



Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Planning and Monitoring Branch
HMIS-ICT Unit
Babarmahal, Kathamandu

Expression of Interest (EOI)

Contract Identification Number: DORHMISICT/337310113/080/81-08

First Date of Publication: 27 May, 2024 (14th Jestha, 2081)

1. The Department of Roads (DoR) invites experienced and eligible local consultants to submit Expression of Interest (EOI) to provide **Consultancy services for Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN)**.
2. Further information and documents regarding the above-mentioned services can be downloaded from the website: www.dor.gov.np or www.bolpatra.gov.np/egp
3. Expression of Interest shall be submitted online through e-GP system www.bolpatra.gov.np on or before **12:00 Hours 10th June, 2024 (28th Jestha, 2081)** and opening shall be on **13:00 Hours 10th June, 2024 (28th Jestha, 2081)**.

Unit Chief

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: Consulting Services on Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN)

Method of Consulting Service: National

Project Name: Consulting Services on Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN)

Contract No.: DORHMISICT/337310113/080/81-08

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: 2024/05/27

Name of Project: Consulting Services on Surface Distress Index (SDI) Survey on National Highways, Feeder Roads(fr) and Strategic Urban Road Network (surn)

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting Services on Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN) 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 Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN).
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 2024/06/10, 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 2024/06/10, 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 4 months. Expected date of commencement of the assignment is 2024/08/30.
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 Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN)

1. 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 only the Surface Distress Index (SDI) Survey Consulting Services on Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN).

2. Objective

The objective of the Consultancy Services is to Carryout Surface Distress Index (SDI) Surveys on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN).

3. Scope of Works

During the execution of the Services, the consultant, among other aspects, shall undertake the following tasks:

- Review of the relevant documents and familiarization with the theory and practice of surface distress management. The distress survey is also aimed at providing the division a tool for estimating the recurrent needs and monitoring of the recurrent works.
- Carry out surface distress surveys and measure the major and minor distresses in the appropriate formats. During the field survey 100% sampling survey will be done and all pavement distress (potholes/ cracks etc.) should be captured.
- The formats and methodology for the surveys and distress recording should be developed and submitted for approval during submission of inception reports. The distresses will be taken to suit the HDM database format.

- The survey should be done using stabilized HD camera (at least 1080p, 30 fps) mounted on the vehicle. The focus of the camera shall be adjusted in appropriate manner so that the maximum details of the road surface can be taken even on the poor visibility, disturbance from the sunlight glare etc. Onboard the vehicle, a GPS equipment with at least accuracy of 1m (Post Kinematic Processing with reference to GPS Base Station can be used) and 1 second recording interval should be used to capture the coordinates of the video recording.
- Use of a four-wheel drive vehicle suitable for equipment in perfect condition.
- Processing should be done to capture the coordinates and chainages of each of the distress locations based on the video recording along with the GPS coordinates and the chainages.
- A GIS database should be prepared and submitted showing the distresses and the location along with the attribute (e.g link no, coordinates, chainage size of pothole etc.). In order to make the coordinate compatible with the HMIS database, Modified UTM as per the Department of Survey Grid System with central meridian of 84 deg shall be used.
- Based on the GIS database of the distresses, Surface Distress Index (SDI) should be computed for a distance of 1m interval. The consultant shall upload the data in the web-based system of client, if instructed by the client.
- Analyze image-based camera data and classify roads (Good, Fair, Poor) on the basis of pothole size and number per Kilometer Length.
- The consultant shall skip the SDI survey if the unpaved road length is more than 100m and analysis of such skipped road length is not necessary. There shall not be any measurement for the skipped length and payment shall be adjusted accordingly.
- For the four or more-lane road, two-way traffic separated by median and separate service lane road, the separate SDI survey (video recording, computation of the distress and reporting) shall be carried out and such works shall not be measured separately.
- The consultant shall submit the video for each of the links with chainage sub-titles along with an interactive software to view the video by chainage/coordinate and by distress location list (e.g pothole locations).
- Consult with Division Road Offices and Road Projects and study completion reports and update the surfacing age and rehabilitation/ construction age and type of surfaces link wise and chainage-wise. During distress measurement, the standard links will be divided into sub-links depending upon the surface types, urban stretches and landslide stretches.

4. Surface Distress Index (SDI) Survey Network

The estimated length of the road based on their category is presented on table 1.

Table 1: Length of the road to be surveyed.

S.N.	Road Network	Road Length (Km)
1	National Highway (NH)	6890.43
2	Feeder Roads (FR)	1416.57
3	Strategic Urban Road Network (SURN)	253.00
Total		8560.00

5. 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 National Highways (NH) including reference numbers of each 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.

6. 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 soft copies 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 Surface Distress 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 soft copies as per approved work schedule	Details of the Road Links, 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 soft	The full results of surveys, in the format approved by DOR. Draft reports shall be presented at DoR for

S.N.	Reports and Deliveries	No. of Copies	Details
		copies as per approved work schedule	DoR Engineers/ Higher Management.
5	Final Report	The consultant shall modify the draft report incorporating the comments obtained from the client and submit Three (3) copies of Main Report and Three (3) copies other final field Data Reports within the stipulated time frame. Reports must be signed by all of the consultant's key personnel.	
		The consultant must submit digital copy of the final reports of the data entered in specified formats and recorded videos for SDI in external hard disk.	

7. Time Frame

The estimated period of time to complete this assignment shall be **4 months**.

8. 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 DOR's suggestion. 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.

9. Supervising Engineer

The Client may depute Supervising Personnel/ Engineer to benefit from the know-how transfer, for close supervision and monitoring and to work as a liaison personnel between the client and the Consultant.

10. Contractual and Implementing Arrangements

The consultant's contract will be with Government of Nepal, DoR (Client) and 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.

11. 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 pavement condition 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 SDI Survey	
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 SDI Survey
iii	Job Description	<ul style="list-style-type: none"> • Carry out surface distress index 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 SDI Survey
iii	Job Description	<ul style="list-style-type: none"> • Carry out surface distress index survey • Assist Team Leader in processing of field data • Assist Team leader in preparation of various documents 	

12. Method of Payments

Method of payment will be as follows.

- a) There shall be no mobilization or demobilization payment.
- b) The client shall pay 20% of the contract amount after submission of the inception report.
- c) The client shall pay 40% of the contract amount after submission of the field report.

- d) The client shall pay 20% of the contract amount after submission of the draft report.
- e) The remaining 20% will be paid by the client after the acceptance of the final report.

The consultant is expected to complete all the survey work as specified in the TOR and the BOQ. If the consultant for some unavoidable reason is unable to carry out total quantity of survey work as agreed in the BOQ, proportional amount will be reduced and adjusted during the final payment. The final payment against work completed by the consultant shall be computed as per quoted rates for "per km" road length.

The rate for the survey work must include all staff, vehicle 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 km.

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)

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. 50 Lakh excluding VAT)
2	Specific Experience of Consulting Firm within last 7 years	Completion of Consultancy services on SDI Survey Work equal or more than 3000 Km Road length.

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 Surface Distress Index (SDI) Survey on National Highways (NH), Feeder Roads (FR) and Strategic Urban Road Network (SURN).
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. 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.
4. 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
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 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

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):

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.)

3. Experience

13. 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

14. 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

15. 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)

Government of Nepal
 Ministry of Physical Infrastructure and Transport
Department of Roads
 Planning and Monitoring Branch
HMIS-ICT Unit
 Babarmahal, Kathmandu

**Consulting Services on Surface Distress Index (SDI) Survey on National Highways (NH),
 Feeder Roads (FR) and Strategic Urban Road Network (SURN)**

ELIGIBILITY AND QUALIFYING CRITERIA

Eligibility Criteria:

S.N.	Eligibility Criteria	Compliance	Status
1	Corporate Registration	Yes/No	Pass/Fail
2	Tax Clearance for up to Fiscal Year 2079/080	Yes/No	Pass/Fail
3	VAT/PAN Registration	Yes/No	Pass/Fail
4	Year of Standing min. 5 year (At least one firm in case of JV)	Yes/No	Pass/Fail
5	JV Agreement in case of Firms in JV	Yes/No	Pass/Fail
6	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail

Details of Qualification Criteria

Description of Criteria	Marks out of 100	Remarks
A) Firm's Capacity	50	
1) Financial Capacity of Firm	10	
2) Resource of Firm	40	
(a) Resource Personnel	35	
(b) Office Equipment and Facility	5	
B) Experience of Firm	50	
1) General Experience of the Firm	10	
2) Specific Experience of the Firm	40	

A) Firm's Capacity*Maximum 10 Marks***1) Financial Capacity of Firm**

Average Annual Turnover of best 3 year of last five fiscal year	Marks	A= Estimated Amount excluding VAT and Contingency
<NRs. 0.1A	1	
>NRs. 1.5A	10	
For Value in between, points will be awarded in prorata basis.		

2) Resource of Firm(s)					
a) Resource Personnel				Maximum 35 Marks	
Professional Key Personnel	Maximum Marks	Minimum experience after Bachelor Degree	Education Required	Marks for Specific Job Experience (SDI Survey Works)	Marks for General Experience in Civil Engineering Project
<i>Team Leader / Senior Highway Engineer -1</i>	15	10	M.Sc. In Highway/Transportation Engineering or equivalent	4 marks for each job (Maximum Marks =12)	1 mark for each job (Maximum Marks =3)
<i>Highway Engineer - 1</i>	10	5	M.Sc. In Highway/Transportation Engineering or equivalent	3.5 mark for each job (Maximum Marks =7)	1 mark for each job (Maximum Marks =3)
<i>Civil Engineer - 1</i>	10	4	B.E. in Civil Engineering or equivalent	3.5 mark for each job (Maximum Marks =7)	1 mark for each job (Maximum Marks =3)
Total =	35				

b) Office Equipment and Facility**Maximum 5 Marks**

List of Equipment/Vehicle available with and owned by the firm(s). **Lease or hire agreements / proposals are not accepted.**

<i>Equipment/Facilities</i>	Maximum marks	Marks Obtained	Remarks
<i>Vehicle</i>	5	5 Points	Must Submit Ownership evidence with Notary Public Attested

B) Experience of Firm/JV**B1) General Civil Engineering Experience***Maximum 10 Marks*

Work Experience	As consultant
Completion of Civil Engineering related Service (Service Cost more than NRs. 50 Lakhs excluding VAT)	2.0 points for each job

B2) Specific Experience*Maximum 40 Marks*

Work Experience	As a consultant
SDI Survey	10.0 points for each job (Maximum 4 jobs)

Notes on Evaluation Criteria.

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: Three
Note 3: The same firm shall not be allowed to submit EoI individually and in JV for same package. ("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)
Note 4: 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 5: 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 6: 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 7: For the evaluation of financial capacity, Inflation Adjustment Factor (wholesale price index: overall index of NRB) shall be considered.
Note 8: CV of each professional key personnel shall be submitted with signature of professional and authorized representative of the firm/JV.
Note 9: 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 associated.
Note 10: CV of personnels shall clearly mention his/her e-mail address and mobile number.
Note 11: The firm/JV shall have to submit the NEC registration certificate with Notarization for engineer professionals.
Note 12: The firm/JV shall also have to submit any certificate as evidence of his/her education(degree) as required above with Academic certificate.
Note 13:-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 counted separately.
Note 14: 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 also be considered during evaluation.

Note 15: 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 16: Any service experience completed older than 7 years (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.

Note 17: If more than one Consultant secures equal scores, the Consultant with more experience in the criteria B.2 shall have preference for short listing. Similarly, the second preference will be given to A.2.a criteria.

