

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service: Traffic Volume Count
and Vehicle Classification Survey**

Method of Consulting Service: National

**Project Name: Traffic Volume Count and Vehicle Classification
Survey**

Contract No.: DORHMISICT/337310113/081/82-05

**Office Name: HMIS-ICT Unit
Planning and Monitoring Branch
Department of Roads**

**Office Address: Babarmahal, Kathmandu
Funding Agency: Government of Nepal**

Abbreviations

BD	-	Bidding Document
BDS	-	Bid Data Sheet
CV	-	Curriculum Vitae
DCS	-	Delivery and Completion Schedule
DO	-	Development Partner
DoR	-	Department of Roads
DP	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
EQC	-	Evaluation and Qualification Criteria
GCC	-	General Condition of Contract
GoN	-	Government of Nepal
ICC	-	International Chambers of Commerce
IFB	-	Invitation for Bids
ITB	-	Information to Bidders
LGRS	-	List of goods and Related services
NCB	-	National Competitive Bidding
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPMO	-	Public Procurement Monitoring Office
PPR	-	Public Procurement Regulation
SBD	-	Standard Bidding Document
SBQ	-	Schedule for Bidders Qualifications
SCC	-	Special Condition of Contract
SR	-	Schedule of Requirements
TOR	-	Terms of Reference
TS	-	Technical Specification
VAT	-	Value added Tax

Table of Contents

Section I.	A. Request for Expression of Interest
Section II.	B. Instructions for submission of Expression of Interest
Section III.	C. Objective of Consultancy Services with Brief TOR
Section IV.	D. Evaluation of Consultant's EOI Application
Section V.	E. EOI Forms and Formats

A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: HMIS-ICT Unit, Planning and Monitoring Branch, Department of Roads, Babarmahal, Kathmandu

Date: 2024/11/05

Name of Project: Consulting Services on Traffic Volume Count and Vehicle Classification Survey

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting Services on Traffic Volume Count and Vehicle Classification Survey 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 HMIS-ICT Unit now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Consulting Services on Traffic Volume Count and Vehicle Classification Survey.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address:

HMIS-ICT Unit, Planning and Monitoring Branch, Department of Roads, Babarmahal, Kathmandu, Nepal during office hours on or before 2024/11/19, 12:00 Hours or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://dor.gov.np/>

4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before 2024/11/19, 12:00 hours.
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 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60.

B. Instructions for Submission of Expression of Interest (EoI)

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 3 months. Expected date of commencement of the assignment is 2025/12/30.
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 through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference (ToR) for Consulting Services on Traffic Volume Count and Vehicle Classification Survey

Introduction and Background

Government of Nepal, Ministry of Physical Infrastructure and Transport (MOPIT), Department of Roads, Planning and Monitoring Branch, HMIS-ICT Unit (the Client) has been carrying out Traffic Count, Surface Distress and Road Roughness Surveys regularly on National Highways (NH) and Core Road Network (CRN) through consultants.

The end goal of DOR is “**The reduction of total road transport cost**”. Total transport cost includes construction costs, maintenance costs and road user costs. In order to achieve its goal, DOR needs to have regular access to updated road data in a compiled database system and records so as to facilitate the network planning. It is important that investment priorities in the road sector should be based on road data such as road condition & roughness, traffic volume and strategic importance of Roads. Highway Management Information System-Information and Communication Technology (HMIS-ICT) Unit has been playing a vital role in collecting, storing and updating these data for facilitating the decision makers at DoR for setting priorities on investment in maintenance and development requirements of roads and future network planning and extensions. For the F/Y 2081/82, the client has decided to carry out Traffic Count and Vehicle Classification Survey.

1. Objective

The objective of the Consultancy Services is to Carryout Traffic Count and Vehicle Classification Survey.

2. Scope of Works

For the purposes of geometric design and for evaluation of economic benefits, the volume, composition and loading for current and future traffic on the road need to be known. All traffic forecasts, except in case of new roads, requires the knowledge of existing traffic and a combination of reliable historical traffic information as well as information on local and national traffic growth.

The surveys will be carried out at pre-determined **170 stations**. During the execution of the Services, the consultant, among other aspects, shall undertake the following tasks.

- Review the previous reports and familiarize with the theory and practice of carrying out manual Traffic Volume Count and Vehicle Classification Survey.
- Carry out the manual classified traffic count surveys for 72 hours periods. The traffic count shall be carried out on normal situation and local vehicle counting will be excluded.
- Record and submit the results of the manual traffic volume count and classification surveys on the suitable data formats.
- The consultant will determine the exact location, according to the DOR Road Referencing System and get approval for each survey location and submit this information as part of his final

report. The location should be fixed in such a way that the local vehicles are not entered into the records sheet.

- Surveys will be carried out in the location of previous surveys, which were carried out by the DOR/ previous Consultant but excluding urban stretches. In case of new locations, the consultant is advised to take the approval of Division Road Office as well as person in charge of the DOR.
- During the selection of stations, the consultant will undertake a reconnaissance of the site so as to choose the most suitable location taking account of:
 - The safety of both drivers and survey personnel
 - The site distance required for carrying out the survey
 - Environmental concerns regarding setting up a temporary camp where necessary.
 - To avoid, the multiple counting of local traffic and abnormal construction traffic.
- The consultant shall have sufficient number of enumerators in order to facilitate the recording of the bi-directional traffic volume. All enumerators should be able to read and write English and all enumerators should have, or be provided with, a watch while on duty. During the survey the consultant will ensure that all enumerators are alert and working diligently and safely. He will ensure that all data sheets have the correct location, reference number, date and time and signatures of the enumerators. At the end of the shift, he will ensure that the sheets are arranged serially for each direction, tagged, and stored safely.
- The consultant shall arrange a reliable transport facility and provide at least one civil/ highway engineer capable of supervision four to six survey stations conducted simultaneously and verifying the field data recorded by the enumerators.

3. Traffic Volume Count and Vehicle Classification Survey

The estimated number of stations for Traffic Volume Count and Vehicle Classification Survey is presented on table 1. The details of the stations are also attached as an annex.

Table 1: Number of stations to be surveyed

S.N.	Name of Survey	No. of Station
1	Traffic Volume Count and Vehicle Classification Survey	170

4. Consultant's Facilities

It should be noted that the consultant should provide all the technical and support staff required to carry out their services. The consultant shall also be responsible for providing all other necessary facilities and logistic support for its staff, including accommodation, transportation, office equipment, communication, utilities, office supplies and other miscellaneous requirements.

DOR will provide the consultants relevant details of the Traffic Volume Count Survey stations including reference numbers of road and road link. On request, the consultants will be given

access to any relevant information including project information. Assistance may be available from the DOR, Road Division and respective Projects for data required for carrying out survey.

The consultant shall be responsible to acquire other necessities at the consultant's own cost and shall be included in the financial proposal.

5. Reporting and Deliveries

The consultant shall keep full records relating to all aspects of the services covered under this contract. Such records shall be available for inspection to DoR. During the course of the service, Consultants are required to submit the following reports in numbers stated in Table 2.

Table 2: Details of the Deliverables

S.N.	Reports and Deliveries	No. of Copies	Details
1	Inception Report	3 (Three) hard copies and a soft copy as per approved work schedule	Findings of reviews on reports and detailed proposed methodology, key personnel assignment for the survey works, work schedule in details.
			Development and submission of table of contents required for reports related to traffic count and vehicle classification for getting approval prior to field survey.
			Development of formats required for survey works and get approval from the Client.
			Detailed reasons for any deviation from the agreed program and proposals to attain the progress specified in the schedule of work.
			The consultant shall modify the inception reports incorporating the comments obtained from the Client.
2	Field Report	3 (Three) hard copies and a soft copy as per approved work schedule	Details of the traffic count stations, which are surveyed and the results thus obtained.
			Details (name and position) of the team members who are involved in the completed portion and vehicle employed on the survey work.
			The initials of the involved team members and the dates should be mentioned in the field reports.
3	Draft Report	3 (Three) hard copies and a soft copy as per approved work schedule	The comprehensive results of survey, in the format approved by DOR. Draft report shall be presented at DoR.
5	Final Report	3 (Three) hard copies and a soft copy as per approved work schedule	The consultant shall modify the draft report incorporating the comments obtained from the client, if any. The consultant must submit digital copy of the final reports of the data entered in specified formats and recorded videos in external hard disk.

6. Time Frame

The estimated period of time to complete this assignment shall be **3 months**.

7. Team Composition and Key staff Inputs

The assignment is expected to require the inputs of following key personnel together with adequate supporting manpower:

- Team Leader/ Senior Highway Engineer – 1 no.
- Highway Engineer -1 no.
- Civil Engineer – 1 no.

Note:

- The above key staff composition is recommended by the client; however, the consultants are free to propose their own staff input requirement for efficient performance of their job as per TOR.
- If proposed Person has to be replaced, this could be done only after approval of the client.

8. Supervising Engineer

The Client may depute Supervising Personnel/Engineer to benefit from the Knowledge transfer, to closely supervise and monitor and to act as a liaison personnel between the Client and the Consultant.

9. Contractual and Implementing Arrangements

The Consultant's contract will be with Government of Nepal, DoR, HMIS-ICT Unit (Client) and it will be based on a contract agreement. The consultant will make all the reporting and consultations with DoR, HMIS- ICT Unit regarding the implementation of the project.

10. Consulting Services, Qualification & Responsibilities of Consultant's Key Personnel

The consulting firm/s shall have experience in survey, design and construction supervision of roads. Further experience of the firm/s in Traffic Volume Count and Vehicle Classification surveys are preferable. The qualifications and responsibilities of consultant's key personnel will include, but not necessarily be limited to the following:

1	Team Leader/ Senior Highway Engineer	
i	Educational Qualification	M.Sc. In Highway/Transportation Engineering or equivalent
ii	Experience	
	General Experience	Experience in Civil Engineering projects
	Specific Experience	Experience in Team building as Resident Engineer / Highway Engineer/Project Manager in Traffic Volume Count and Vehicle Classification Survey Work

	iii	Job Description	<ul style="list-style-type: none"> • Overall responsibility for the execution of works in accordance with the ToR • Co-ordination of all professional units • Liaison with the client to make sure that the contract is implemented in accordance with the government's policies
2	Highway Engineer		
	i	Educational Qualification	M.Sc. In Highway/Transportation Engineering or equivalent
	ii		Experience
		General Experience	Experience in Civil Engineering projects
		Specific Experience	Experience in Traffic Volume Count and Vehicle Classification Survey
	iii	Job Description	<ul style="list-style-type: none"> • Carry out Traffic Volume Count and Vehicle Classification survey • Assist Team Leader in processing of field data • Assist Team leader in preparation of various documents
3	Civil Engineer		
	i	Educational Qualification	B.E. in Civil Engineering or equivalent
	ii		Experience
		General Experience	Experience in Civil Engineering projects
		Specific Experience	Experience in Traffic Volume Count and Vehicle Classification survey
	iii	Job Description	<ul style="list-style-type: none"> • Carry out Traffic Volume and Vehicle Classification survey • Assist Team Leader in processing of field data • Assist Team leader in preparation of various documents

11. Method of Payments

Method of payment will be as follows:

1. There shall be no mobilization or demobilization payment.
2. The client shall pay 20% of the contract amount after submission of the inception report.
3. The client shall pay 40% of the contract amount after submission of the field report.
4. The client shall pay 20% of the contract amount after submission of the draft report.
5. The remaining 20% will be paid by the client after the acceptance of the final report.

The consultant is expected to complete all the work as specified in the TOR and the BOQ. If the consultant is unable to carry out total quantity of work as agreed in the BOQ due to some unavoidable circumstances, proportional amount will be reduced and adjusted during the final payment. The rate for the work must include all staffs, vehicles and equipment charges as well as all recording, reporting, overheads and profit. The client will not pay any other charges over and above the accepted rates per station for the survey work.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Evaluation Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission of FY 2079/80	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution/company or any partner of JV; such bidder's bid shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.	

ii) EOI Evaluation Criteria

A. Qualification (Points: 40)

Sl. No.	Criteria	Minimum Requirement
1	Resource Personnel	Team Leader/Senior Highway Engineer-1 Highway Engineer-1 Civil Engineer-1
2	Equipment/Facilities	Vehicle (four-wheel drive vehicle)-1

B. Experience (Points: 50)

Sl. No.	Criteria	Minimum Requirement
1	General Experience of Consulting Firm	Completion of Civil Engineering Related Services (Service Cost more than NRs. 18 Million excluding VAT)
2	Specific Experience of Consulting Firm within last 7 years	Traffic Volume Count and Vehicle Classification Survey Work with 100 or more number of stations in a single contract

C. Capacity (Points: 10)

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity	Average Annual Turn Over of best 3 years of last Five Fiscal Year

E. EOI Forms & Formats

E. EOI Forms & Formats

- Form 1. Letter of Application
- Form 2. Applicant's information
- Form 3. Experience (*General, Specific and Geographical*)
- Form 4. Capacity
- Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: ____

Full Address of Client: _ Telephone No.: _____ Fax No.: _____

Email Address: _____

Dear 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 Department of Roads, Planning and Monitoring Branch, HMIS-ICT Unit as a Consultant for Traffic Volume Count and Vehicle Classification Survey Work. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
2. Department of Roads, Planning and Monitoring Branch, HMIS-ICT 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. Department of Roads, Planning and Monitoring Branch, HMIS-ICT Unit and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
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.

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

Standard EOI Document

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 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):

Standard EOI Document

2. Applicant's Information Form

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

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

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

Standard EOI Document

3. Experience

3(A). General Work Experience

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

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

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

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

Firm's Name: ____

² Consultant should state value in the currency as mentioned in the EoI document

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Fiscal Year	Amount (NRs.)

- **Average Annual Turnover**

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.	Vehicle (Four-wheeled Vehicle)	Must Submit Ownership evidence with Notary Public Attested
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

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

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

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)