

## Document for Expression of Interest (EOI) for Short List of Consultants

### I Introduction

The Department of Roads (DOR), Mid-hill West (Puspahal) Highway Project, Tulsipur, Dang invites Expression of Interest (EOI) from domestic Consulting Firm(s) for short listing to following Jobs:

- i) Review of Ghyampeshal-Nimel-Khabare (Daraudi-Khola)-Nayasangu-Masanepati-Palungtar-Chepe-Dhamilikuwa-Tarkughat-Paudidhik Section, total length approx 51 K.M. ( Gorkha, Lamjung and Tanahun District,) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR). Among total 51 km road length, 23 Km road is under upgrading work by another road project of DoR. So, in this Package, the detailed engineering survey and design of about 26 Km road length and DPR preparation of about 51 Km road length is required.
- ii) Review of Paudidhik-Sundarbazar-Koiralaphat-Bimire-Borletar-Karaputar-Thumki-Begnash section, total length approx 52 K.M.( Lamjung and Kaski District) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR).
- iii) Review of Burtibang-Patihalne Section, total length approx 46 K.M. (Baglung District) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR)
- iv) Review of Patihalne-Rukumkot Section, total length approx 46 K.M. (Rukum District) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR)
- v) Review of Hasibang-Chaurajahari Section, total length approx 34 K.M. (Rukum District) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR)
- vi) Review of Belkhet –Kirtipur and Kailashkhola-Bailapata Section, total length approx 31 Km (Aacham District) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR)
- vii) Review of Manghar-Bestada-Lohre Section and Rawatkot-Dullu-paduka-Jambukad-Ramghat section, total length approx 51 K.M.(Dailekh District) of Mid Hill Highway Project and provision of access points to its corridor, Detailed Engineering Survey and Design of Highway and Other Structures (for upgrading of this Section to Black Topped standard) and Preparation of Detailed Project Report (DPR)

In their covering letter the applying firms **must indicate the name of job for which they intend to submit Proposal**. The firms or joint ventures interested to apply in all of the above works should submit the proposals separately.

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## II Criteria for Short Listing

The Eligibility and qualifying criteria are provided in Appendix I. The Request for Proposal (RFP) shall be provided only to short listed consulting Firm(s) as and when required. **The RFP for the said works shall be provided only for the stated work which the firms have indicated in their covering letter.**

## III Joint Venture

Consulting Firms can form a Joint Venture (JV) with **maximum three partners**, but a firm is not eligible to submit more than one EOI either as a single firm or as a member of a JV. Failing this, the EOI of such firm(s) shall be rejected. The EOI must clearly mention the name of the Leading firm.

## IV Information about the Consulting Firms.

The Consulting Firm(s) are required to complete the forms prescribed below. In case of a JV these forms has to be completed individually for each partner, in a sequential manner.

1. Name of Consulting firm/Joint Venture:-
  - a) Name of firm:
  - b) Address:
  - c) Phone Number:
  - d) Authorized person:
  - e) Mobile Number:
  - f) E-mail ID:
2. Identification number for which EOI applied:-
3. Name of Job for which EOI applied:-
4. Lead Consultant (In case of Joint Venture):-
  - g) Name of firm:
  - h) Address:
  - i) Phone Number:
  - j) Authorized person:
  - k) Mobile Number:
  - l) E-mail ID:

## FORM-1 : Financial Capacity

Annual turn over of the last five years. (The Financial Capacity will be assessed by the values of the Best 3 Years within last 5 Years.)

| Fiscal Year | Turnover (NRs) |
|-------------|----------------|
| 2070/071    |                |
| 2069/070    |                |
| 2068/069    |                |
| 2067/068    |                |
| 2066/067    |                |

### Notes:

- A. The above information must be supported by the auditor's Reports or Tax clearance certificates. The applicants are advised to indicate the best three years of turnovers. The values of the turnover of previous years will be adjusted according to the National Urban Consumer Price Indices (Overall Index).

- B. 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.
- C. In case of J.V, average annual turnover of the JV shall be evaluated taking account of the Percentage share of each firm /J.V. as stated in the J.V. agreement for the EOI. If the J.V. agreement does not indicate the percentage share, the marks for Financial Capacity shall be considered to Zero.

**FORM-2 : General Experience of the Firm in Civil Engineering Works during the last 5 years with contract amount more than Rs. 0.5 million.**

| S.N. | Name of Client | Job Details | Contract value NRs.(Except VAT) | Start Date | Completion Date | Single/JV |
|------|----------------|-------------|---------------------------------|------------|-----------------|-----------|
| 1    |                |             |                                 |            |                 |           |
| 2    |                |             |                                 |            |                 |           |
| 3    |                |             |                                 |            |                 |           |
| 4    |                |             |                                 |            |                 |           |
| 5    |                |             |                                 |            |                 |           |

The above information must be supported by works completion certificates with clearly indicated contract amount.

**FORM-3 : Work Experience in Detail Engineering Survey and Design / Preparation of DPR, Feasibility Study of motor able roads during the last 5 years.**

| S.N. | Name of Client | Job Details | Length in K.M. | Start Date | Completion Date | Single/JV |
|------|----------------|-------------|----------------|------------|-----------------|-----------|
| 1    |                |             |                |            |                 |           |
| 2    |                |             |                |            |                 |           |
| 3    |                |             |                |            |                 |           |
| 4    |                |             |                |            |                 |           |
| 5    |                |             |                |            |                 |           |

The above information must be supported by works completion certificates issued by concerned Employer.

**FORM-4 : Office Equipment and Facilities**

List office space, Survey Equipment and Vehicles available with and owned by the Firm(s).

**Lease or hire agreement / Proposals are not accepted.**

| S.N.  | Particulars  | Quantities | Specifications/Remarks |
|-------|--|------------|------------------------|
| A     | Office space (in sq. m.)                                   |            |                        |
| B     | Total stations / EDM (in nos)                              |            |                        |
| C     | Vehicle facilities (only for 4 WD utility vehicles in nos) |            |                        |
| ..... |  |            |                        |

Note:

- Give Office Space in square meters.
- Only Total station or Electronic Theodolites are considered for Evaluation.
- Only 4WD Utility Vehicles are considered for evaluation.
- Ownership evidences are mandatory for office space, survey equipment and vehicles.

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### FORM-5 : Manpower Resources

The Resource persons and supporting staff working with the consulting firms.

| S.N. | Resource person/ Support Staff working with the consulting form | Required Minimum Experience (Yrs) | Name(s) of Persons | Date of Appointment |
|------|---|-----------------------------------|--------------------|---------------------|
| 1    | Team Leader - Highway/Transport Engineers                       | 15                                |                    |                     |
| 2    | Highway/Transport Engineers                                     | 10                                |                    |                     |
| 3    | Geo-Technical Engineers   | 5                                 |                    |                     |
| 4    | Hydrologist   | 5                                 |                    |                     |
| 5    | Senior Surveyor / Geodetic Engineers                            | 5                                 |                    |                     |
| 6    | Civil Engineers / Quantity Surveyors                            | 5                                 |                    |                     |
| 7    | Material Engineer   | 5                                 |                    |                     |
| 8    | Managerial / Administrative Staff                               | N/A                               |                    |                     |
| 9    | Supporting Staff  | N/A                               |                    |                     |

Note:

1. Provide Bio-Data of the technical resource persons. The bio-data shall be signed in blue indelible ink by the respective personnel declaring the correctness of the information.
2. Proposed professional key personnel shall not be repeated by the same firm/J.V. and/or another firm/J.V. In case of repetition of professional key personnel, the project office shall ask via email the person for physical presence within seven days to declare him/herself the firm/J.V. to whom he/she shall want to be associated.
3. The personnel must clearly mention his/her e-mail address and mobile no in his/her C.V.
4. The firm/J.V. must have to submit the NEC registration certificates for engineering professionals
5. The firm/ J.V. shall also have to submit any certificates as evidence of his/her education (degree) as required above.
6. Any C.V. failing to provide the information requested in the above mentioned five points shall lead to rejection of that C.V. and no marks will be awarded.

### FORM-6 : Adherence to code of Ethics and Anti Corruption Policy

Provide the firms' commitment on Code of Ethics and Anti-Corruption policy and their mechanism to monitor the adherence to these polices. Upon failing to do so, the firm shall be disqualified for the evaluation.



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## Appendix –I

### Eligibility and Qualifying Criteria

#### Eligibility Criteria:

- a. Firm Registration Certificate ; - Mandatory Requirement.
- b. VAT / PAN Registration Certificate; - Mandatory Requirement.
- c. Up to date Tax Clearance Certificate; - Mandatory Requirement.
- d. J.V.Agreement in case of Firms in J.V.; - Mandatory Requirement.
- e. Power of Attorney / Authorization Letter of the signatory ; - Mandatory Requirement.
- f. Adherence to the code of ethics and anti-corruption policy.; - Mandatory Requirement.

#### Qualifying Criteria

##### a. Firm's Capacity

**50 Points**

- Financial Capacity - 10 points
- Resource Personnel - 30 Points
- Office Equipment and Facilities - 10 Points

##### b. Experience

**50 Points**

- General Experience of the Firm in Civil Engineering Works - 15 points
- Detailed Engineering Survey and Design of motor able Roads - 35 Point

#### Notes:

1. A successful Consulting Firm shall score minimum 50% marks in each criteria / Parameter and minimum 60 % marks overall criteria to qualify.
2. The EOI of short list must clearly mention the name of the leading firm with financial liabilities.
3. The firm / J.V. shall have to submit sealed EOI for each package. A firm / J.V. shall be shortlisted for maximum of three numbers of packages only among the mentioned seven packages on the basis of best three scores.
4. The same firm shall not be allowed to submit EOI individually and in J.V. for same package or different packages. Every J.V. shall be unique. ("Example 1: EOI for Firm A and Firm A J.V. Firm B"-Not Allowed) ("Example 2 : EOI for Firm A J.V. with Firm B and Firm B J.V. with Firm C"- Not Allowed)



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**Eligibility and Qualifying Criteria for short-listing of Consulting Firms for Detailed Engineering Survey and Design of:**

1. Ghympeshal-Nimel-Khahare (Daraudi-Khola)-Nayasangu-Masanapati-Palungtar-Chepe-Dhamilikuwa-Tarkughat-Paudidhik Section, total length approx 51 K.M. ( Gorkha, Lamjung and Tanahun District)
2. Paudidhik-Sundarbazar-Koiralaphat-Bimire-Borletar-Karaputar-Thumki-Begnash section, total length approx 52 K.M.( Lamjung and Kaski District)
3. Burtibang-Patihalne Section, total length approx 46 K.M. (Baglung District)
4. Patihalne-Rukumkot Section, total length approx 46 K.M. (Rukum District)
5. Hasibang-Chaurajahari Section, total length approx 34 K.M. (Rukum District)
6. Belkhet –Kirtipur and Kailashkhola – Bailpata Section, total length Approx 31 Km (Aacham District)
7. Manghar-Bestada-Lohre Section and Rawatkot-Dullu-paduka-Jambukad-Ramghat section, total length approx 51 K.M.(Dailekh District)

| <i>Parameters</i>           | <i>Allocated marks</i>  |
|-----------------------------|---|
| 1. Eligibility Criteria     | <ol style="list-style-type: none"> <li>1. Firm Registration Certificate.</li> <li>2. VAT / PAN Registration Certificate</li> <li>3. Up to date Tax clearance Certificate.</li> <li>4. J.V.Agreement in case of Firms in J.V.</li> <li>5. Power of Attorney / Authorization Letter of the signatory</li> <li>6. Adherence to the code of ethics and anti-corruption policy.</li> </ol> |
| 2. Financial Capacity       | <b>Average Annual Turnover of the best 3 years in the last 5 years (NRs)</b>  |
| Maximum allocated mark = 10 | <p style="text-align: center;">Less than 1 million = 0,</p> <p style="text-align: center;">1 million to 5 million = 5</p> <p style="text-align: center;">Above 5 million = 10</p>   |





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|---|--|
| <p>3. General Experience of the firm(s) in civil engineering works during the last 5 years (with contract amount &gt; 0.5 million, excluding VAT))</p> <p>Maximum allocated mark = 15</p> | <p><b>General Experience in Civil Engineering Works</b></p> <p>2.0 points per completed project not exceeding the maximum marks (Must be supported by work completion certificates. No points if the contract amount not mentioned in certificate.</p>   |
| <p>4. Experience in Similar jobs during last 5 years.</p> <p>Maximum allocated mark = 35</p>  | <p><b>Experience in:</b></p> <ol style="list-style-type: none"> <li>1. Completion of work of "Detailed Engineering Survey and Design" or "DPR" of Motorable Road (A single Road Length of more than 15 KM)</li> </ol> <p>5 points per completed project as above not exceeding maximum marks (Each job in a package shall be considered as separate job). Must be supported by work completion certificate.</p> <ol style="list-style-type: none"> <li>2. Completion of work of "Feasibility Study" of a Road (A single Road Length of more than 25 KM)</li> </ol> <p>3 points per completed project as above not exceeding maximum marks (Each job in a package shall be considered as separate job). Must be supported by work completion certificate.</p> |
| <p>5. Office equipment and facilities</p> <p>Maximum allocated mark = 10</p>  | <ol style="list-style-type: none"> <li>1. Office Space: (4.0 points max)<br/>Less than 50 sqm. = 2; above 50 sqm = 4<br/>Office with independent premises or independent block</li> <li>2. Total Stations / EDM: (3.0 points max)<br/>For each set 1.5, not exceeding maximum points<br/>(Must submit ownership evidence)</li> <li>3. Vehicle facilities (only for 4WD utility vehicle): (3.0 points max)<br/>1 vehicles = 3.0<br/>(Must submit ownership evidence)</li> </ol>   |

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| 6. Resource Personnel and Supporting staff | Resource Persons   | Score for resource person |
|--|--|---------------------------|
| <u>Maximum allocated mark = 30</u>         | Team Leader (Highway /Transport Engineer) - 1 with minimum experience of 15 years. | 6                         |
|  | Highway /Transport Engineer - 1 with minimum experience of 10 years.               | 5                         |
|  | Geo-Technical Engineer- 1 with minimum experience of 5 years.                      | 4                         |
|  | Hydrologist- 1 with minimum experience of 5 years.                                 | 4                         |
|  | Senior surveyor/Geodetic Engineer - 1 with minimum experience of 5 years.          | 3                         |
|  | Civil Engineers/Quantity Surveyors – 1 with minimum experience of 5 years.         | 3                         |
|  | Material Engineer-1 with minimum experience of 5 years.                            | 3                         |
| Other managerial and administrative staff  | 1 point for each not exceeding maximum mark  |                           |

**Note: A successful Consulting Firm shall score minimum 50% marks in each criteria / Parameter and Minimum 60 % marks overall criteria to qualify.**


