resource/Hydrology / Hydraulics Engineering or equivalent.</p> <p>E) For Socio-Economist: :- Master's degree in Economics / Sociology or equivalent.</p> <p>F) For Civil Engineer: :- B.E. in Civil Engineering or equivalent.</p>
2	Experience of Key Experts	<p>A) For Team Leader for DPR: Highway / Transportation Engineer: 1. Minimum road length with the specific job shall be greater than or equal to 54 Km. 2. Minimum experience after Bachelor Degree shall be 8 years.</p> <p>B) For Team Leader for IEE: Environmentalist / Forestry Specialist / Ecologist: 1. Minimum road length with the specific job shall be greater than or equal to 10 Km. 2. Minimum experience after Bachelor Degree shall be 5 years.</p> <p>C) For Geotechnical Engineer / Geologist / Engineering Geologist:</p>





Sl. No.	Criteria	Minimum Requirement
		<p>than or equal to 5 Km.</p> <p>2. Minimum experience after Bachelor Degree shall be 5 years.</p> <p>D) For Hydrologist:</p> <p>1. Minimum road length with the specific job shall be greater than or equal to 5 Km.</p> <p>2. Minimum experience after Bachelor Degree shall be 5 years.</p> <p>E) For Socio-Economist:</p> <p>1. Minimum road length with the specific job shall be greater than or equal to 5 Km.</p> <p>2. Minimum experience after Bachelor Degree shall be 5 years.</p> <p>F) For Civil Engineer:</p> <p>1. Minimum road length with the specific job shall be greater than or equal to 5 Km.</p> <p>2. Minimum experience after Bachelor Degree shall be 4 years.</p>

Score: 50.0

**B. Experience**

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Completion of Civil Engineering related Service (Service Cost more than NRS. 5 Lakhs excluding VAT). No points if the contract amount not mentioned in certificate.
2	Specific experience of consulting firm within last 7 years.	<p>I. Completion of work of "Detailed Engineering Survey and Design" or ""DPR"" or ""Construction Survey, Design and Supervision"" of a Road (Road Length equal to or more than 54 KM).</p> <p>II. Completion of work of "Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA) of a Road (Road Length equal to or more than 10KM).</p>

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 best 3 year of last five fiscal years shall be greater than or equal to $0.9 \times A$ . Where, A= Estimated Amount excluding VAT and Contingency.
2	Equipment:	<p>(A) Total Station / Theodolite / EDM</p> <p>(B) Differential Geographic Positioning System (DGPS)</p> <p>:- Note: Must Submit Ownership evidence or lease agreement with Notary Public Attested.</p>

Score: 15.0

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

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## E. EOI Forms & Formats



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## 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



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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

<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the



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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)**



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**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.)*



*(Signature)*

*(Signature)*  
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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.						

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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:

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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.)



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4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>

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





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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						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

(Please insert more rows as necessary)

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