

Sample (Format) for Submission of EOI

Consultants are encouraged to provide information as per the attached sample format but not mandatory.

Information to be provided by Consultant in Expression of Interest

A. Consulting Firm's Details:

A.1 If the Firm is participating in the sole capacity

1. Name of the Firm:



A.2 If the Firm is participating in the capacity of Joint Venture or association

Details of Joint Venture Partners:

S. No.	Role	Full name of the firm	Place of Registration
1.	Lead Partner		
2.	JV Partner		

Details of association other than Joint Venture:

S. No.	Role	Full name of the firm	Place of Registration
1.	Sub Consultant		
2.	Sub Consultant		

B. Eligibility Requirement (attach copy)

i	Valid Corporate Registration Certificate
ii	Tax clearance certificate or Tax submission receipt (for fiscal year 2070/71 BS or 2013/14 AD)
iii	Self-Declaration as shown in FORM B-1

C. Technical Competence

Description of the consulting service in civil Engineering works for Feasibility Study/ Detail Engineering Design/ Construction Supervision/ Environmental/ Social Study of Roads performed during last ten (10) years (completed in the period between 2005 January and 2014 December) which best illustrates qualifications shall be presented in **FORM C-1**.

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Relevant Experience of the firms in Environmental/ Social study of Road in the last ten (10) years (completed in the period between 2005 January and 2014 December) shall be presented in the prescribed **FORM C-2**. The Consulting Firms are encouraged to provide evidence/proof in the form of experience certificates/completion certificates showing the dates of completion of the Assignments and value (cost) of the consulting assignments.

In case of JV the Consultant shall mention its role whether in the form of lead partner or associate partner and brief description of project.

D. Management Competence

List availability of Key professional **in house staff** associated with the organization more than one year. **[FORM D-1]**

E. Financial Competence

The consultant shall furnish the details of financial status in the form attached in **[FORM E-1]**.

F. Geographical Competence

Experience of the firm in Feasibility Study / Detail Design / Construction Supervision/ Environmental/ Social study of road projects completed within last ten (10) years (completed in the period between 2005 January and 2014 December) in different Country/Region.

G. Adherence to the code of ethics and Government's anticorruption policy

The Consultant shall submit declaration to Adherence to the code of ethics and Government's anticorruption policy.

Sample (Format) for Submission of EOI

FORM B-1: Self Declaration

Date:

To,
Project Coordinator
Nepal India Regional Trade and Transport Project
Department of Roads
Babarmahal, Kathmandu



Dear Sir,

We,..... (name of all Consulting Firm) declare that we are legally eligible to participate in the procurement process of consulting services for Environmental and Social Study for Kathmandu (Nagdhunga) Naubise Mugling Road and Bridges. We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing consulting business in the last ten years.

Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last ten years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)

Signature:

Name:

Designation:

For and on behalf of:

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FORM C-1: Major work experience for Feasibility Study / Detail Design / Construction Supervision/ Environmental/ Social Study of road projects during last ten (10) years which best illustrates qualifications

Project Name:	
Name of client:	
Country /Location:	Professional Staff Provided by your Company:
No. Staff:	No. of Man-months:
Start Date: (Month/Year)	Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:
Completion Date: (Month/Year)	Value of Consulting Service Contract
Detailed Narrative Description Project	
Detailed Description of actual Services Provided by your company:	

Note: Use of separate sheet for each assignment is encouraged.



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FORM C-2: Relevant work experience (Environmental / Social study of roads) of firms

Name of the Project:	
Location/ Country	
Description of work	
Length of Road	
Client	
Value of Consulting Service Contract	
Year of start	
Year of completion	

Note: Use of separate sheet for each assignment is encouraged.

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FORM D-1: List of available key professional in house staff having experience in related works (Only those associated with the firm for more than one year)

S.N	Name of key professional	Field of Expertise	Year of Association with the Firm
1			
2			



SAMPLE

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FORM E-1: Financial Competence

Financial status

Description	Amount
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current credit resources	

Fiscal Year		Turnover
2065-66 BS	2008-09 AD	
2066-67 BS	2009-10 AD	
2067-68 BS	2010-11 AD	
2068-69 BS	2011-12 AD	
2069-70 BS	2012-13 AD	
2070-71 BS	2013-14 AD	
Average Annual turnover		

Note:

1. Information for each member, in case of joint venture, is encouraged.
2. Average annual turnover of best three of last five years will be considered for evaluation. Supporting documents (Audited Report) are encouraged to be submitted.