



Standard Expression of Interest (EOI) Document for Short listing of Consultants and Consulting Services

Procurement of Consulting Services (For National Consulting Services)

Issued On:

September 2020

Expression of Interest (EOI Document) For Selecting consulting firms for

**Preparation of Detailed Project Report (DPR) of
Bridges for Ruby Valley Rural Municipality (3 Nos. of
Bridges)**

**Method of Consulting Service:
National Competitive Bidding (NCB)**

**Project Name: Preparation of Detailed Project Report (DPR) of Bridges for
Ruby Valley Rural Municipality (3 Nos. of Bridges)**

EOI: RVB-01/2076-077

Office Name : Ruby Valley Rural Municipality Office

Office Address: Sertung, Dhading, Bagmati Province

Issued on: September 2020



Abbreviations

| | | |
|-------------|---|--------------------------------------|
| CV | - | Curriculum Vitae |
| DO | - | Development Partner |
| EA | - | Executive Agency |
| EOI | - | Expression of Interest |
| GON | - | Government of Nepal |
| PAN | - | Permanent Account Number |
| PPA | - | Public Procurement Act |
| PPR | - | Public Procurement Regulation |
| TOR | - | Terms of Reference |
| VAT | - | Value Added Tax |
| QCBS | - | Quality Cost-Based Selection |

Contents

| | |
|---|-----------|
| A. Request for Expression of Interest | 5 |
| B. Instructions for submission of Expression of Interest | 6 |
| C. Objective of Consultancy Services or Brief TOR | 7 |
| D. Evaluation of Consultant's EOI Application | 12 |
| E. EOI Forms & Formats | 14 |
| 1. Letter of Application | 15 |
| 2. Applicant's Information Form | 17 |
| 3. Experience | 18 |
| 4. Capacity | 21 |
| 5. Key Experts (Include details of Key Experts only) | 23 |

A. Request for Expression of Interest

**Ruby Valley Rural Municipality
Office of Municipal Executive
Sertung, Dhading
Bagmati Province, Nepal**

**Invitation of Expression of Interest (EOI)
First Date of Publication: 2077/06/13**

Requests for Consultants to Preparation of Detailed Project Report (DPR) of Bridges for Ruby Valley Rural Municipality (3 Nos. of Bridges)

1. Ruby Valley Rural Municipality, office of the rural Municipal Executive, Sertung, Dhading invites Expression of Interest (EOI) for the purpose of Preparation of Detailed Project Report (DPR) of Bridges for Ruby Valley Rural Municipality (3 Nos. of Bridges)

2. Consulting firms experienced in the above works and willing to provide the services are here by invited to submit their (EOI). The EOI shall be submitted in a sealed envelop and must reach at the office of Rural Municipal Executive no later than 12:00 noon on 2077/06/28

3. In case the day of submission of the EOI falls on a public holiday, the EOI shall be submitted on the following working day. Only those short listed consultants shall be invited to submit the 'Request for th Proposal(RFP) for the mentioned job. The consultants/firms shall include in their Expressions of Interest following information in measurable terms and any other information that they may feel will support their application.

- a. Financial Capacity and Annual Turnover of last 3 years.
- b. General Experience of the Firms.
- c. Work Experience in similar works.
- d. Human resources
- e. Infrastructure and Technical Competency
- f. Responses to Scope of Work.

4. The experiences of Government of Nepal Projects or GoN owned institutions only to be counted in General and Similar works and the firms shall provide certified evidences of completion of the job from the concerned agencies of Government of Nepal.

5. A firm is permitted to submit one EOI either single or in a joint Venture.

6. The Office of Rural Municipal Executive reserves the right to shortlist or not to shortlist any or all of the Firms without assigning any reasons what so ever.

7. Further information or clarification on the EOI can be obtained from the Office of the Rural Municipal Executive during office hours. The EOI can also be downloaded from the website:www.rubivalleymun.gov.np

8. The EOI documents shall be addressed to: Accounting Section, Ruby Valley Municipality, Office of the Rural Municipal Executive, Sertung, Dhading: 9846194445
9851146251, 9855039114



B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible Consulting Firm.
4. A Consultant will be selected in accordance with the QCBS method.
5. 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).
6. 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.
7. 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) of Bridges for Ruby Valley Rural Municipality (3 Nos. of Bridges). The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application addressed below.

Accounting Serton, Ruby Valley Municipality, Office Of the Rural Municipal Executive, Sertung, Dhading

8. 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 REFERENCES (TOR)

1. Background:

Ruby Valley rural Municipality in Dhading district, Bagmati Province, is created by combining previous 3 VDCs namely Sertung, tipling ,Lapa. The rural municipality, with an area of 401.85 square km and population of 9,565 (census 2011), is located at an altitudinal extent between 1700 m to 4000 m. Location is yet to connect with National highway but people can reach there by 4-5 hours off road driving(Jeep, Bus, Truck, Bike) from Dhading Besi which is located at 60 km distance from Ruby valley. Under normal conditions. With ward wise population distribution varying from 1500 to 2,000, its settlements bear resemblances typical of the mountain settlements in Nepal.

Apart from mountains and tourism places there exist various rivers within municipality area. Recently new track is opened at different location of municipality to connect all ward as far as possible. Within municipality, people need to cross numbers of rivers and natural streams to travel from one ward to another ward (within same ward also).

Ankhu Khola (border of Borang and Lapa) is longest river that flows within municipality , Adha Khola (Sertung – Tipling border) etc are major rivers of Ruby Valley Rural Municipality. These rivers are concerned as major not only because of their stream flow but also due to transportation point of view also. Only movement of peoples and Khacchar(main means of good transport) by the means of trail bridge is possible till date in this municipality.

Easy and safe flow of vehicle and peoples with efficient transport crossing mentioned river is next highly concerned goals of municipality. Keeping in view of this context, the municipality aspires to promote transport and tourism by constructing Permanent Bridge (other than trail) in Ruby Valley with specified location such as Aankhu Khola, Aadha Khola that could help bring together the development opportunities as well as smooth way of transport of the entire municipality.

The municipality therefore seeks a team of consultants to Prepare DPR of Bridges and river training infrastructure along with geotechnical and environmental investigations. The DPR will be augmented with a comprehensive transport development and management plan. The consultants will also provide inputs for the spatial planning of the valley from the perspective of the resident population as well as the transport.

2. Objectives:

The overall objective of assigned task is to Preparation of Detailed Project Report (DPR) of Bridges for Ruby Valley Rural Municipality (3 Nos. of Bridges). As part of the DPR preparation, destination planning, and interventions derived from the destination planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities. The specific objectives, but not necessarily limited to the following, are:

- To create the extent transport facilities throughout the municipality.
- To increase internal revenue of municipality.
- To create various employment opportunity by operating the site in public private partnership.
- To attract domestic and international tourist at the destination and hence establishing a regional tourism area.
- To analyze the economic and social connection of tourism and livelihood of surroundings.
- To develop the study area as a regional spot for trade(through transport).
- Prepare a realistic physical and financial implementation plan of prioritized Projects.

3. Scope of the Work

The consultant shall provide high quality professional services for the preparation of DPR, with the reference to visionary city development plan of municipality and 15th National Plan. Proposed assignment mainly involves study and analysis of the linkage and relation of the study area with tourist places, approaches, data gathering, preparing development and landscape plan including detail proposal of services and investment plan. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the following:

- To study and analyze the linkage and relation of the tourist destination and trade of the study area along with neighboring city. Access number, inflow, and outflow of travelers/goods, their stay duration, internal and external movement of people, collecting and selling of commodities and services at tourist places.
- To study and analyze of transport development around the study area including roads and components
- To collect study and review various existing studies plans developed by the various agencies and relevant government departments and institutions.
- To access the existing Physical, Social, Economic, environment and institutional situation of the study area.
- To recommend transport promotion and marketing plan at national/regional/local level

4. Methodology

- Collection and review of the present literatures regarding the study area collection and review of old VDCs and municipality plans, budgets and policies
- Preliminary meeting/ interaction with the local stakeholders and representatives from concerned sectorial agencies within the Municipality and the surrounding VDCs, political parties, social organizations, NGOs and INGOs etc. to create an understanding of project scope and its planning process.
- Field Visit at each potential destinations followed by local people discussions.
- Topographic Surveys at selected destinations.
- Develop and introduce conceptual designs for DPR and prototype designs to municipality.
- Engineering and structural design of bridges and other river training infrastructure.
- Draft Report presentation and collection of feedback from local stakeholders and concerned agencies.
- Submission of Final report after incorporating valid suggestions and comments from the stakeholders meeting

5. Expected Output

a. Review of Existing scenario that will include Transport polices, implementing agencies, transport organizations, and major transport activities.

b. Review and assess the major socio Economic characteristics of municipality, development challenges and potentialities of rural municipality and its hinterlands

c. Location Plan along with the transport activities at the existing and potential trade area sites (such as Ruby, crystal and Yarshagumba).

d. SWOT analysis: SWOT analysis should reveal the strengths, weaknesses, opportunities and threats of the study area followed by PEST analysis so as to reach the real situational analysis. This shall help the consultant to understand the project area to develop the development concept.

e. Conservation and Development plan: The purpose of such plan shall be to create the geographically suited river crossing structures. Such plan clearly reveals the ways of modes for the transport development including preservation of historic and environmentally sensitive natural areas such as temples, ponds water springs and water logged areas and wetlands. On the other hand, the plan should reveal the ways as to how those conserved historic and biodiversity be utilized for enhancing human knowledge and recreation, besides revealing appropriate infrastructures that are required to promote tourism and transport industry and recreational activities in the area so as to generate income necessary for the future maintenance and management of site and the surrounding communities.

f. Capital Investment Plan and Implementation Strategy: Capital investment plan should include preliminary cost estimate, mode of investment of proposed development. It should contain the prioritized development activities in a phasing matrix. It should also contain the budgetary trend and financial ability of municipality so as to check the budgetary gap. Implementation strategy should include the different operation models for successful operation and management of the destinations. It should contain the role of local people, municipality office, and other stakeholders. It may suggest the methods and tools to measure the degree of implementation.

6. Deliverable

6.1 Reports

| SN | Reports | Submission Schedule | Copies | Content |
|----|------------------|----------------------------|--------|---|
| 1 | Inception Report | Within 15 days of Contract | 2 | Review of documents, detailed work schedule and methodology to carry out works |
| 2 | Draft Report | Within 45 days of Contract | 2 | Draft report including GIS map (incorporating all attributes as mentioned in scope). Survey data, Drawing of DPR with cost estimate |
| 3 | Final Report | Within 75 days of Contract | 3 | Final Report Including GIS map (incorporating all attributes as mentioned in scope). Survey Data Drawing of DPR with Cost Estimate |

7. Time schedule

The metric addressing system assignment period is estimated to be 2.5 months. The consultant is advised to submit work and staffing schedule accordingly in their technical proposal.

8. Composition of Consulting Team

- **Transport Planner/Team Leader:** The individual must have completed Masters in Transportation Planning/Engineering. Project related working knowledge in preparing Transport Planning(Including Bridges), Periodic plan, Urban Development Plan, Land Use Plan, Physical Development Plan, Municipal transport Mater Plan, Strategic plan and perspective Plan etc. Proposed team leader must have 7 years of experience after master degree and in related field.
- **Highway/Bridge Engineer :** She/He must have more than 7 years' experience in planning like preparation of Destination Development Plan, Physical Development Plan, Transport Master Plan of district and municipality/rural municipality. He/She must have completed Masters' Degree in Transportation Engineering(with Bridge Engineering) with 7 years of Experience.
- **Environmentalist:** She/He must have more than 7 years' experience in planning like preparation of Physical Development Plan, Periodic Plan, Integrated urban Development Plan, Solid Waste Management plan, Tourism Master Plan of district and municipality. He/She must have completed Masters' Degree in Environmental Science with 7 years of relevant work experience with 7 years of relevant work experience.
- **Structure Engineer:** She/he must have more than 7 years' experience in planning including DPR of building and road projects. Experience in Physical Development Plan, Integrated urban Development Plan is more preferable. He/She must have completed Masters' Degree in Structural Engineering with 5 years of relevant work experience.
- **Socio-Economist:** She/he must have more than 7 years' experience in planning like preparation of Physical Development Plan, Periodic Plan, Integrated urban Development Plan, Bridge Planning, Transport Master Plan of district and municipality. She/he must have completed Masters' Degree in Sociology/Economics/Rural Development with 7 years of relevant work experience.
- **Architecture:** She/He must have more than 5 years' experience in planning including DPR of Bridge. She/He must have completed Bachelor Degree in Architecture with 7 years of relevant work experience.
- **GIS Expert:** She/He must have experience in mapping of Physical Development Plan, Periodic Plan, Integrated urban Development Plan, Bridge Plan, Transport Master Plan of district and municipality. She/He must have completed Bachelor's Degree in Geometric Engineering with 7 years of relevant work experience after Bachelor's Degree.
- **Civil Engineer:** The individual must be Graduate in Civil Engineering study at least five years of experience(in relevant field). Project related working experience in planning including DPR, Bridge Designing concept, periodic plan, Master Plan, Bridge Plan, strategic plan and perspective Plan etc.

D. 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.

Minimum Pass Marks is 70

| i) Eligibility and completeness test | |
|---|--|
| Copy of Registration of the company/firm | |
| VAT/PAN Registration | |
| Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission (Fiscal Year 2076/077) | |
| EOI Form 1: Letter of Application | |
| EOI Form 2: Applicant's Information Form | |
| EOI Form 3: Experience (3(A) and 3(B)) | |
| EOI Form 4: Capacity | |
| EOI Form 5: Qualification of Key Experts | |
| | |

| ii) EOI Evaluation Criteria | Insert Minimum Requirement if Applicable | Score (Out of 100%) |
|--|---|----------------------------|
| A. Qualification | | |
| Qualification of Key Experts Score: 20% | | 30% |
| Experience of Key Experts Score: 10% | | |
| B. Experience of Work | | |
| General of Consulting Firm | Bridge Development Plan, Physical Development Plan, Periodic plan, Municipality, Transport Master Plan, Long Term Development Plan, City or Regional Level Master plan, Building Byelaws of Municipality/Rural Municipality and Regulation Guidelines which require the preparation of GIS Base Map Score: 10% | 55% |
| Specific Experience of Consulting Firm within last 7 years | Bridge Master Plan With, Integrated Transport Development Plan, Structural Norms of Municipality/Rural Municipality, IUDP of River Training Works. Score: 35 % | |
| Similar Geographic Experience of Consulting Firm | More than 50% of Specific Works/experience successfully completed in Hilly and Mountain Region Score: 10% | |

| C. Capacity | | |
|---|---|--|
| Financial Capacity | Average Annual Turnover of Best 3 Years Should be more than NRs. 45 Lakhs , Score: 10% | |
| | | |
| Infrastructure/equipment related to the proposed assignment | GIS software (Preferable Arc GIS-X or equivalent) With Authorized license, should have total station, Plotter Score: 5% | |

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

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,

Ruby Valley Rural Municipality

Sertung-3, Dhading, Bagmati Province

Contact: 9855039114, 9851170713

Email Address: rubyvalleymun2017@gmail.com

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 Ruby Valley Rural Municipality as Consultant for Preparation of Detailed Project Report (DPR) of Bridges for Ruby Valley Rural Municipality (3 Nos. of Bridges).
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. Ruby Valley Rural Municipality 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. Ruby Valley Rural Municipality and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,
[Person]
[Company]
[Address]
[Phone, Fax, Email]

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



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 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):



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:**



3. Experience

3(A). General Work Experience

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

| SN | Name of assignment | Location | Value of Contract | Year Completed | Client | Description of Work Carried out |
|----|--------------------|----------|-------------------|----------------|--------|---------------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

(Attach letter/certificates issued by client and year of completion)



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) |
| 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) |
| Start date (month/year): Completion date (month/year): | No. of professional person-months provided by the joint venture partners or the Sub-Consultants: |
| Name of joint venture partner or sub-Consultants, if any: | Narrative description of Project: |
| Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment. | |

Firm's Name:

(Attach letter/certificates issued by client and year of completion)



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)

| SN | Name of The Project | Location | Execution Year and Duration |
|----|---------------------|----------|-----------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

(Attach letter/certificates issued by client and year of completion)



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 (Nrs.) |
|----------|------------------------|
| 2074/075 | |
| 2075/076 | |
| 2076/077 | |

Average Annual Turnover of last 3 years

(Note: Supporting documents for Average Turnover should be submitted for the above.)
(Attach copy of audited page or tax clearance certificate that shows total value of work)

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

| SN | Infrastructure/Equipment Required | Requirements Description |
|----|---|--------------------------|
| 1. | GIS Software (Preferable Arc GIS-x or equivalent) with authorized license | |
| 2. | GPS Set | |
| 3. | Total Station | |
| 4. | Plotter Printer | |

(Attach Purchase bill or hiring letter)

5. Key Experts (Include details of Key Experts as mentioned above 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 |
|----|------|----------|-----------------------|--------------------------|------------------------------------|-------------|
| | | | | | | |
| | | | | | | |
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| | | | | | | |

(Please attach Curriculum Vitae and Academic Certificate. Curriculum Vitae of proposed personnel should be signed in blue ink. NEC Certificate should be attached in case of proposed personnel with engineering background.)



F: Instruction to Consultant

1. Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable.
2. The consulting firm must include a team leader having minimum qualification mentioned in the criteria for short listing consulting firm. Failing to provide a Team Leader having these minimum qualities shall result in the proposal submitted by the consulting firm invalid and shall not be evaluated.
3. In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated.
4. If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they shall not be eligible to apply in joint venture during the submission of the proposal. The consultant shall duly sign and stamp in all submitted documents.