

EXPRESSION OF INTEREST (EOI)

**Title of Consulting Service:
6/NCB/BMO/KAPIL/EOI/76-77**

Method of Consulting Service: National

**Project Name : Feasibility Study and Detail Survey, Design, Estimate of
Mayadevi Stadium**

EOI : 6/NCB/BMO/KAPIL/EOI/76-77

Office Name: Banganga Municipality Office

Office Address: Kapilbastu Banganga Kapilbastu

Funding agency : Government Budget

Abbreviations

BDS.....	Bid Data Sheet
BD	Bidding Document
DCS.....	Delivery and Completion Schedule
DP	Development Partner
EQC	Evaluation and Qualification Criteria
GCC	General Conditions of Contract
GoN	Government of Nepal
ICC.....	International Chamber of Commerce
IFB	Invitation for Bids
ITB	Instructions to Bidders
LGRS	List of Goods and Related Services
NCB	National Competitive Bidding
PAN	Permanent Account Number
PPMO	Public Procurement Monitoring Office
SBD.....	Standard Bidding Document
SBQ.....	Schedule of Bidder Qualifications
SCC.....	Special Conditions of Contract
SR	Schedule of Requirements
TS.....	Technical Specifications
VAT	Value Added Tax

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Banganga Municipality Office

Date: 10-09-2019 00:00

Name of Project: Feasibility Study and Detail Survey, Design, Estimate of Mayadevi Stadium

1. Government of Nepal (GoN) has allocated fund toward the cost of Feasibility Study and Detail Survey, Design, Estimate of Mayadevi Stadium 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 Banganga Municipality Office now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Feasibility Study and Detail Survey, Design, Estimate of Mayadevi Stadium
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Banganga Municipality Office, Banganga Municipality Office
Kapilbastu
Banganga, Kapilbastu
Nepal during office hours on or before 26-09-2019 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website www.bangangamun.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 Banganga Municipality Office
Kapilbastu
Banganga, Kapilbastu
Nepal on or before 26-09-2019 12:00
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 30.0 %, Experience 50.0 %, and Capacity 20.0 % 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

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 2 MONTH. Expected date of commencement of the assignment is 18-10-2019.
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 in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Feasibility Study and Detail Survey, Design, Estimate of Mayadevi Stadium .The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application 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 REFERENCES

1 BACKGROUND AND OBJECTIVES

1.1 Background

Mayadevi Rangashala is Located at Bordgaun, Banganga Municipality ward 8, at Key hub area of the Banganga Municipality. Many Program, Mass Collaecton and Sports Key Hub area, so it is become necessary to Construct the Stadium.

1.2 Feasibility Study and Detail Survey, Design, Estimaef of Mayadevi Rangashala : Project Introduction

1.2.1 Project Site

The project site is located at Bordgaun, Banganga Municipality ward 8. The details on the exact location for the proposed Mayadevi Rangashala will be provided along with ToR.

1.2.2 List of Requirement for Design Formulation

- I. Multi-purpose stadium with capacity to 20000 spectators / audience
- II. Should have spacious elavated stage for performances and events with necessary acoustics and lighting system
- III. Separate Toilets for Boys and Girls
- IV. VIP Lounge
- V. Car Parking

1.3 Objectives of the Study

The main objective of this consulting service is to carry out study and prepare a detailed project report (DPR) of the Mayadevi Rangashala. The proposed project shall be technically feasible and environmentally suitable.

The more specific objectives is to complete To carry out a Detailed Architectural and Engineering Design of the Project.

1.4 Study methodology

This study requires combination of different techniques. Visual survey of the site, local material and construction techniques shall be explored. Moreover, consultation with Banganga Municipality and local people is essential.

2 SCOPE OF WORK

2.1 Feasibility Study (FS)

At the beginning, an assessment is conducted mainly on the basis of the requirement of Banganga municipality, proposed Mayadevi Rangashala Stadium, its functions in Municipality, inter-relationship with other Sports, flow chart, expected activities and potential of site location, etc. Consultants are required to visit the project site, discuss with Municipality management and concerned stakeholders not only to understand the office context but also to collect various information and data, required for different types of assessments.

2.1.1 Topographical survey

Topographical survey of the proposed site for the building, including all pertaining traversing and leveling should be carried out. In the course of these survey, a permanent benchmark shall be constructed on the site in the form of a concrete pillar of appropriate size, presented on the maps together with reference points and shown to the Municipality Authority .

2.1.2 Survey of the existing facilities in the site as well as surrounding areas

It comprises of an assessment of the existing infrastructure and public utilities in terms of access road, water supply, drainage, electricity and telecommunication including characteristics of the soil in the proposed site and if found necessary, carry out necessary soil investigation.

All these information shall be plotted on maps of suitable scale and elaborate in report, as possible.

2.2 Preliminary Study (PS)

This phase of the study consists of master layout plan with options, architectural design of various proposed activities, functional aspects of the Stadium, potential risks associated with technical and environmental. Nonetheless, the study consultant shall carry out the following activities:

2.2.1 Master layout plan and architectural design (concept design and development)

(a) Concept design and development for master layout plan and architectural design with floor plans, elevations and sections and other required drawings/detailing/ sketches to elaborate concept and strategy of site development and building design;

(b) Utilities required in the master layout plan and individual buildings such as storm drainage, solid waste management, rain water harvesting, waste water together with structural design (with design assumption and specification), electrical, **acoustic**, sanitary and other necessary design and detailing shall also be proposed;

However, the study consultant shall consider the following major aspects while planning, designing and detailing the master layout plan and individual building design along with necessary utilities and facilities. Finally, the proposed master layout plan and building design shall reflect the financial analysis, potential risks associated with technical and environmental. Above all, it shall also be cost effectiveness. The proposed master layout plan and building design shall be technically sound and environmentally feasible and financially viable.

2.2.1.a. Functional design

The juxtaposition of the Stadium along with utilities layout in the master plan together with space planning of individual building(s) shall be functional, cost effectiveness and above all shall address the issue of comfort, safety and convenient for the building users and customers. Layout of the furniture and fixtures shall deliver service effectively so that the functional value of various spaces shall be increased. Being a multipurpose Stadium of a Municipality, the maintenance and operation cost shall be minimum. For that appropriate material and technology shall be considered. The proposed utilities based on design assumption shall sustain the buildings.

2.2.1.b Seismic risk consideration

Nepal being highly vulnerable to seismic risk, the building shape, form and volume together with material selection and construction technology proposed shall given high priority for seismic risk, in addition to consideration of seismic load in structural design. Also, the layout plan and building detailing shall address the safety and security of the occupants not only during emergency situation (such as fire) but also during normal situation.

2.2.1.c. Energy efficient construction and use of alternative energy sources

The study consultant shall consider a climate-responsive building design. The use of energy saving materials and techniques for construction shall be used or decrease the energy demand. The carbon footprint, created through the operation of the building should be small.

Due to continuous problems with the public power supply and long hours without electricity from the public grid, the Project shall be designed in a way that an energy autonomous operation is possible. The building shall not have to rely on conventional power back-up systems (diesel generators) in times when power supply is not available from the grid.

For the building an alternative power supply concept shall be applied, which uses photovoltaic cells for energy generation (e. g. mono crystalline PV solar panels) with inverter and battery sets for power back-up. In addition, energy efficient installations (e. g. WLED lightening systems, energy efficient ceiling fans, LED street lighting) shall be used to reduce energy demand.

2.3 Detailed Project Report (DPR)

Upon approval of the Feasibility Study, the selected alternative shall be developed further in detail. The results of technical, environmental and financial analysis shall be compiled in the main report whereas the master layout plan and all other technical drawings shall be compiled in the technical design report (TDR). The results shall be detailed enough to execute work on the construction site. The main report shall contain background data and information about the Project, analysis and conclusions with meeting minutes, survey sheets and similar information in the appendix. The text shall be clearly related with the figures and diagrams. The engineering calculations should be clearly shown in the main report. All calculations shall be made in a precise manner indicating assumptions, hypotheses, formulae, standards, codes, bylaws and regulation used. As far as the coverage of the code, the Consultant shall use the National Building Code – Nepal for the planning and design of buildings and structures.

In the technical design report, the following drawings shall be prepared:

General Plans

- Location and site plans
- Layout plans for utilities (drainage, water supply, electricity, etc. including parking, boundary, greenery, lighting, etc)

Buildings and structures

- Architectural drawings (plans, elevations, sections and 3D)
- Structural drawings (foundation, column, beam, slab, other structural details as required)
- Water supply and sanitation
- Electrical and communication

3 REPORTING AND PRESENTATION REQUIREMENTS

All reporting shall be in English and in the metric system, except otherwise mentioned. The meeting minutes, survey result, etc. shall be kept at the end of the report as annexes. In the report, the drawings shall be at least A3 size whereas it shall be in larger scale enough to execute for the construction. All the reports of preliminary study and feasibility study shall be 3 copies whereas the final detailed project report shall be 5 copies. It is preferred drawings in Auto CAD, Engineers' cost estimate, rate analysis and BoQ in MS Excel (formula based calculations), construction schedule in MS Project, and tender documents and reports in MS Word as well as all final documents in PDF format as well (drawings, cost estimate, tender documents and others). All reports have to have the executive summary (both in English and Nepalese). The Consultant shall seal and sign in all final reports and final drawings by their respective authorized professionals with their professional membership number.

The consultant shall present the study findings at least twice at BNKS in presence of different stakeholders including representatives of FOBS and SEBS. One presentation shall be scheduled just after submission of feasibility study while the other shall be fixed before the final submission of detailed project report. Nonetheless, the findings of the preliminary study shall be discussed at BNKS in presence of representatives of BNKS, FOBS and SEBS. However, the consultant shall coordinate such meetings, take the comments given during presentations and submit the report by incorporating them. A general format for the report with minimum requirements shall be given to the consultant; however, it shall not be taken as a standard format. The project and site specific information, data and analysis part shall also be included in the report.

4 TIME FRAME AND MANNING SCHEDULE

4.1 Time Schedule

<i>S. No.</i>	<i>Activity</i>	<i>Time allocated</i>	<i>Remark</i>
1	Mobilization of the consultant	1 week	1 week after agreement
2	Preliminary study report	1 weeks	Consultation at Municipality on report (presentation I)
3	Submission of Draft Feasibility Study Report	2 weeks	Presentation at Municipality in presence of all concerned stakeholders (presentation II)
4	Submission of Final Feasibility Study Report	1 week	
5	Submission of Draft Project Report	1 weeks	Presentation at Municipality in presence of all concerned stakeholders (presentation III, if needed)
6	Submission of Final Detailed Engineering Design Report	2 week	
	Total	8 weeks	

4.2 Manning Schedule

The consultant shall elaborate the manning schedule in more detail according to his proposed activities. The Consultant shall provide this manning schedule in the agreed formats. The manning schedule shall be in accordance with the above time schedule and the financial proposal.

Followings shall be the key personals with the qualification as mentioned:

<i>S.N.</i>	<i>Discipline</i>	<i>No.</i>	<i>Qualification</i>
1	Team Leader: Sr. Architect	1	(Master degree in the concerned field with minimum of 5 year experience in similar work or Bachelor degree in the concerned field with 10 year experience in similar work
2	Civil Engineer(Structural/sanitary/water supply)	1	B.E in Civil Engineering with at least 10 year experience in building design, water supply/sanitation design, etc.
3	Sociologist/environmentalist	1	M.Sc.in Sociology/environment with 5 year experience
4	Senior Surveyor	1	Bachelor in surveying or B.E civil with experience of 5 year in surveying
5	Structural Engineer	1	M. Sc. Structural Engineering with at least 10 years experience in building design. Higher qualification in structural engineering is preferred.

5 PAYMENT SCHEDULE

The payment of the consultant shall be as per Agreement modality:

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 Ranking Criteria.

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's 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	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per TOR
2	Experience of Key Experts	As per TOR

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	DPR of Infrastructure Project (Road, Bridge, Water Supply, Building etc. having consulting fee more than 40 Lakhs
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Preparation of DPR of Stadium more than 1 Unit.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Firm should have Average Annual Turnover of best three years within last five years of Nrs. 24 Lakhs
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Total Station, Level Machine, GPS, etc

Score: 20.0

Minimum score to pass the EOI is: 60

Note : If the 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 consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

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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 **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** 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. **[Insert name of Client]** 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

¹ 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):

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.)

Standard EOI Document

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.						

Standard EOI Document

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 contract

Standard EOI Document

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	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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	
Year	Amount Currency

- **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.		
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)