



जानकी गाउँपालिका
गाउँकार्यपालिकाको कार्यालय

दुर्गौली कैलाली
सुदूर पश्चिम प्रदेश, नेपाल



पार्श्वचित्र निर्माणका लागि आशयपत्र आह्वानको सूचना
प्रथम पटक प्रकाशित मिति: २०७५।१२।२१

यस गाउँपालिकाको आ व २०७५।०७६ को स्वीकृत कार्यक्रम अनुसार यस गाउँपालिकाको पार्श्वचित्र निर्माण गर्नु पर्ने भएकोले सो क्षेत्रमा काम गर्न योग्य, अनुभवी, इच्छुक व्यक्ति, फर्म, संस्था, परामर्शदाताले आफ्नो व्यवसाय दर्ता, नविकरण, इजाजत, स्थायी लेखा नंबर वा मु अ कर दर्ता, कर चुक्ता प्रमाण, अनुभव आदि कागजातहरु संलग्न गरी देहायको शर्तको अधिनमा रही प्रथम पटक सूचना प्रकाशन भएको मितिले १५ दिन भित्र कार्यालय समयमा यस कार्यालयमा आशयपत्र पेश गर्नु हुन समबन्धित सबैलाई सूचित गरिन्छ ।

१. एच्छुक परामर्शदाताले यस कार्यालयबाट तोकिएको आशयपत्रको ढाँचा भरी आवश्यक कागजातहरु संलग्न गरी शिलबन्दी गरेर खामको बाहिर नाम, ठेगाना, इमेल, फोन नंबर, विषय आदि बिबरण उल्लेख गरी यस कार्यालयमा दर्ता गराउनु पर्नेछ । आशयपत्रको ढाँचा कार्यालय समयमा यस कार्यालयबाट वा कार्यालयको वेब साइट (www.janakimunkailali.gov.np) बाट प्राप्त गर्न सकिनेछ ।
२. एच्छुक परामर्शदाताले यस कार्यालयमा दर्ता गराएका आशयपत्रहरु १६औं दिनको १२.०० बजे पछि यसै कार्यालयमा कार्यालयका प्रतिनिधि र आशयपत्रदाताहरु वा निजका प्रतिनिधिहरुको रोहबरमा खोल्नेछ । आशयपत्रदाताहरुको अनुपस्थितिमा पनि आशयपत्रहरु खोल्न बाधा पर्ने छैन ।
३. आशयपत्र दर्ता गर्ने र खोल्ने दिनमा सार्वजनिक विदा पर्न गएमा त्यस पछि कार्यालय खोलिएको दिनमा तोकिएकै समयमा उक्त कार्यहरु हुनेछन् ।
४. आशयपत्र दाताहरुको आधिकारिक कागजात, कार्य अनुभव, आर्थिक, भौतिक, जनशक्ति आदि पक्षको मूल्यांकन गरी संक्षिप्त सूची तयार गरिनेछ ।
५. आशयपत्र एकल वा संयुक्त रुपमा पेश गर्न सकिनेछ । संयुक्त उपक्रमको रुमा आशयपत्र पेश गर्न इच्छुक आवेदकले आशयपत्रका साथ मुख्य आशयपत्रदाता र सहयोगी आशयपत्र दाता खुलेको बिबरणका साथै संयुक्त उपक्रमको रुपमा कार्य गर्न भएको दुई पक्षीय सम्झौताको प्रतिलिपी समेत पेश गर्नु पर्नेछ ।
६. म्याद नाघी आएका र रित नपुगेका आशयपत्र उपर कुनै कारबाही हुने छैन ।
७. यस सूचना र आशयपत्रको ढाँचामा उल्लेख नभएका कुरा सार्वजनिक खरिद ऐन २०६३ र सार्वजनिक खरिद नियमावली २०६४ तथा प्रचलित कानून बमोजिम हुनेछन् ।
८. थप जानकारीका लागि फोन ०९१५०००७७, इमेल janakiruralmun@gmail.com वेबसाइट www.janakimunkailali.gov.np मा सम्पर्क गर्न सकिनेछ ।

५४७७
२०७५/१२/२१
प्रमुख प्रशासकीय अधिकृत
गाउँपालिका प्रशासकीय अधिकृत



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services For Preparing Village Profile (National Consulting Services)

Issued By:

Janaki Rural Municipality
Office of the Rural Municipal Executive
Durgauli, Kailali
Sudurpashchim Pradesh, Nepal

2075/12/21

PREFACE

Janaki Rural Municipality, Office of the Rural Municipal Executive, Durgauli, Kailali, Nepal has to prepare its village profile. This attempt should be done on the basis of the primary data taken from modern technologies (GIS, GPS System). Thus this Standard Expression of Interest (EOI) document has been prepared and issued by Janaki Rural Municipality, Office of the Rural Municipal Executive, Durgauli, Kailali, Nepal for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS) method.



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१. एच्छुक परामर्शदाताले यस कार्यालयबाट तोकिएको आशयपत्रको ढाँचा भरी आवश्यक कागजातहरू संलग्न गरी शिलबन्दी गरेर खामको बाहिर नाम, ठेगाना, इमेल, फोन नंबर, विषय आदि विवरण उल्लेख गरी यस कार्यालयमा दर्ता गराउनु पर्नेछ । आशयपत्रको ढाँचा कार्यालय समयमा यस कार्यालयबाट वा कार्यालयको वेब साइट (www.janakimunkailali.gov.np) बाट प्राप्त गर्न सकिनेछ ।
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३. आशयपत्र दर्ता गर्ने र खोल्ने दिनमा सार्वजनिक विदा पर्न गएमा त्यस पछि कार्यालय खोलिएको दिनमा तोकिएको समयमा उक्त कार्यहरू हुनेछन् ।
४. आशयपत्र दाताहरूको आधिकारिक कागजात, कार्य अनुभव, आर्थिक, भौतिक, जनशक्ति आदि पक्षको मूल्यांकन गरी संक्षिप्त सूची तयार गरिनेछ ।
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६. म्याद नाघी आएका र रित नपुगेका आशयपत्र उपर कुनै कारवाही हुने छैन ।
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प्रमुख प्रशासकीय अधिकृत

Expression of Interest (EOI)

**Title of Consulting Services *[Preparing Village
Profile of Janaki Rural Municipality, Kailali]***

**Method of Consulting Service
*[National Competitive Bidding Under Quality and
Cost-Based Selection (QCBS)]***

Project Name : *Preparing Village Profile*

EOI: *CS01/2075/076/JRM*

Office Name : *Janaki Rural Municipality, Kailali*

Office Address: *Durgauli, Kailali*

Issued on: *2075/12/21*

Financing Agency: Government Budget

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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A. Request for Expression of Interest

Janaki Rural Municipality
Office of the Municipal Executive
Durgauli Kailali

Date: 2075/12/21

Name of Project: Preparing Village Profile

Name of the Donor Agency [if applicable]:

Donor Loan/Credit/Grant No [if applicable]:

1. Janaki Rural Municipality Kailali has allocated fund for preparing Village Profile and intends to do the work from consultants selecting from national competitive bidding .
2. Janaki Rural Municipality Kailali now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: The objective of the work is to prepare village profile with software and multipurpose smart card for the house holds on the basis of the recent primary data taken from house hold survey.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Janaki Rural Municipality Durgauli Kailali** during office hours, on or before **15th day of notice** or visit the official website **www.janakimunkailali.gov.np**.
4. Consultants may associate with other consultants to enhance their qualifications.
5. 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.
6. EOI will be assessed based on **Qualification [40%], Experience [40%], and Capacity [20%]** 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.
7. Minimum score to pass the EOI is 60%.

B. 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 and the maximum number of partners in JV shall be limited to three.
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 ***[insert consulting firm/person/ company/ organization]***.¹
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.²
5. The assignment has been scheduled for a period of 3 ***months]***. Expected date of commencement of the assignment is last week of ***Ashadh 2076***.
6. A Consultant will be selected in accordance with the ***quality and cost based 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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the ***preparing village profile***. The Envelope should also clearly indicate the ***name and address of the Applicant***.
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.

¹ Client should delete as appropriate.

² Delete if EOI is not called for person.

C. Objective of Consultancy Services or Brief TOR

Janaki Rural Municipality Kailali is one of the local bodies of Nepal. Geographical, demographic, social, cultural, economical information are necessary for the planned development of the local bodies. This attempt, preparing village profile, aims analytical study and collect factual information for preparing development plans (periodic plans, sectoral plans). In general preparing village profile is the mile stone for setting vision, mission, goals, objectives, strategies of the development plans. At the same time this attempt will help to find out the strengths, weaknesses, opportunities and threads of the municipality. To prepare such an important document, village profile, the consultant should follow the following terms of reference (TOR).

- 1) The consultant should collect the primary data on the basis of house hold survey and GPS technology
- 2) The consultant should prioritize using local human resources for this work
- 3) The consultant should work according to the plan of action in coordination with the representatives and officials of the municipality
- 4) The consultant should submit the monthly progress report
- 5) The consultant should orient the data collectors, IT Officer, related officials and representatives as required
- 6) The consultant himself should manage the human resources for the work
- 7) The consultant should prepare the village profile with GIS Map, software and multipurpose smart card of Janaki Rural Municipality Kailali according to the pattern determined by the Ministry of Federal Affairs and General Administration (MOFAGA)
- 8) The consultant should transfer the skill, knowledge and information to the municipality as well as share experience of the attempts periodically.

Role and responsibility

The Janaki Rural Municipality should provide available information for preparing village profile.

The Janaki Rural Municipality should pay the cost according the contract and play a regulatory and co-ordinatory role for preparing the village profile.

The consultant should follow the directions, suggestions of the municipality to prepare the following documents

- Village profile with GIS Map, software and multipurpose smart cards of householders
- Hard copy and soft copy of the village profile
- Other necessary documents related to the village profile

Plan of Action

The consultant should work as the following plan of action

	Activities	Tentative date	Remarks
	Signing the contract	1 st week of Jeshtha 2076	
	Selection of data collector and orientation	2 nd week of Jeshtha 2076	
	Collection of primary data	1 st week of Ashadh 2076	
	Preparation of primary report and discussion	2 nd week of Ashadh 2076	
	Preparation of secondary report and discussion	3 rd week of Ashadh 2076	
	Preparation of final report	Last week of Ashadh 2076	

Standard EOI Document

The consultant should have atleast following human resources

Experts	Required No	Estimated Person Month input	Minimum Qualification	Experience
Team Leader	1	3	Master's degree in Regional Planning or Regional and Urban Planning or Urban Planning/ geography or equivalent with engineering/ architecture/ planning/ geography background	At least 5 years of relevant experience after master's degree
Sociologist	1	3	Master's degree in Sociology	at least 3 years' experience after master degree
Software Developer and database expert	1	3	Master's degree in IT	at least 2 years' experience after master degree
Civil Engineer	1	3	Bachelor degree in civil engineering	at least 3 years of relevant experience after bachelor degree
Economist	1	3	Bachelor degree in environmental engineering or science	at least 3 years' experience after Bachelor 's degree
GIS Expert	1	3	Bachelor degree	At least 3 years of relevant experience after bachelor degree.
Urban Planner	1	3	Bachelor degree in Urban Planning with architecture/ engineering / planning background	Atleast 3 years of relevant experience, after Bachelor 's degree
Administrative staff	1	3	Bachelors degree in any subject	Atleast 3 years of relevant experience, after Bachelor 's degree
Account staff	1	3	Bachelor degree in management	Atleast 3 years of relevant experience, after Bachelor 's degree
Data collectors	As requirement		+2 or PCL Pass	Atleast 1 years of relevant experience, after PCL degree

D. Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test	Compliance
Registration certificate of the company/firm	
VAT/PAN Registration certificate	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		40
<i>Qualification of Key Experts</i>		20
<i>Experience of Key Experts</i>		20
B. Experience		40
<i>General of consulting firm</i>		15
<i>Specific experience of consulting firm within last 7 years. (multipurpose smart card) In case of person, specific experience of the person within last 4 years.</i>		10
<i>Similar work experience</i>		10
<i>Similar Geographical experience of consulting firm</i>		5
C. Capacity		20
<i>Financial Capacity³</i>		10
<i>Infrastructure/equipment related to the proposed assignment⁴ (smart card printer, authentic device and their authentication document)</i>		10

³ Average turnover required shall not exceed 150% of cost estimate

⁴ This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

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: _____

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 ***[Insert name of Client]*** as Consultant for ***preparing village profile of the Janaki Rural Municipality Durgauli, Kailali.***
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. ***Janaki Rural Municipality Durgauli, Kailali*** and its authorized representatives are hereby requested 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. ***Janaki Rural Municipality Durgauli, Kailali*** and its authorized representatives are requested to contact any of the signatories to this letter for any further information.⁵
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

⁵ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

Standard EOI Document

business and our Company/firm has not been declared ineligible.

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):

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

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.						

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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) ⁶ :
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: _____

⁶ Consultant should state value in the currency as mentioned in the contract

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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)

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

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	
Year	Amount Currency

- Average Annual Turnover

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

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4(B). Infrastructure/equipment related to the proposed assignment⁷

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

⁷ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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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						
6						
7						
8						
9						
10						

(Please insert more rows as necessary)