



Gadhwa Rural Municipality Office, Dang

Expression of Interest (EOI) Document

For

Short-listing of Consulting Firms

For the Preparation of Integrated Rural Development Master Plan

April 2018



Gadhwa Rural Municipality Office, Dang

Final Date of Publication: 19/12/2074 B.S EXPRESSION OF INTEREST

Gadhwa Rural Municipality intends to prepare a list of competent Nepali national consulting firms for the job indicated below. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GON rule & regulations

Job Title: Preparation of Integrated Rural Development Master Plan of Gadhwa Rural Municipality.

The consulting firm can apply either in single or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV for the Job.

EOI document could be obtained free of cost during office hours on all government working days within 15th day of first date of publication of this EOI notice from Municipality. The instructions to applicants, prescribed formats for EOI preparation, evaluation criteria, detailed information, and Terms of Reference (TOR) for the job are provided in the EOI document.

Duly completed EOI documents in hard copy should be submitted to the address mentioned below clearly mentioning the name of the job in sealed envelopes before 12 Noon (NST-'Nepal Standard Time) within 16th day of first publication of this notice:

If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour. Duly completed EOI documents received after the due date & time shall be considered late, summarily rejected and returned un-opened.

The completed EOI documents received by the due date and within the specified time shall be opened at 15:OO (NST) on the l6th day of first date of publication of this notice in the presence of the applicants or their authorized representatives whosoever wish to attend Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way.

The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EOI application of eligible JV consulting firm(s) will be done in cumulative basis. Only three top ranked consulting firms obtaining at least 70% marks in the EOI evaluation will be shortlisted for the job and considered as qualified firms.

Request for Proposal (RFP) for this job will be subsequently issued to qualified short listed firms. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.

Gadhwa Rural Municipality reserves the right to accept or reject any or all EOI applications with or without giving

reason whatsoever.

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1.1.1 Scope of Qualification

Gadhwa Rural Municipality Office intends to competent prepare list of Nepali national consulting firms Rural Development Master Plan Gadhwa Rural Municipality area" This Invitation for to Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GoN mines & regulations and/or their joint ventures.

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EOI have the following

- "Applicant" means a single consulting firm or a joint venture of firms which intends to submit completed EOI document as per the published notice and instructions given in this EOI document.
- "Authorized Representative" means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the authorized signatory to the process, and is the point of contact for Gadhwa Rural Municipality in connection with the process.
- "Bidder" means a successful Applicant that are shortlisted under this EOI and submits Technical and Financial proposal in response to RFP.
- "Municipality" means Gadhwa Rural Municipality Office
- "MoFALD" means Ministry of Federal Affairs and Local Development

[&]quot;MoUD" means Ministry of Urban Development

[&]quot;TDF" means Town Development Fund

[&]quot;GoN" means "Government of Nepal"

[&]quot;JV" means "Joint Venture"

[&]quot;Lead Firm" means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform

[&]quot;EOI" means "Expression of Interest"

[&]quot;RFP" means a "Request for Proposal"

[&]quot;TOR" means "Terms of Reference"

[&]quot;VAT" means "Value Added Tax"



- I. In order to be eligible, the consulting firms should be registered in Nepal under GoN mies & regulations and should submit valid Registration Certificate, VAT Registration Certificate, Income Tax Clearance/Submission Certificate for FY 073/74. These eligibility certificates shall be notarized by authorized entity.
- 2. In addition, the Applicant (consulting firms) should submit Self Declaration as per clause 40 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non conflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any).
- 3. In case of a Joint Venture, each member of the JV shall submit the above eligibility documents.
- 4. In case of a Joint Venture, the consulting firms shall submit Joint Venture Agreement between the JV partners duly signed by authorized signatories & stamped with company seal of each member of JV & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each JV partner, share percentage of each members, and names and signatures of the authorized signatories. A power of attorney of authorized signatories in the JV from their respective firms with signature and seal of each member in the JV is also required.
- 5. Firms are not allowed to enter into more than one joint venture for the job. The total number of consulting firms including the lead firm should not exceed a maximum of three in a joint venture.
- 6. The minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%.
- 7. If the consulting firm or any member of the joint venture fails to submit the above documents or does not meet any of the above mentioned eligibility criteria, the consulting firm will be considered as non-eligible and will NOT be considered for further evaluation.

1.2 GENERAL INSTRUCTION TO CONSULTANTS

1.2.1 Calcation on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may seek clarification by contacting Municipality during office hours on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below

Contact person
Mr. Neb Bahadur Oli
Chief Administrative Officer
Gadhwa Rural Municipality,
Tel:- 9857841011
Email: noolineb@gmail.com

1.2.2 Amendment to EOI Documents

- 1. At any time prior to the deadline for the submission of the EO document, Rural Municipality to a clarification requested by an Applicant.
- 2. All Applicants will be notified in writing about the amendments. All Applicants will be bound by the amendments. Applicants will be required to acknowledge the receipt of any amendment within three business days of such receipt. Otherwise, Rural Municipality will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

1.2.3 Cost of Preparation of EOI

Applicant shall bear all costs associated with the preparation and submission of the EOI document. Rural Municipality will, in no case, be responsible or liable for these costs, or have any

other liability to any Applicant, regardless of the conduct or outcome of the EOI process. Municipality shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.2.4 Confidentiality of the Document

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. Municipality will make every effort to treat such documents in confidence as far as possible.

1.2.5 Joint Liability for Joint Venture Firms

By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

1.3 SUBMISSION OF EXPBESSION OF INTEBEST (EOI)

1.3.1 Sealing and Marking

1. The Applicant shall seal the original completed EOI in an envelope and marked as "Expression of Interest" The envelope should clearly mention the title of consulting Job. The envelope should also indicate the name and address of the Applicant.

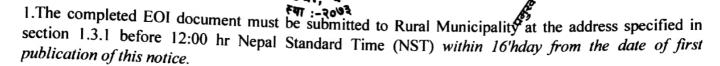
2. The envelope shall be addressed to:

The Executive Officer
Gadhwa Rural Municipality

Dang

Tel: 9857841011

1.3.2 Deadline for Submission



- 2.The completed EOI documents received by Rural Municipality after the deadline set forth in section 1.3.2 (I) shall be considered late and shall be summarily rejected and returned un-opened.
- 3.If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.3.3 Withdrawal of EOI document

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted to Municipality.

1.4 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in clause 1.3.2 (I) will be opened at 15.00 hrs NST on the last date of submission of EOI document in the presence of the applicants or their authorized representatives who so ever wish to attend. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of Municipality will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

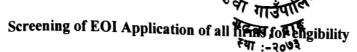
1.5 PREPARATION OF THE EOI DOCUMENT

Detailed procedure for preparation of EOI documents is given in section - 2.

1.6 EVALUATION PROCESS

Rural Municipality will carry out evaluation of the submitted EOI documents based on the eligibility and evaluation criteria approved by Rural Municipality and listed in this document. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Act and Rule of Nepal.

The evaluation of EOI documents will be done in two stages (i) Screening of EOI Application of all firms for eligibility; and (ii) Evaluation of EOI document of eligible firms.



The basic criteria for the eligibility of applicants are as follows:



A. Eligibility Requirement

	Eligibility Criteria		
	Notarized Copy of Valid Registration Certificate		
2	Notarized Copy of Tax Clearance Certificate of fiscal year 2073/074		
3	Notarized Copy of Valid VAT Registration Certificate		
	Self-Declaration as per clause 40 - 2 (e) of Public Procurement Rule, 2O64 mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing consulting business and litigation history (if any)		
	2		

Note:

- a)In case of Joint Venture, each member of the JV shall submit the above eligibility documents.
- b) The total number of consulting firms including the lead firms should not exceed a maximum of three in a joint venture.
- c)The same firm is not allowed to enter into more than one Joint Venture.
- d)In addition, in case of Joint Venture, following documents should be provided

	Joint Venture Agreement of consulting firms duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. (In any case, the firms are not
ii	Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or
ii	The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%.
iV	Power of attorney by JV partners

If a consulting firm or any member in the joint venture fails to submit the above documents or does not meet any of the above mentioned criteria, the consulting firm/their JV will be considered as non-eligible and will NOT be considered for further evaluation.



Evaluation of EOI document of eligible firms

In case of a JV, the evaluation will be done in cumulative basis. However, cumulative basis will not be applied for financial capability of the firm in presenting the minimum average annual turnover.

The criteria for the evaluation of EOI documents are as follows:

S. N	Description/ Ranking Criteria	Weightage	Full Marks	Pass Marks
	Financial Capability of the Firm (Average Annual Turn Over of best three fiscal years among last five consecutive		20	10
	Proposed Key Personnel/Professionals (Minimum Qualification and Experience as specified in the TOR) Marks will be equally distributed among the list of Personnel		15	7.5
(C	General Work Experience of the Firm in the last Seveen Years in the following field (Experience on Physical Development Plan, Periodic plan, Town/ City/ Regional Development Plan, Long Term Development Plan, City or Regional Level Master plan, Corridor Development Plan, Physical Infrastructure Plan, Water Supply and Sewerage Network plan, Road Network plan preparation, GIS Based Digital Map, Urban Base Map, Byelaws and Regulation, MTMP, Parks, Buspark, Landfillsite etc.		20	10
D	Specific Work experience of the firm in the Last Seveen Years in the field of Urban and Regional Planning E.g Comprehensive/ Integrated Town/ Urban Development Plan (CTDP/ IUDP), Periodic Plan of Municipality, Town/ City Level Master Plan, GIS Base Map of Town or Municipality, GIS Base Digital Base Map or Urban Base Map of Town or Municipality, Bylaws, Landuse Plan, Landfill site Master Plan etc.		45	22.5
		Total Marks	100	50



In this stage, screening/ eligibility verification of received EOI documents will be done based on approved eligibility criteria. Each Consultant must 'pass' each and every criterion of eligibility. Pass Marks for each and every criteria is 50% of the allocated Full Marks. Any Consultant not complying or full filling with any one of these eligibility criteria will be disqualified from further evaluation.

1.6.2 Evaluation of EOI Documents

In second stage, the EOI document of eligible firms (Consultants determined "Pass" in Stagel), will be further evaluated based on the detail criteria given above. Applicants obtaining at least 70% marks in the EOI evaluation process shall be considered as qualified firms. Only top three out of such qualified firms will be allowed to participate in RFP process. However, if the number of eligible firms (Consultants determined "Pass" in Stage) is less than 3, all the eligible firms shall be allowed to participate in RFP process.

1.6.3 Calcation during Evaluation by Rural Municipality

- 1. During the evaluation, *Rural* Municipality may request the Applicant for necessary clarifications or substantiation of the information furnished. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to Municipality address.
- 2.If the Applicant fails to provide timely clarification or substantiation of the information furnished, Municipality may declare such Applicant as non-responsive and reject his/her document.

1.6.4 Rejection of EOI Document of Applicant

- 1. Rural Municipality reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
- 2.Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures. In addition in such cases, legal action shall be taken as per prevailing law.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualified or non-qualified and short listed or non-shortlisted will be notified in writing the result of evaluation of qualification in due course of time.

Applicants listed in the short-list will be considered as qualified firm and will be invited to participate in the Request for Proposal process.



2.PREPARATION OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form.

The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

2.1.1 Documents for EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following

AAAIIMANIC		The submitted by Applicants shall comprise of the following		
Form T				
Form A		General Information		
Form A-I	orm A-I Letter of Submission			
Form A-2		Joint Venture Information		
		(Attach JV Agreement and Power of Attorney, Share Percentage etc)		
Form A-3		Self Declaration Form		
Form	A-4	Eligibility Documents		
		(Attach Registration, VAT, Income Tax Clearance or Income Tax Clearances		
		Submission Certificates and other related documents)		
Form A-5		Identification of the Consulting Firm		
Form A-6		Financial Capability of the Consulting Firm		
		(Attach Audit Reports of last five consecutive fiscal years)		
Form B		General Work Experience of the Firm in the Last Seveen Years		
Form	n C-I	Specific Work experience of the firm in the Last Seveen Years in the field of Urban and Regional Planning		
Form C-2		Details of the works stated in Form B and C-I		
Form D		Details of Key Personnel/ Professionals		

Note: The EOI documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Forms.

2.1.2 General Information

1.The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A-D in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.