



Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

**Procurement of Consulting Services
(For National and International Consulting
Services)**

Issued By:
Department of Roads
Planning and Design Branch,
Geo-Environment and Social Unit,
Chakupat, Lalitpur

June 2017

Expression of Interest (EOI)

Title of Consulting Services: Environmental Assessment (EA)

Package Number	Name of Road	Length (Km)
IEE of Following Roads		
DOR/GESU/337/073/74/043	Mirdi-Kyakmi-Bhimad Road Section Syangja	42
	Putalikheta-Karkineta-Kushma Road Section Syangja & Parbat	45
	Jyagdi Khola Corridor Syangja and Tanahu	30
	Bayarghari-Wanethok Deurali-Biruwa Road Section, Syangja	25
DOR/GESU/337/073/74/044	Kapurkot- Nijawang-Rank Road Section Rolpa	55
	Sulichaur-Thawang Road Section Rolpa	53
	Liwang-Dhawang-Dhangsi-Jaljala Road Section Rolpa	35
	Liwang-Darbot Road Section Rolpa	24
	Holeri-Gwarkhola-Tulsipur Road Section	20
EIA of Following Roads		
DOR/GESU/337/073/74/045	Chatara-Leguwachhat Road Section, Koshi Corridor	47
	Chatara-Mulghat Road Section, Koshi Corridor	35

Method of Consulting Service *National*

Project Name : IEE and EIA of Roads

EOI: Notice no: 4 /073/74

Office Name : Planning and Design Branch, Geo-Environment and Social Unit

Office Address: Chakupat, Lalitpur

Issued on: 2074-2-29

Financing Agency: Government Budget

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

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EOI Document

A. Request for Expression of Interest

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Planning and Design Branch,
Geo-Environment and Social Unit,
Chakupat, Lalitpur
Request for Expression of Interest

for

Consultancy Services for Environmental Assessment (EA)

Notice No.4 /073/74

First Date of Publication: 2074/02/29

Geo-Environment and Social Unit (GESU) of Department of Roads (DOR), has invited experienced and eligible local Consulting Firm(s) to submit Expression of Interest (Eoi) to provide Consultancy Services for Environmental Studies of following Roads

Package Number	Name of Road/Bridge	Length (Km)
IEE of Following Roads		
DOR/GESU/337/ 073/74/043	Mirdi-Kyakmi-Bhimad Road Section Syangja	42
	Putalikhhet-Karkineta-Kushma Road Section Syangja & Parbat	45
	Jyagdi Khola Corridor Syangja and Tanahu	30
	Bayarghari-Wanethok Deurali-Biruwa Road Section, Syangja	25
DOR/GESU/337/ 073/74/044	Kapurkot- Nijawang-Rank Road Section Rolpa	55
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	Liwang-Dhawang-Dhangsi-Jaljala Road Section Rolpa	35
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	Holeri-Gwarkhola-Tulsipur Road Section	20
EIA of Following Roads		
DOR/GESU/337/ 073/74/045	Chatara-Leguwaghat Road Section, Koshi Corridor	47
	Chatara-Mulghat Road Section, Koshi Corridor	35

1. Standard Eoi-Forms will be available on written request, during office hours from Geo-Environment and Social Unit of Department of Roads (DOR) .
2. Eoi should be submitted by before closing of office hour of 15th day of notice published in sealed envelopes with registration Certificate and Tax Clearance Certificate valid for the Fiscal year 073/74 .
3. If the last date of submission of the documents happens to be a holiday then these activities will be carried in next working day.
4. The eligible short-listed Firms will be informed later for applying Technical & Financial Proposals on the basis of the Short-listing & Assessment criteria provided together with the Eoi forms to all the Firms on their respective contact addresses.
5. Consultant will be selected as per Quality-and Cost-Based Selection (QCBS) method in accordance with the procedures set out in the Public Works Directives PWD, 2002/ PPA 2063 and PPR 2064..
6. DOR reserves the **right to accept or reject any Eoi or to annul the whole process** and shall be **free** from not only any liabilities incurred by any of the affected firms but also from any obligation to inform the firms of the ground for such action.
7. Further information can be obtained from following contact address during office hours:
8. Geo-Environment and Social Unit (GESU) will provide **the electronic copy of Eoi format** on official request letter from the concerning firms.
9. The notice will be available on the DOR web site also i.e www.dor.gov.np.

Unit Chief

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.
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**.¹
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.²
5. The assignment has been scheduled for a period of **FY 2074/075**. Expected date of commencement of the assignment is **[2074 Sravan]**.
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 **[Name of package]**. The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

¹ Client should delete as appropriate.

² Delete if EOI is not called for person.

C. Objective of Consultancy Services or Brief TOR

Environmental ASSESSMENT of Roads as per requirement of Environment Protection Regulation 1997.

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.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration <i>(for National consulting firm only)</i>	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <i>[insert Fiscal year] (for National consulting firm only)</i>	
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	

Ranking Criteria

The Consulting Firm(s) submitting the Expression of Interest will be selected on the basis of the information on the following ranking criteria:

SN	Particulars	Allocated Max. marks
1	General Experience of the firm(s) in consulting services in Civil Engineering works	10
2	Work experience of the firm(s) in Similar Projects	40
3	key personnel(Manpower)	35
4	Financial Capacity	10
5	Office equipment and Facilities	5
Total		100

Note A : 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 B: Maximum no of JV Firms : Three

Note C: The firm/jv shall have to submit separate sealed EOI for each package. And, the firm/JV shall submit the sealed EOI for maximum 3 numbers of packages.

Note D: The same firm shall not be allowed to submit Eoi individually and in JV for same package or different packages. Every JV shall be unique. ("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)

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

EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,
Planning and Design Branch,
Geo-Environment and Social Unit
Chakupat, Lalitpur

Sir/Madam,

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 **Geo-Environment and Social Unit** as Consultant for ***Environmental assessment of Work/Services.***

1. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
2. **Geo-Environment and Social Unit** 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.
3. **Geo-Environment and Social Unit** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.³
4. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
5. 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.
6. 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

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

EOI Document

the assignment.

7. 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):

EOI Document

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

EOI Document

3. Experience

3(A). General Work Experience

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

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

General experience of : **Feasibility Study** or **Detailed Survey and Design** or **Geotechnical Study** of Road or Bridge or Hydropower or Irrigation or Water Supply and Sanitation or Building etc.

Note: * Should be supported by work Completion Certificates Provided by the Clients.

EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁴ :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Similar experience of : Initial Environmental Examination or Environmental Impact Assessment or other Environment related studies of any type of Projects

Note: *document Should be supported by work Completion Certificates Provided by the Clients.

Firm's Name: _____

⁴ Consultant should state value in the currency as mentioned in the contract

EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

EOI Document

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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

Note:

Above information should be supported by the notary public attested auditor's reports of the corresponding fiscal year.

* 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.

*

EOI Document

4(B). Infrastructure/equipment related to the proposed assignment⁵

No	Infrastructure/equipment Required	Requirements Description available with and owned by the firm(s)
1.	Desktop/Laptop computer	
2.	Photocopy Machine	
3.	Vehicle Facilities	
4.		
5.		

⁵ Delete this table if infrastructure/equipment for the proposed assignment is not required.

EOI Document

5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

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

(Please insert more rows as necessary)

Key Technical staff are:

- 1) Environmentalist (Team Leader),**
- 2) Highway Engineer,**
- 3) Geologist,**
- 4) Hydrologist,**
- 5) Sociologist,**

Note:

* Should be supported by CV with email address and blue ink signature of professional and authorized representative of the firm/JV.

* If proposed professionals are outsourced by the firm, only 75% marks shall be awarded. .

* The firm/jv shall also have to submit the any certificate as evidence of his/her education (degree) as required above.

* The firm/jv shall have to submit the NEC registration certificate for engineer professionals (except :Transport Economist/Sociologist)