



SHIVASATAKSHI MUNICIPALITY
Office of the Municipal Executive
Jhapa
Province No.-1, Nepal

Expression of Interest (EOI) Document
for
Short-listing of Consulting Firms

For the Preparation of

**DPR of Agriculture Market Infrastructure
Development, Shivaganj, Shivasatakshi Municipality,
Jhapa.**

**(शिवसताक्षी न.पा. वार्ड नं. ६, शिवगञ्ज, झापामा
गौरीगञ्ज वृजेश्वर महादेव मन्दिरको स्वामित्वमा रहेको
जग्गामा नगरपालिकाको व्यवस्थापनमा बजार सञ्चालन
गर्ने गरि कृषि बजार पूर्वाधार निर्माणका लागि विस्तृत
परियोजना प्रस्ताव (DPR) तयार गर्ने)**

October, 2020

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
MUN	-	Municipality
CAIDMP	-	Center for Agriculture Infrastructure Development and Mechinization Promotion
DOA	-	Department of Agriculture



SHIVASATAKSHI MUNICIPALITY
Office of the Municipal Executive
Jhapa

First Date of Publication: 2077/07/5 B.S.)

INVITATION FOR EXPRESSION OF INTEREST (EOI)
FOR CONSULTANCY SERVICES

1. Shivasatakshi Municipality Office 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 rules & regulations and/or their joint ventures (JV).

Job No. SM/CONS/ 01/2077/078

Job Title: Preparation of DPR of Infrastructure Development of Agriculture Market, Shivaganj, Shivasatakshi Municipality.

2. In order to be eligible, the consulting firms should be registered in Nepal under GoN rules & regulations and should submit valid Registration Certificate, VAT Registration Certificate, Income Tax Clearance/Submission Certificate for FY 076/77 or extended date from the authorized Agency, Self Declaration.
3. 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.
4. EOI document could be obtained **free of cost** during office hours on all government working days within **15th (2077/7/19 : 2020/11/04)** day of first date of publication of this EOI notice from Shivasatakshi Municipality or can be downloaded e-GP system www.bolpatra.gov.np or shivasatakshimun.gov.np.
5. 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.
6. 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 (2077/07/20 : 2020/11/05)** day of first publication of this notice: Alternatively, applicants can submit their EOI application through **e-GP system** by using the forms and instructions provided by the system.
The Executive Officer, Shivasatakshi
Municipality Office Byangadada, Jhapa
Tel: 023-470023, Email: dms.shivasatakshimun@gmail.com
7. 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.
8. The completed EOI documents received by the due date and within the specified time shall be opened at **(2077/07/20 : 2020/11/05)** 14:00 (NST) on the 16th 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.
9. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria i.e. **40% Qualification, Experience 40% and 20% Capacity**. The evaluation of EOI application of eligible JV consulting firm(s) will be done in cumulative basis. Only six top ranked consulting firms obtaining **at least 60% marks** in the EOI evaluation will be shortlisted for the job and considered as qualified firms.
10. 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.
11. Shivasatakshi Municipality Office reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.

1. INSTRUCTIONS TO 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. 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.
3. 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%.
4. 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).
5. This expression of interest is open to all eligible consulting firm.
6. 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.
7. The assignment has been scheduled for a period of **3.5 months after the contract**.
8. A Consultant will be selected in accordance with the QCBS method.
9. 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) and Self declaration letter**
 - **EOI Form: Applicant's Information (Form 2)**
 - **EOI Form: Work Experience Details (Form 3(A), 3(B) and 3(C)**
 - **EOI Form: Capacity Details (Form 4)**
 - **EOI Form: Key Experts List (form 5).**

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.

10. 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 **Preparation of DPR of Infrastructure Development of Agriculture Market, Shivaganj, Shivasatakshi 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.**
11. 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.
12. 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. Prakash Chandra Chaudhary

Senior Programme Officer

Shivasatakshi Municipality, Byangadada, Jhapa.

Tel:- 023,470323,

Email: dms.shivasatakshimun@gmail.com

2. Objective of Consultancy Services or Brief TOR

TERMS OF REFERENCE FOR

Preparation of Detailed Project Report (DPR) of Infrastructure Development of Agriculture Market, Shivaganj, Shivasatakshi Municipality, Jhapa.

1.1 INTRODUCTION

Shivasatakshi municipality lies in the mid part of Jhapa District, Nepal. The municipality was formed by merging Four existing Shivaganj, Satasidham, Dharampur and Pachgachhi VDCs in 2073. The Total Population of the municipality is about 76000. The municipality has made a significant policy and program for the promotion of economic development by creating more job opportunity and reducing the existing poverty level as much as possible through agriculture development. The municipality is highly potential for agriculture development and more than 65% areas are irrigable. Most of the people are doing modern agriculture farming system but due to lack of facility of agriculture market and storage, the products are going to be wastage. Therefore the Municipality has set an ambitious plan to construct agricultural wholesale market at Shivaganj Bazar and for that municipality has managed budget for the preparation of DPR of infrastructure Development of Shivaganj Agriculture Market with the help of grant of Ministry of Agriculture and Livestock Development.

1.2 BACKGROUND TO TOR

Analysis on migration trends of Nepalese community reveals that more people are moving towards the urban and semi urban areas in search of better livelihood and facilities. Rapid growing urbanization obviously demands more food commodities and in turns the infrastructure and other systems on Agriculture business. To our context the demand of edible commodities, fresh vegetables and fruits is growing rapidly due to the faster rate of urbanization and increasing population density but in contrast market system and value chain for agricultural production is not growing rapidly due to lack of timely inputs and proper management. The proper development of market system helps to boost production and productivity and that also plays important role to improve the livelihood of farmers, supply healthy foods and efficient management of agriculture products. The rapidly expanding cities are already lagging adequate and facilitated agricultural whole shale market and no of collection centers for collection and supply of fresh fruits and vegetables as a major requisites. In many Urban and sub urban areas market connectivity is major circumstances to low production and required to develop proper market system to increase the production to meet growing demand of fresh vegetables and fruits. The production and supply of edible commodities, fresh fruits and vegetables are the most important pre-requisites for market channeling and strengthen the value chain of agricultural commodities.

In addition market driven high value vegetable cultivation has contributed significantly to the reduction of poverty and improving the livelihoods of countless people in several areas of Nepal. To boost up the agricultural marketing need connection of the value chain from producer, collectors, wholesalers, retailers and end consumers is required. The mission and vision of ADS in agricultural sector is to address the food sovereignty and food

security with the sustainable commercialized agricultural development through competitive and self- dependency. The ADS focuses on four broader categories Governance, Productivity, Profitable commercialization and Competitiveness. To meet the goals and objectives set by the ADS and sectorial plan and policies of Agriculture, Nepal Government has highly prioritized the infrastructure and value chain management of agricultural products. In this F.Y 2077/078 Nepal government has planned for the detail planning for upgrading and new wholesale market in Shivaganj Market of Shivasatakshi Municipality. Government has target of starting construction and upgrading of the market as priority government program in this and coming fiscal year.

1.3 RELEVANCY OF THE TASK :

Different scales and nature of agricultural markets are started along with the population increase and urbanization process on need based but in Nepal the almost agricultural markets are not up to standard lacking multiple facilities on storage, trading, transportation, infrastructure, environmental issues and even not assessed the demand and supply capacities. So these markets are functional despite of many lacking and inefficiencies. Nepal government has realized these issues and has priority programs for making numbers of agriculture wholesale markets with modern facilities and standards which may include facilities for cold storages, enough trading and storing spaces for separate commodities , parking, ripening chambers if needed, market sheds, office spaces, toilets and sanitary, drainage , washing , shorting , garbage / waste management, guard house , rest house, guest house , cold storage, boundary , gates, pavements ,orchard, electricity, electronic /digital boards and many other requirements to the specific market as per site condition and standard norms. All these requirements should be based on the in depth knowledge of total catchment of that market for collection and distribution, different commodities and their volume , Season and potential traders, market linkages and other aspects. .

Detail survey, design and estimation for wholesale market referenced to the international agriculture markets will set a model for the future construction and replication of similar market on other areas of country in coming days. Shivasatakshi Municipality office is planning to go for construction from current fiscal year on the basis of prepared detail project plans as per this TOR.

1.4 OBJECTIVE:

The major objectives of the task is to prepare detail project plan of the agricultural wholesale market at the selected locations as guided by the Master Plan of Agricultural Marketing ,need and demand. Some specific objectives of the task are as:

- Survey and detailing of the area selected for the agriculture wholesale market.
- Detail design, estimation and costing of all the required structures and spaces like market sheds, office spaces, parking, toilets and sanitary, drainage, washing, shorting, ripening chamber, Garbage collection, waste management, guard house, rest house, guest house, cold storage, boundary, gates, pavements, orchard, electricity and many other requirements to the specific market as per site condition and standard norms.
- **Obtain soil test and test** for others as required and use of this information for design and planning.
- Environmental study (as per requires)

- Clear construction plan, details of designs and drawing, estimation and cost for each structure separately and in total are the required outputs.
- Study about the catchment (Aerial coverage), Types of agricultural products, Market , potential value add activities , socioeconomic status of the local and its catchment area needs to be assessed and reported.
- Using primary & secondary information, through field survey and discussion at local level suggest the suitable models of operation of the agriculture market.

1.5 SCOPE OF SERVICES:

In order to meet the objectives of the study, the scope of the work of proposed task shall include, but not limited to, the followings.

- Study and Observations of the agriculture wholesale markets for the background knowledge of current markets, standard & site specific requirements , related secondary and primary data/information .
- Conduct a comprehensive survey of the purposed market area using standard engineering methods /tools for the design of various structured and non-structured requirements within the wholesale markets.
- Comprehensive **land use plan** clearly illustrating the different market structures and nonstructural requirements (Like open space, orchard etc.), utilities (water, electricity, road, walking path, food stall etc) with locations and dimensions with all technical specifications.
- Design, Estimation, Costing and all other requirements for the purposed market structures and utilities with optimal engineering standards.
- Required study on major/minor agricultural commodities that has current and future potential of trading on purposed markets and their requirements like storages, cold storages, ripening chambers, cleaning, grading, packaging and other value add activities and their requirements planning for at least next 25 years.
- Conduct environmental study as per required as planning for their mitigations like waste management, Bio-composting, energy efficiency technologies, drainage etc.
- Carryout Soil test, Ground water and any other test requirement specific to market site/locations.
- Socio economic study of the market premise and locations.
- Prepare visuals and 3D models of the design /plan of market using computer software.
- Prepare construction planning with master schedule and construction program for development of the project
- Suggest proper and possible modality of sustainable market management from the FGD, Key informant and discussions with stakeholders.
- Present and supply the study documents as per the mentioned reporting obligations.

1.6 APPROACH

It is anticipated that the following approaches be adopted in course of rendering requisite services:

- Adoption of a "system perspective" approach, wherever possible instead of an ad-hoc provisional measure;

- Fielding of most able and relevant professionals to perform and accomplish their respective jobs as described in this proposal. Due care will be taken as to materialize timely and efficient mobilization to accomplish the assigned tasks within stipulated periods;
- Use of prudent tools, processes and technologies that have been tested and proven effective at the field level in on-going as well as past projects wherever applicable;
- Full use of available and applicable primary/secondary information such as reports, maps/drawings, specifications, guidelines and any other relevant information relating to the accomplishment of the proposed services with established professional standards, sound engineering, and socio-economic practices;
- Fullest use of all standards/guidelines/instructions formulated by Nepal Government.
- Close coordination and effective communication with all stakeholders and clients;
- Completion of the proposed services within the bounds of project stipulated time and resources.

1.7 METHODOLOGY

The consultants do have liberty to use varieties of widely accepted and scientific methods to accomplish the given task. They should keep themselves informed of the relevant activities and concerned in the given context. All the activities should be carried out as per the latest applicable and established methodologies tools and techniques. Final Presentation **CAIDMP, DOA, Municipality** are the major clients of this task whose inputs and concerns should be well considered during this study.

1.8 HUMAN RESOURCES REQUIRED

<i>SN</i>	<i>Position</i>	<i>Unit</i>	<i>No</i>	<i>Expected Input (person per days)</i>	<i>Required Basic Qualification & Experience</i>
	Professional Staffs				
1	TL / Senior Construction Management Engineer/ Senior Structural Engineer	md	1	105	At least Master degree on related field with 10 years of working experiences.
2	Structural Engineer	md	1	50	At least Master degree on related field with 5 years of working experiences.
3	Architect Engineer	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
4	Senior Surveyor / Engineer	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.

5	Agricultural Engineer	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
6	Mechanical Engineer	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
7	Electrical Engineer	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
8	Quantity Surveyor	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
9	Sanitary Engineer	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
10	Environmental Expert	md	1	45	At least Bachelor degree on related field with 5 years of working experiences.
11	Agriculturist	md	1	50	At least Bachelor degree on related field with 5 years of working experiences.
12	Agri. Economist	md	1	50	At least Master degree on related field with 5 years of working experiences.
13	Sociologist	md	1	45	At least Master degree on related field with 5 years of working experiences.
	<i>Support Staffs</i>				
14	Surveyor	md	1	30	
15	Sub Engineer	md	1	45	
16	Auto CAD Expert	md	1	50	
17	Computer Assistant	md	1	50	
18	Assistants	md	1	50	

1.9 INPUTS TO BE PROVIDED BY CLIENT.

Municipality, CAIDMP will provide the following support to the consultant.

- Municipality, and CAIDMP can provide Data/information, reports and references up to availability upon request from the consultant.
- Officials from the Municipality and CAIDMP will facilitate/guide for the task up to their availability of time and resource.
- Municipality and CAIDMP may provide space for discussions and meeting upon request from the consultant

1.10 OUTPUT

A comprehensive report giving outcomes of all the tasks described in the scope of the work has to be produced. The report needs to be fully referenced (with data sources identified). The final report should be submitted in 5 sets of hardcopy and electronic copies in CD each for individual market locations.

1.11 Time Schedule and Reporting Requirements

The consultancy assignment will be effective with the contract. The consultant will be required to prepare and submit Inception Report, Progress Report and Draft Final Report; and **5 copies of Final Report (hard copy and electronic copy)** in accordance with the time schedule presented below. The consultant also needs to conduct three workshops among the stakeholders i.e Shivaganj Bazar Committee, Shivasatakshi Municipality and CAIDMP etc) regarding their inception report, Progress report and draft completion report. Such costs for the workshops are to be included in the consultant's financial proposal.

1.12 Reporting Time Schedule

Inception Report	Within 15 days of Contract
Progress Report	Each Month.
Draft Final Report	Within 3 Months of Contract.
Final Report (comments of incorporated)	Within 3.5 Months of Contract

1.13 MODE OF PAYMENT

The amount shall be paid as per agreement to the consultant assigned for the study. However, the consultant can claim the payment either in a single installment after submission and acceptance of final report as per TOR or in installment as follows;

SN	Installment	Schedule
1	First Installment (if necessary)	20% of the total amount upon submission and acceptance of desk study/inception report
2	Second Installment	20% of the total amount upon submission and acceptance of field study report.
3	Third Installment	30 % of the total amount upon submission and acceptance of draft final report.
4	Final Installment	Remaining 30% of the total amount upon submission and acceptance of final report complying with TOR.

3. Evaluation of EOI document of eligible firms

Consult's EIO application which meets the eligibility criteria will be ranked on the basis of the ranking criteria.

i) **Eligibility and Completeness Test**

SN	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/ Tax return submission	
3	VAT/PAN Registration	
4	EIO Form 1 : Letter of Application and self declaration form	
5	EIO Form 2 : Application Information form	
6	EIO Form 3 : Experience (3 A and 3 B)	
7	EIO Form 4 : Capacity	
8	EIO Form 5 : Qualification of Key Experts	
9	Audit report and Financial statements (Last five fiscal years)	

ii) **EIO Evaluation Criteria**

A. Qualification

SN	Criteria Title	Minimum Requirement
1	General Experience of the Consulting firm	
2	Experience of Key Experts	

Score : 40

B. Experience

SN	Criteria Title	Minimum Requirement
1	General Experience of Consulting firm	
2	Specific experience of Consulting firm within last 7 years. In case of person, specific experience of the person within last 5 years	
3	Similar Geographical experience of Consulting firm	

Score : 40

C. Capacity

SN	Criteria Title	Minimum Requirement
1	Financial Capacity (Average turnover required shall not exceed 150% of cost estimate)	
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)	

Score : 20

Minimum Score to pass the EOI is : 60

EOI Forms and Formats

Form 1. Letter of Application and Self declaration

Form 2. Applicant's information

Form 3. Experience (General, Specific and Geographical)

Form 4. Capacity

Form 5. Qualification of Key Experts

FORM A-1

LETTER OF APPLICATION

[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm)]

Date:

To:
The Executive Officer
Shivasatakshi Municipality Office
Byangadada, Jhapa, Nepal

Dear Sir,

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 in EOI, the undersigned hereby apply for qualification by (Insert Name of Client.....
as a Consultant for the Preparation of DPR of Infrastructure Development of Agriculture Market of Shivaganj, Shivasatakshi Municipality.

2. Municipality and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter 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 you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.

3. Municipality and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

4. This application is made in the full understanding that all decisions by Municipality related to this EOI are final, binding and not subject to review. Municipality shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.

5. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

6. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

7. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed

Name

Designation

For and on behalf of

(Name of Applicant

or Lead Firm in the joint venture)

SELF DECLARATION FORM

Date:.....

To,
The Executive Officer
Shivasatakshi Municipality Office
Byangadada, Jhapa
Sir,

We undersigned,(name of all Consulting Firm/JV) declare that we are legally eligible to participate in the procurement process of consulting services for the (title of consulting service).

We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing consulting business in the last seven years.

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

(Note: Each Consultant of JV needs to submit Self Declaration either jointly or individually with original signature and stamp of company together with EOI document)

2. Applicant's Information form

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 of member of a JV must fill in this form)

S. N.	NAME OF PROJECT	LOCATION	CLIENT VALUE OF CONTRACT	YEAR OF COMPLETION	CLIENT	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1						
2						
3						
4						
5						
6						
7						
8						

Note: (1) *Note: Provide above information for each member in case of a joint venture.*

Date:

Signature & Designation of Applicant:

Seal of the Firm

3. (B) Specific Experience

Details of Similar assignments undertaken in the previous 7 years

(In case of Joint Venture of Two or more firms to be filled separately for each Consultant members)

SN	Description	Description
1	Assignment Name :	Approx. Value of the Contract (In NRs)
	Location :	Duration of Assignment (months):
	Name of Client :	Total No of Person-months of assignment :
	Address :	Approx. value of the services provided by your firm under the contract (NRs)
	Start date (month/year) Completion date(month/year)	No of Professional Person-months provided by the joint venture partners of the sub consultant
	Name of Joint venture partner of 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 :

3© 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 consultant member)

No	Name of the Project	Location	Execution Year and Duration	Remarks
1				
2				
3				
4				
5				

5. KEY EXPERTS (Include details of key experts only)

(In case of Joint venture of Two or more firms to be filled separately for consultant member)

SN	Name	Position	Highest Qualification	Work Experience (year)	Specific work Experience (in year)	Remarks

(Pls insert more rows as necessary)