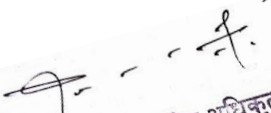




Government of Nepal
Roshi Rural Municipality
Office of Rural Municipal Executive
Katunje, Kavre, Province 3, Nepal

Expression of Interest (EOI)
for Shortlisting of
Consulting Services For the
**PREPARATION OF TOURISM MASTER PLAN AND DPR OF MAJOR
TOURISM INFRASTRUCTURES OF ROSHI RURAL MUNICIPALITY**

Magh, 2074


प्र. प्रशासकीय अधिकृत



Expression of Interest (EOI)

PREPARATION OF TOURISM MASTER PLAN AND DPR OF MAJOR TOURISM INFRASTRUCTURES OF ROSHI RURAL MUNICIPALITY

Method of Consulting Service *[National]*

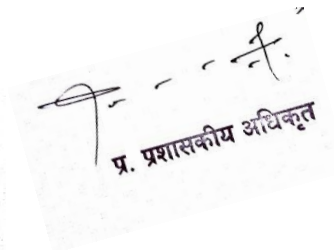
Project Name : PREPARATION OF TOURISM MASTER PLAN AND DPR OF
MAJOR TOURISM INFRASTRUCTURES OF ROSHI RURAL
MUNICIPALITY

EOI : C-001-074/75

Office Name : *Roshi Rural Municipality Office*

Office Address : *Katunje, Kavre, Province 3, Nepal*

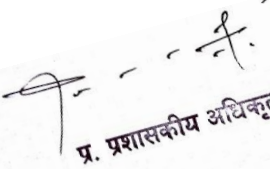
Issued on : 2074/12/14



Abbreviations

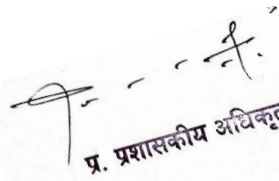
CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax




प्र. प्रशासकीय अधिकृत

Contents

A. Request for Expression of Interest	5
B. Instructions for submission of Expression of Interest.....	6
C. Objective of Consultancy Services or Brief TOR	7
D. Evaluation of Consultant's EOI Application	14
E. EOI Forms & Formats	16
1. Letter of Application	17
2. Applicant's Information Form	19
3. Experience.....	20
4. Capacity	23
5. Key Experts (Include details of Key Experts only)	25


प्र. प्रशासकीय अधिकृत



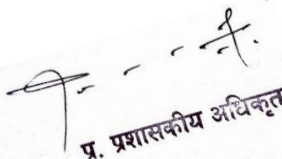
A. Request for Expression of Interest

Roshi Rural Municipality Office
2074/12/14

Preparation of Tourism Master Plan and DPR of Major Tourism Infrastructures of
Roshi Rural Municipality

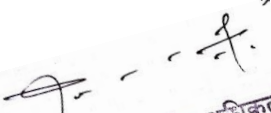
1. Roshi Rural Municipality Office has allocated fund toward the cost of **Preparation of Tourism Master Plan and DPR of Major Tourism Infrastructures of Roshi Rural Municipality** and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service.
2. Roshi Rural Municipality Office now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the consulting services with the objectives and scope as per ToR.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Roshi Rural Municipality, Office of Rural Municipal Executive, Katunje, Kavre, State no 3, Nepal** during office hours on or before 2074/12/28 5:00pm.
4. Joint venture of more than 3 firms is not allowed and consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered to the address **Roshi Rural Municipality, Office of Rural Municipal Executive, Katunje, Kavre, State no 3, Nepal** on or before 2074/12/29 within 12:00 hours.
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%], Experience [60%], and Capacity [10%]** 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 **70%**.




प्र. प्रशासकीय अधिकृत

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.
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.
4. The assignment has been scheduled for a period of 3 months. Expected date of commencement of the assignment is **2075/01/01**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. 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).*
7. 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.
8. 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 **Preparation of Tourism Master Plan and DPR of Major Tourism Infrastructures of Roshi Rural Municipality**". The Envelope should also clearly indicate the ***name and address of the Applicant***.
9. 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.


प्र. प्रशासकीय अधिकृत



C. Objective of Consultancy Services or Brief TOR

1 Introduction

1.1 Background

Roshi Rural Municipality and its surroundings have great potential in tourism sector development.. Kavre district is culturally rich with historical places like Dhulikhel, Panauti, Banepa and Chandeni Mandan. It cover the low and high point of the district, low point is Indrawoti river and highest point is Thamdanda (interesting place of hiking and 360 degree site viewing including top of the world) Big religious fairs like Chandeshwari Jatra of Banepa, Namobuddha Jatra of Namobuddha celebrated on the birth date of Lord Buddha (Buddha Purnima), Kumbha mela of Panauti which happens once in 12 years, are some interesting events to view. Kavre district has great potential in raising its local economy with tourism.

Kavre has same potential as that of other tourist sites of Nepal like Pokhara and Jomsom. The Long Himalayan Gaurishankar range can be seen from Dhulikhel. Kavre is famous for short circuit trekking in places like Dhungkharka-Narayanthan, Dhulikhel-Kavre-Namobuddha-Sankhu-Panauti-Banepa. Some places to visit here in Kavrepalanchok districts are: Palancok Bhagwati, Namobuddha, Dhulikhel, Gaukhureswar, Hajar Sidhi (1000 Steps to Kali Devi Temple), Devasthan (where Kali Devi Temple is situated), Talu Dada View Tower, Gosainthan, Banepa, Khopasi, Psthali, Balthali, Ladkeshwar Mahadev, Nepalthok, Patlekhet, Phulbari, Dapcha and many more. Similarly the other sites of interests are Kuseshwor Mahadev Daneshwor Mahadev, Banepa Chandeshwori Mata, Panauti Indrashwor Mahadev, Nala Nala Bhagawati, Eklekkhet Dankali Devi, Sankhu Kalidevi, Timal Timal Narayan Dham, Palanchowk Palanchowk Bhagawati, Panauti Kedhreshwor Mahadev, Khopasi Fadkeshwor Mahadev, Ladku Ladkeshwor Mahadev.

1.2 Rationale of establishing metric addressing

Kavre dsistrict and the surroundings of Roshi Rural Municipality have a great potential to attract domestic and international tourists. Despite having such big potential, the rural economy of Kavre has not been benefitted from tourism these tourism resources and it needs to develop this area as a major tourist destination, like a tourism hub. It is now most necessary to prepare Tourism Development Master Plan including DPR of some major tourism infrastructures in order to ensure planned development, proper land use, create a recreational centre and maintain Natural beauty. In the other hand, municipality is liable to comply sectorial policies for the sustainability of this place.

After a long transition Nepal has entered a new area of development after the promulgation of new constitution of Nepal 2072. GoN has formulated the Local Government Operation Act 2074, which assumes the full autonomous functions of local bodies and development activities too. At the context of current tourism trends of kavre district and Roshi Rural Municipality the Rural municipality office has realized the lack of proper planning in tourism sector and thus Roshi Rural Municipality office aims to create a planned tourism destinations within the rural municipality through the Preparation of Tourism Master Plan and DPR of some major tourism infrastructures of Roshi Rural Municipality.

प्र. प्रशासकीय अधिकृत



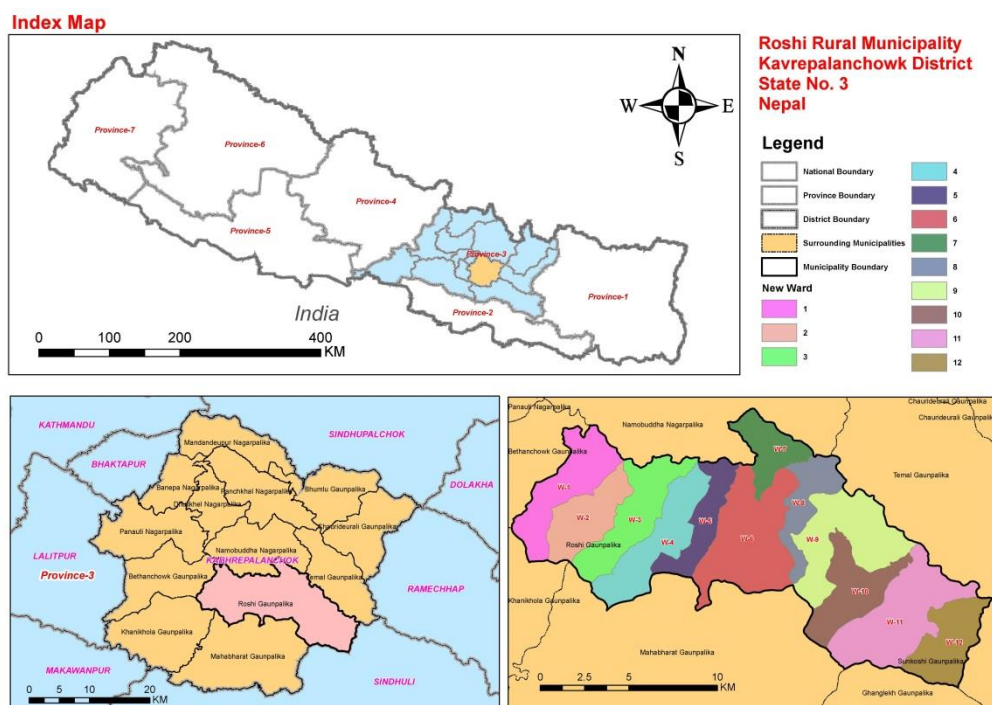
2 Study Area

Roshi Rural Municipality lies in the Kavrepalanchowk District of State No. 3 at the Eastern rim of Kathmandu Valley, south of the Himalayas of Nepal. Roshi Rural Municipality is formed with 12 wards merging Khaharepagu, Sikharambote, Mahadevtar, Sisakhani, Sibalichilaune, Katunjobasi, Kharpachowk Mangaltar, Balting and Bhimkhori VDCs. It covers an area of approximately **176.28 Sq Km** and has total **population of 28,446**.

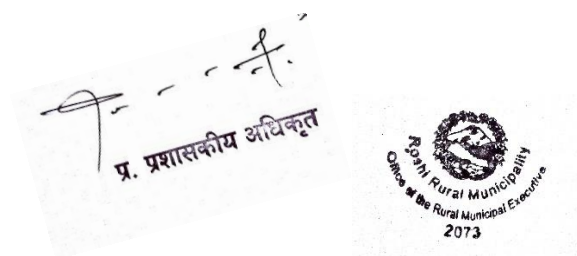
The majority of the people living in Roshi are Hindus and Buddhists. The major ethnic groups are Tamang, followed by Magar, Bharamin-Hill, Newar. Others less in number are Chettri, Ghatri, Kami, Damai, etc.

Location and Topography:

Roshi is 37.9 km from Kathmandu (Via Ariniko Highway) and Just 15.1 km from Dulikhel and at an altitude of about 1500 to 1550 amsl. It is located in Eastern rim of Kathmandu Valley (Let Top $85^{\circ}34'20.559''E$ $27^{\circ}31'46.082''N$ and Right Bottom $85^{\circ}46'25.247''E$ $27^{\circ}23'54.949''N$). The RM is bounded by Namoboudha Municipality and Temal RM in North, Sunkoshi in East, Bethanchowk RM in West and Khanikhola, Mahabharat and Ghanglekh RM in South.



Roshi RM is named after Roshi Khola which is the major river of the area. Roshi Khola is one of the tributaries of the Koshi River, in the central-eastern Nepal. It originates from the foothills of the hills in Kavrepalanchowk, crosses almost 55.65km of length and finally joins with the Sunkoshi River. As it lies in the Hilly region there are some stream and spring which some people use as the source of drinking water and for the domestic purposes.



3 Objectives

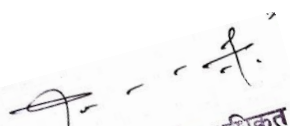
The overall objective of assigned task is to prepare the Tourism Master Plan of Roshi Rural Municipality. As part of the master plan preparation, destination planning, and interventions derived from the destination planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities. The specific objectives, but not necessarily limited to the following, are:

- To create a complete destination place covering Natural, Adventurous, Religious, Cultural and recreational tourism of municipality and it's surrounding Area.
- To increase internal revenue of municipality.
- To create various employment opportunity by operating the site in public private partnership.
- To attract domestic and international tourist at the destination and hence establishing a regional tourism area.
- To study and analyze the economic and social connection of tourism and livelihood of surroundings.
- To campaign for awareness of tourism development and establish ownership and sustainability tools among the local people.
- To develop the study area as a regional hotspot for domestic and international tourists.
- Prepare a realistic physical and financial implementation plan of prioritized Projects.

4 Scope of the Work

The consultant shall provide high quality professional services for the preparation of Tourism Master Plan, with the reference to visionary city development plan of municipality and 14th National Plan. Proposed assignment mainly involves study and analysis of the linkage and relation of the study area with tourist places, approaches, data gathering, preparing development and landscape plan including detail proposal of services and investment plan. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the following:

- To study and analyze the linkage and relation of the tourist destination of the study area along with neighboring tourist places. Access number, inflow, and outflow of tourist, their stay duration, internal and external movement of people, collecting and selling of commodities and services at tourist places.
- To study and analyze 4 As of tourism (attraction, accessibility, accommodation and amenities) around the study area including rends and components
- To collect study and review various existing studies plans developed by the various agencies and relevant government departments and institutions.
- To access the existing Physical, Social, Economic, environment and institutional situation of the study area.

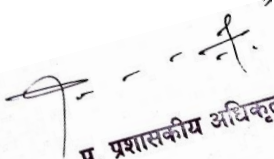

प्र. प्रशासकीय अधिकृत



- To conduct public consultation to achieve people's views and ideas to formulate and receive key policy guidance connected to Tourism development master plan.
- To forecast and project the impacts of tourism development on society, culture, biodiversity, environment and economy of the municipality and its surroundings.
- To prepare the existing and proposed land use clearly indicating the land use like commercial/agricultural/residential and tourism area.
- To apply trail planning techniques to identify major trails and to conduct topographic survey of Ghyangdanda –Tara Khasne trekking trail.
- To prepare a site specific Architectural master plan of a selected destination area including engineering and architectural prototype designs of planned prioritized projects (tourist information center, Picnic spot, Foot Trail, Entrance gate, Waiting sheds, Picnic spots, Plantation area etc.
- To produce tentative financial estimates of prioritized projects with their implementation strategy.
- Produce map of tourist service center, transportation network and other facilities required in the area and tourist attractions separately.
- To identify programs that will make tourism as a catalyst and engine in protecting the environment, especially on climate change adaptation, preservation of culture and heritage, local economic development and poverty alleviation through local enterprise development.
- To recommend tourism promotion and marketing plan at national/regional/local level
- To prepare Tourism Master Plan of the Municipality.

5 Methodology

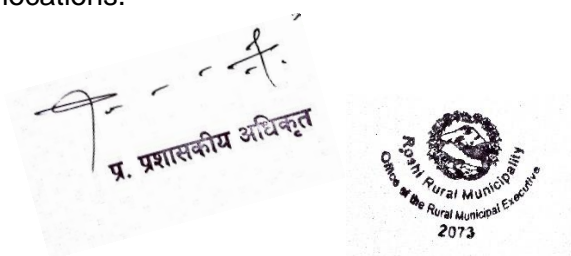
- Collection and review of the present literatures regarding the study area collection and review of old VDCs and municipality plans, budgets and policies
- Preliminary meeting/ interaction with the local stakeholders and representatives from concerned sectorial agencies within the Municipality and the surrounding VDCs, political parties, social organizations, NGOs and INGOs etc. to create an understanding of project scope and its planning process.
- Field Visit at each potential destinations followed by local people discussions.
- Topographic Surveys at selected destinations including Ghyangdanda-Tara Khasne lek.
- Develop and introduce conceptual designs for DPR and prototype designs to municipality.
- Engineering and Architectural design of Trekking trails and other selected destination.
- Prototype design of public toilets, information center, signage and signpostings, entrance gates, resting sheds etc.
- Draft Report presentation and collection of feedback from local stakeholders and concerned agencies.
- Submission of Final report after incorporating valid suggestions and comments from the stakeholders meeting.


 प्र. प्रशासकीय अधिकृत



6 Expected Output

- a. **Review of Existing scenario** that will include Tourism polices, implementing agencies, tourism organizations, and major tourism activities.
- b. Review and assess the **major socio Economic characteristics** of municipality, development challenges and potentialities of rural municipality and its hinterlands
- c. **Location Plan** along with the tourist activities at the existing and potential tourist sites.
- d. **Concept Evolution** of master plan development will be a guiding principal to achieve an architectural, landscaping, and other engineering quality related to touristic activities with the help of study of literature, legends, norms, policies and evidences comfortable to the community, stakeholders and visitors.
- e. **SWOT analysis**
SWOT analysis should reveal the strengths, weaknesses, opportunities and threats of the study area followed by PEST analysis so as to reach the real situational analysis. This shall help the consultant to understand the project area to develop the development concept.
- f. **Conservation and Development plan**
The purpose of such plan shall be to create the site attractive tourist destination. Such plan clearly reveals the ways of modes for the conservation of historic sites and biodiversity of the area including preservation of historic and environmentally sensitive natural areas such as temples, ponds water springs and water logged areas and wetlands. On the other hand, the plan should reveal the ways as to how those conserved historic and biodiversity be utilized for enhancing human knowledge and recreation, besides revealing appropriate infrastructures that are required to promote tourism industry and recreational activities in the area so as to generate income necessary for the future maintenance and management of site and the surrounding communities.
- g. **Architectural Master Plan of selected destination area**
It should include site specific Architectural master plan of selected destination area including engineering and architectural prototype designs of planned prioritized projects along with cost estimate followed by topographic survey of Ghyangdanda-Tara Khasne Lek trekking trail.
- h. **Capital Investment Plan and Implementation Strategy**
Capital investment plan should include preliminary cost estimate, mode of investment of proposed development. It should contain the prioritized development activities in a phasing matrix. It should also contain the budgetary trend and financial ability of municipality so as to check the budgetary gap.
Implementation strategy should include the different operation models for successful operation and management of the destinations. It should contain the role of local people, municipality office, and other stakeholders.
It may suggest the methods and tools to measure the degree of implementation.
- i. **Tourism master plan**
It will be basically “an overall tourism development plan” or a master plan illustrating connectivity and other tourism infrastructures. This will contain architectural and engineering designs of various typical functions compatible to activities of proposed locations.



7 Deliverable

7.1 Reports

S.N	Reports	Submission Schedule	Copies/Sets	Content
1	Inception Report	within 15 month of contract	2	Review of documents, detailed work schedule and methodology to carry the works
4	Final Draft Report	within 2.5month of contract	2	Draft report including GIS map (incorporating all attributes as mentioned in scope), Survey Data, Drawings of DPR with cost estimate.
5	Final Report	within 3 month of contract	5	Draft report including GIS map (incorporating all attributes as mentioned in scope), Survey Data, Drawings of DPR with cost estimate.

8 Time schedule

The metric addressing system assignment period for LMC is estimated to be 3 months. The consultant is advised to submit work and staffing schedule accordingly in their technical proposal.

9 Composition of Consulting Team

- **Urban Planner/Team Leader**

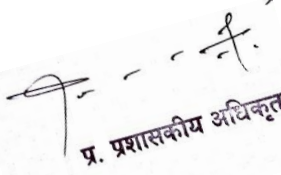

The individual must be Masters in Urban Planning/Urban and regional Planning/ Masters in Architecture/ Civil Engineering with five years of experience. Project related working knowledge in preparing Tourism Master Plan, Periodic plan, Urban Development Plan, Land Use Plan, Physical Development Plan, Municipal transport Mater Plan, Strategic plan and perspective Plan etc. Proposed team leader must have 7 years of experience after master degree and in related field.

- **Tourism Expert**

She/He must have more than 7 years' experience in planning like preparation of Destination Development Plan, Physical Development Plan, Tourism Master Plan of district and municipality/rural municipality. He/She must have completed Masters' Degree in Tourism with 7 years of Experience.

- **Environmentalist**

She/He must have more than 7 years' experience in planning like preparation of Physical Development Plan, Periodic Plan, Integrated urban Development Plan, Solid Waste Management plan, Tourism Master Plan of district and municipality. He/She must have completed Masters' Degree in Environmental Science with 7 years of relevant work experience or Bachelor Degree in Environmental Engineering with 7 years of relevant work experience.


प्र. प्रशासकीय अधिकृत


- **Structure Engineer**
She/he must have more than 7 years' experience in planning including DPR of building and road projects. Experience in Physical Development Plan, Integrated urban Development Plan is more preferable. He/She must have completed Masters' Degree in Structural Engineering with 5 years of relevant work experience.
- **Socio-Economist**
She/he must have more than 7 years' experience in planning like preparation of Physical Development Plan, Periodic Plan, Integrated urban Development Plan, Solid Waste Management plan, Tourism Master Plan of district and municipality. She/he must have completed Masters' Degree in Sociology/Economics/Rural Development with 7 years of relevant work experience.
- **Architect**
She/He must have more than 5 years' experience in planning including DPR of building. She/He must have completed Bachelor Degree in Architecture with 7 years of relevant work experience.
- **GIS Expert**
She/He must have experience in mapping of Physical Development Plan, Periodic Plan, Integrated urban Development Plan, Solid Waste Management plan, Tourism Master Plan of district and municipality. She/He must have completed Bachelor's Degree in Geometric Engineering with 7 years of relevant work experience after Bachelor's Degree.
- **Civil Engineer**
The individual must be Graduate in Civil Engineering study at least five years of experience. Project related working experience in planning including DPR, preparing Building Bye laws, periodic plan, Master Plan, Land Use Plan, strategic plan and perspective Plan etc.



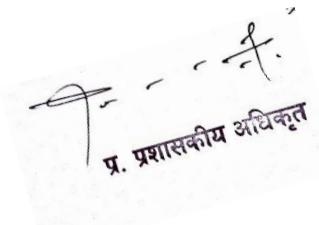
प्र. प्रशासकीय अधिकृत



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
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/Tax Return Submission/ [Fiscal year 2073/74]	
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		
Qualification of Key Experts Score: 20%	As per ToR	30 %
Experience of Key Experts Score: 10%		
B. Experience		
General of consulting firm	Tourism Master Plan, Tourism Related Studies, Tourism Corridor Development Plan, Physical Development Plan, Periodic plan, Regional Development Plan, Municipality Transport Master Plan, Long Term Development Plan, City or Regional Level Master plan, Building Byelaws of Municipality/Rural Municipality and Regulation Guidelines which require the preparation of GIS Base Map Score: 15%	60 % 

Specific experience of consulting firm within last 7 years	Tourism Master Plan With, Tourism Corridor Development Plan, Eco-tourism development plan, Building Byelaws of Municipality/Rural Municipality, IUDP of Municipality, town, Periodic plan, GIS base maps Score: 40%	
Similar Geographical experience of consulting firm	Only projects (outline in Specific Experience) successfully completed in valley, hilly and mountain regions of Nepal Score: 5%	
C. Capacity		
Financial Capacity	Average annual turnover of best five years should be more than NRs. 1 Crore. Score: 5%	10 %
Infrastructure/equipment related to the proposed assignment	GIS software (Preferable Arc GIS-x or Equivalent) with authorized license; Consultant should have total Stations; Plotter/ Printer; Four wheeler Vehicle; Score: 5%	

प्र. प्रशासकीय अधिकृत



E. EOI Forms & Formats

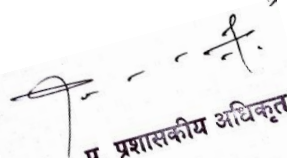
Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts


प्र. प्रशासकीय अधिकृत



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,

Roshi Rural Municipality Office

Katunje, Kavre Province 3, Nepal

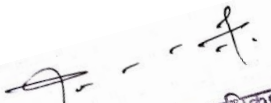
Telephone No.: _____

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 **Roshi Rural Municipality Office** as Consultant for **Preparation of Tourism Master Plan and DPR of Major Tourism Infrastructures of Roshi Rural Municipality**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **Roshi Rural Municipality Office** 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. **Roshi Rural Municipality Office** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information. ¹


प्र. प्रशासकीय अधिकृत



¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

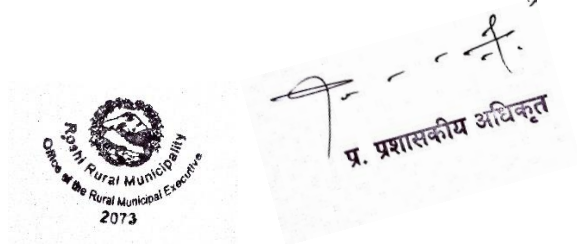
[Phone, Fax, Email]

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 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 is 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*)
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:



प्र. प्रशासकीय अधिकृत

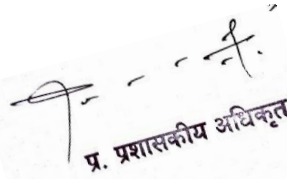
3. Experience

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.						

(Attach letter/certificates issued by client and year of completion)


प्र. प्रशासकीय अधिकृत



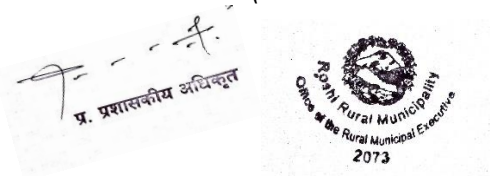
3(B). Specific Experience

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) 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):
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: _____
(Attach letter/certificates issued by client and year of completion)



² Consultant should state value in the currency as mentioned in the contract

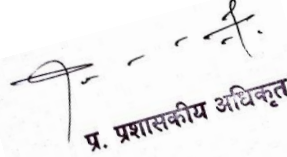
3(C). Geographic Experience

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.			

(Attach letter/certificates issued by client and year of completion)


प्र. प्रशासकीय अधिकृत



4. Capacity

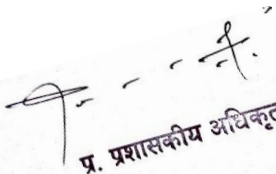
4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency
2067/68	
2068/69	
2069/70	
2070/71	
2071/72	
2072/73	
2073/74	

- Average Annual Turnover of Best Five Years

(Note: Supporting documents for Average Turnover should be submitted for the above;
(Attach copy of audited page or tax clearance certificate that shows total value of work)

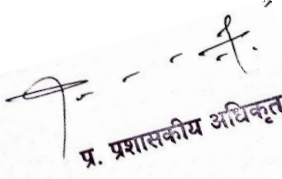

प्र. प्रशासकीय अधिकृत



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

No	Infrastructure/equipment Required	Requirements Description
1.	GIS software (Preferable Arc GIS-x or Equivalent) with authorized license	
2.	GPS Set	
3.	Total Stations	
4.	Plotter/ Printer	
5.	Four wheeler Vehicle	

(Attach purchase bill or hiring letter)


प्र. प्रशासकीय अधिकृत

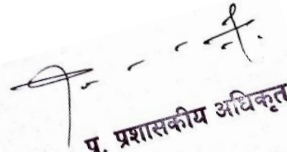


5. Key Experts (Include details of Key Experts only)

(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		Team Leader/Urban Planner				
2		Tourism Expert				
3		Environmentalist				
4		Structure Engineer				
5		Socio-Economist				
6		Architect				
7		GIS Expert				
8		Civil Engineer				

(Please attach Curriculum Vitae and Academic Certificate. Curriculum Vitae of proposed personnel should be signed in blue ink. NEC Certificate should be attached in case of proposed personnel with engineering background.)


प्र. प्रशासकीय अधिकृत



F: Instruction to Consultant

Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable.

The consulting firm must include a team leader having minimum qualification mentioned in the criteria for short listing consulting firm. Failing to provide a Team Leader having these minimum qualities shall result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they shall not be eligible to apply in joint venture during the submission of the proposal. The consultant shall duly sign and stamp in all submitted documents.

