

EXPRESSION OF INTEREST (EOI)

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

Method of Consulting Service: National

Project Name : EOI for Digital Profile of Banganga Municipality

EOI : 5/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: 05-09-2019 00:00

Name of Project: EOI for Digital Profile of Banganga Municipality

1. Government of Nepal (GoN) has allocated fund toward the cost of EOI for Digital Profile of Banganga Municipality 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: EOI for Digital Profile of Banganga Municipality
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 04-10-2019 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 04-10-2019 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 50.0 %, Experience 40.0 %, 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

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 3 month. Expected date of commencement of the assignment is 22-11-2019.
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 EOI for Digital Profile of Banganga Municipality. 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

TOR

Objectives:

The main objective of this assignment is to digitalize the detailed socio-economic data of the every single household as well as institution within this municipality so as to facilitate the municipality in decision making, planning and policy development and service delivery. Banganga Municipality intends to prepare house hold metric system incorporated in Municipal Information System along with the Geographical Information System. At the end of the assignment, municipality expects the consultant/s to deliver a fully developed information system to be used by the municipality office and ward offices with data of households, institutions integrated with the GIS maps.

Banganga Municipality intends to keep digital records of all households and institutions so as to make the communication with the residents easier and deliver better services in the future to its residents. In addition, the municipality intends to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax system.

Scope of the assignment:

1. Conduct socio-economic census of individual households and institutions:

- Use paper/tablet based questionnaire to collect data from every household
- Collect details of residents with pictures as well
- Use paper/tablet based questionnaire to collect data from every institutions
- Collect details of institution with pictures as well
- The data to be collected (minimum) will be outlined in the Request for Proposal
- Document and will be further discussed with the appointed consultant /s.

2. Develop and establish household metric system for each household:

- Provide a unique household ID for each house in the municipality.

3. Prepare thematic resource maps:

- Preparation of thematic resource map from the GIS System of municipality.
- Generate thematic information by conducting spatial analysis.
- Facilitate the municipality by identifying all the natural and man-made resources within the municipality for planning and policy development.
- The map must include but not be limited to climatic information, land parcel and use, heritage sites, hydrology, greenery (parks / community forests), open spaces, cultural and religious places, connectivity (roads / streets), infrastructures, facilities for public, private / public institutions, demographics, social segregation, economic segregation.

4. Prepare large scale urban base map:

- Large scale urban base maps scaled for office uses to be prepared and delivered to the municipality.
- Very High Scale Satellite Image to be used and provided to the Municipality Office of the whole municipality.

- Details of, but not limited to, buildings, private institutions, religious places,
- governmental, semi-governmental and non-governmental organizations, street or road networks, public service delivery offices, water bodies along with details of terrain and topography.

5. Acquire cadastral map:

- Acquire cadastral maps from the Department of Land Information and Archive with assistance from Municipality.
- On field validation of data will be done to ensure validity and accuracy.

6. GIS data digitization and attribute entry:

- All acquired digital data from the Department of Land Information and Archive as well as field surveyors will be entered into the Municipal GIS to be integrated with the Municipal Information System.
- Multiple levels of validation and quality analysis to be carried out before finalization.

7. Design and develop Municipal Information System:

- A fully matured and bug free system to be handed over to the Municipality Office with complete source code and database.
- Hosting and Maintenance for the first year must be included in the quotation.
- User friendly interface with high security and speed must be delivered.

8. Integrate Information System with GIS Data and all Maps (Geo Portal):

- All the maps (cadastral, resource and urban base map) of high resolutions must be integrated in the Information System.
- One click complete access must be granted for both the maps and data from the same system.
- Reports having both the maps and data need to be generated from the system after integration.

9. Capacitate and institutionalize the municipality office:

- Provide a detailed User Manual for the Municipality Office of the Information System integrated with GIS data and maps.
- Conduct presentation and orientation with all the stakeholders of the municipality and ward offices making them familiar with the system and its utilization.
- Conduct training sessions so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed.

10. Facilitate the municipality with extensive reporting of households, institutions, landmarks and geography:

- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, landmarks and all other digitalized data.

- More than 20 customized reports need to be generated for decision making purposes.
- Info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.

11. Prepare the information system for individual wards of the municipality:

- The Municipality Information System will also be used by Ward Offices with limited privileges and features.
- The system must be able to handle multiple levels of User Accounts and user groups for simultaneous use and with different privileges and hierarchy.

12. A fully scalable information system that can be used for each households to register and update information on their own at later stage:

- The Municipality Information System must be scalable so that in future all residents can login to the system to view their details and update or request for update accordingly.
- The system must be able to take 25,000 or more user accounts.

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

S.No.	Criteria Title	Compliance
1	Corporate Registration of Firm(s)	
2	Tax Clearance/Tax Return Submission of Firm(s) of fiscal year 74/75 (or Extension letter)	
3	VAT/PAN Registration of Firm(s)	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Application 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	JV agreement in case of JV (maximum no. of JV partners shall be 3 no.)	
10	Minimum years of firm establishment shall be 4 years for Lead firm or single entity firm	

ii) EOI Evaluation Criteria

A. Qualification (Score:50)

S.No.	Criteria Title	Minimum Requirement	Score
1	Qualification of Key Experts	As per Terms of Reference	25
2	Experience of Key Experts	As per Terms of Reference	25

B. Experience (Score: 40)

S.No.	Criteria Title	Minimum Requirement	Score
1	General Experience of consulting firm (shall be evaluated in combination of lead and other JV partners)	Prior experience in conducting any engineering study of Municipal projects (Municipality Ring Roads, Municipal Bridges, Municipal Transport Master Plan, Land Use Plan Integrated development Plan, Tourism Development Master Plan) successfully completed within last 5 years (Consulting service of fees less than NRs 1 million with VAT shall not be considered for evaluation)	10
2	Specific experience of consulting firm within last 5 years (shall be evaluated in combination of lead and	Preparation of Municipal and Rural Municipal Profile, Integrated Development Plan of Rural/Municipality, Periodic Plan of Municipality, City Renovation Plan of Municipality.	20

	other JV partners)		
3	Experience in Similar Geographic Region (shall be evaluated in combination of lead and other JV partners)	Planning related any engineering works and Household Metric System With GIS	10

C. Capacity (Score:10)

S.No.	Criteria Title	Minimum Requirement	Score
1	Financial Capacity	Firm should have Average Annual Turnover of best three years within last five years of Nrs. 4.5 million	5
2	Equipment/Office Accommodation Capacity	Photocopy/Printer (A3-A4)-1 Color Printer (A3-A4) -1 Computer-5 Office Space	5

Role of the Consultant:

- i. Consultant shall be responsible to supply technical personnel as stipulated to work under the team leader.
- ii. Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader.
- iii. Consultant shall remain in Municipality (not less than one third of total assignment period) until profile preparation is complete and submitted to the Municipality.
- iv. Consultant shall manage logistics necessary for the assignment.
- v. Consultant shall be responsible for undertaking necessary transfer of knowledge programs that required in connection to profile preparation.
- vi. Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader.

Team composition

Team Composition, Task Assignments

Position Assigned	Qualification	Task Assigned
A) Professionals Staffs		
Team Leader	<ul style="list-style-type: none"> • Masters in Urban Planning/ Geography/ Sociology • 10 years Experiences in Planning Works such as Preparation of Digital Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, Integration Development Plan. 	<ul style="list-style-type: none"> • Overall coordination of the project. • Overall guidance to the team members regarding developing methodologies, data collection, report writing in order to complete the assigned task in the stipulated time. • Overall coordination and communication with different stakeholder's viz., municipality and other institutions regarding administrative, financial, technical matters for the smooth mobilization of the study.

		<ul style="list-style-type: none"> • Define roles and responsibilities of each team members. • Organize municipal and wards level interaction programs and workshops for information collection, identification of problems, potential and opportunities • Stationed in field and involve in the preparation of Municipality Profile at all level • Moderate the possible misunderstanding and disputes during the plan making process among the client and the consultant, and similarly among the community within the study area. • Write report and give final form to the overall report written by different personnel in their expertise
IT Expert	Master Degree in Information Technology/Computer Science and Engineering	<ul style="list-style-type: none"> • Coordinate with team member • Participate in vision workshop • Develop web page and Software programming
Statistician	Master Degree in Statics/Mathematics experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> • Prepare the checklist and questionnaire regarding the sector for the workshop, key informants, reconnaissance survey and detail field survey. • Analysis of the collected data / information and identify problems and potentials • Discussion (meeting) with the concerned organizations, person to collect necessary information • Participate in vision defining workshop • Assist the thematic groups in the preparation of Digital Municipal Profile
Civil Engineer	Bachelor in civil engineer 7 Years' experience in related field experience in specific work like profile/IUDP/IDP/MTMP	<ul style="list-style-type: none"> • Prepare the checklist and questionnaire regarding the geological features for the workshop, key informants, reconnaissance survey and detail field survey. • Extensively participate in the data collection process and its interpretation mostly concentrating on the physical infrastructure. • Participate in vision defining workshop • Do the SWOT analysis • Write report in the relevant sector in several phases and support the team leader in producing municipal profile.
GIS Expert	<ul style="list-style-type: none"> • Master degree's in GIS • 7 years Experiences in GIS Related work 	<ul style="list-style-type: none"> • Preparation of GIS map like density map, Population distribution map, Population growth ,map, Location map etc.

	<p>Planning Works such as Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, MTMP, Integration Development Plan.</p>	<ul style="list-style-type: none"> • Coordinate with the other team members • Participate in vision defining workshop
Computer Operator	<p>Intermediate any subject with computer subject experience in specific work like profile/ IUDP/IDP/MTMP</p>	<ul style="list-style-type: none"> • Coordinate with the other team members • Participate in vision workshop • Data entry and Report formatting
Field Enumerators	<p>Intermediate any Subject experience in specific work like profile/ IUDP/IDP/MTMP</p>	<ul style="list-style-type: none"> • Coordinate with the other team members • Participate in vision workshop • Data collection

D. Evaluation of Consultant's EOI Application

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i) Eligibility & Completeness Test

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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: 50.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Prior experience in conducting any engineering study of Municipal projects (Municipality Ring Roads, Municipal Bridges, Municipal Transport Master Plan, Land Use Plan Integrated development Plan, Tourism Development Master Plan) successfully completed within last 5 years (Consulting service of fees less than NRs 1 million with VAT shall not be considered for evaluation)
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 Municipal and Rural Municipal Profile, Integrated Development Plan of Rural/Municipality, Periodic Plan of Municipality, City Renovation Plan of Municipality.
3	Similar Geographical experience of consulting firm	Planning related any engineering works and Household Metric System With GIS

Score: 40.0

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. 4.5 million
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]	Photocopy/Printer (A3-A4)-1 Color Printer (A3-A4) -1 Computer-5 Office Space

Sl. No.	Criteria	Minimum Requirement

Score: 10.0

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

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 **[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)