

# **Expression of Interest (EOI)**

For

**Procurement of Consultancy Services for the Design of Extension of Central Office Building, Compound wall (Main Gate), Land development and allied works at Pokhara University Premises**

*EOI NO: (01/2077-78/Central Office/PIU-TS/PUIDP)*

**Pokhara University**

**Pokhara Metropolitan Ward No: 30  
Khudi- Dhungepatan, Kaski**

**Financing Agency: Pokhara University**

**Issued on: May, 2021**

## Abbreviations

CV	-	Curriculum Vitae
DP	-	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
PUIDP	-	Pokhara University Infrastructure Development Project
PIUTS	-	Project Implementation Unit Technical Section
PPMO	-	Public Procurement Monitoring Office
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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**POKHARA UNIVERSITY (PU)**  
**Pokhara University Infrastructure Development Project (PUIDP)**  
**Project Implementation Unit / Technical Section (PIU/TS)**

**Notice for Expression of Interest (EOI) for Consultancy Services**

*EOI NO: (01/2077-78/Central Office/PIU-TS/PUIDP)*

Date of First Publication: 21/01/2078

1. Pokhara University (PU) has received grant from the University Grant Commission/ different donor agencies and its own internal resources for the construction and development of various infrastructure projects. *The University is planning to extend its Central Office building; Compound walls (Main Gate), Land development and some allied works at the University premises* located at Pokhara-30, Khudi- Dhungepatan. The University intends to make a list of competent local Consulting firms *to prepare the Updated /Revised Design, Detailed Structural, Architectural, Electrical and Sanitary Drawings, Cost Estimate and Standard Bidding Documents to proceed the construction work*. This invitation for Expression of Interest (EOI) is made to invite the applications from all the interested and eligible Consulting Firms registered in Nepal under GoN rules and regulations and their Joint Venture (JV) for the concerned assignment.
2. The Consulting firm can apply either singly or in JV. In case of JV, the number of consulting firms should not exceed three including the lead firm. In addition, the same firm is not allowed to enter into more than one JV for the same assigned task.
3. All the interested and eligible consultants may obtain further information and EOI documents from Central Office, Pokhara University or the University website: <http://pu.edu.np> at the cost of Nrs. **1,000 (Non- refundable)** during office hours on or *before the 15<sup>th</sup> day* of the first day of publication of this notice (*By Jyestha 04/2078, 5:00 pm*). Further, the interested Applicants may download the EOI document from website <http://pu.edu.np> and submit to the University **either physically via courier or online (or scan copy) through e-mail at [piuts@pu.edu.np](mailto:piuts@pu.edu.np) also** within the stated date and time. **In case of online submission, their hard copy documents should be submitted to the university within 7 days of last date of submission otherwise they will be rejected.**
4. Payment for the EOI document can be made either through a cash deposit or online payment to the Account of the University as specified below and should attach the Original bank deposit /online payment voucher together with the hard copy of EOI documents during submission.

**Information for depositing the cost of document in bank:**

Name of Bank: Nabil Bank  
Account Holder: Pokhara University  
Account Number: 1201017500870

Name of Bank: Kamana Sewa Bikash Bank  
Account Holder: Pokhara University  
Account Number: 01213400024568000022

5. All the duly filled EOI documents/ forms in hard copy should be submitted in a sealed envelope to the address given below *on or before the 16<sup>th</sup> day (By Jyestha 05/2078, 12:00*

*Noon*) of first publication of this notice. In case the last date of obtaining and submission of the EOI documents falls on a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.

6. The complete EOI documents received within the specified time ***shall be opened on 16<sup>th</sup> day of first date of publication of this notice (Jyestha 05/2078, 2:00 pm)*** in the presence of applicants or their authorized representatives whoever wants to attend. Absence of applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way. Pokhara University (PU) reserves the right to accept or reject, wholly or partially any or all bids/EOI without assigning any reason, whatsoever.
7. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility criteria. The evaluation of EOI of JV shall be done in cumulative basis. Maximum six top ranked consultants/ firms will be short listed as the qualified firms for the further process ***however; the minimum score to pass in the EOI process is 60 % on average.***
8. The Request for Proposal (RFP) will be issued only to the qualified short listed firms for the submission of technical and financial proposals. The Quality and Cost based selection (QCBS) procedure will be used for the selection of the consulting firm.
9. All the design, drawings and the tender documents shall be prepared and submitted to the PIU-TS within two months or less as required by the University from the date of Commencement of the work.
10. Further information on EOI can be obtained from the below address during the office hours in all working days prior to the deadline of submission of EOI.

***Address of the University:***

POKHARA UNIVERSITY (PU)

Project Implementation Unit/ Technical Section (PIU/TS)

Khudi-Dhungepatan, Pokhara-30, Kaski

Ph: 061-504046, 061-504039

Website: <https://pu.edu.np>

Email Address: [piuts@pu.edu.np](mailto:piuts@pu.edu.np)

## B. Instructions to Consultants/ Applicants

**Pokhara University** intends to prepare the list of the competent local firms/consultants for the *Preparation of Updated/Revised Design, Detailed Structural, Architectural, Electrical and Sanitary Drawings, Cost Estimate and Standard Bidding Documents for the extension of Central Office building, Compound walls (Main Gate) Land development and allied works*. This invitation for Expression of Interest (EOI) is made to invite the applications from the interested and eligible local consulting firms registered in Nepal under GoN rules and regulations and their Joint Venture (JV).

- 1) The Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, the same firm is not allowed to enter into more than one JV for the same task.
- 2) At any time prior to the deadline for the submission of the completed EOI documents, PUIDP can amend the EOI, for any reason, whether on its own initiative or in response to the clarification requested by the applicant.
- 3) Applicant shall bear all the costs associated with the preparation and submission of the EOI document. The University in no case will be responsible and liable for these costs or have any other liability to the applicants.
- 4) By submitting the EOI in JV, if qualified and awarded the contract after the RFP process, the Applicant along with its Venture members shall be jointly responsible to perform the obligations/liability of such contracts.
- 5) The Applicant shall seal one original and one copy of the completed EOI in separate envelope, marking the envelope as “Original” and “Copy”. These envelopes shall then be sealed in an outer envelope and marked as EOI. The envelope shall clearly indicate the name and address of the Applicant for the identification process.
- 6) The Applicant shall not be permitted to withdraw/modify the EOI application once that has been submitted to the University at any cost.
- 7) Interested consultants must provide their all detail information indicating that they are qualified to perform the assigned services (*descriptions, organization and employee of the firm or company, description of assignments of similar nature completed in the last 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
- 8) The assignment has been ***scheduled to be completed by 15/06/2078 (Ashoj 15, 2078) for a period of two months (60 Working Calendar days)*** from the date of Commencement of the work. Expected date of commencement of the assignment is ***17/04/2078***.
- 9) The Consultant will be selected in accordance with the Quality and Cost based Selection (QCBS) method.
- 10) 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: Joint Venture Information (Form 2)*
- *EOI Form: Self Declaration Form (Form 3)*
- *EOI Form: Applicant's Information (Form 4)*
- *EOI Form: Work Experience Details (Form 5(A), 5(B) & 5(C))*
- *EOI Form: Capacity Details (Form 6)*
- *EOI Form: Key Experts List (Form 7).*

11) The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility criteria. The evaluation of EOI of JV shall be done in cumulative basis. Maximum six top ranked consultants/ firms will be short listed as the qualified firms for the further process however; the average minimum score to pass in the EOI process is 60%.

12) 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 Updated/Revised Design, Detailed Structural, Architectural, Electrical and Sanitary Drawings, Cost Estimate and Standard Bidding Documents for the Extension of Central Office Building, Compound walls, Land development and allied works at Pokhara University. The Envelope should also clearly indicate the *name and address of the Applicant*.

13) All the duly filled EOI documents/ forms in hard copy should be submitted in a sealed envelope to the address given on "*Invitation for Expression of Interest*" on or before the *16<sup>th</sup> day (05/02/2078, 12:00 Noon)* of first publication of this notice. **In case of online submission, their hard copy documents should be submitted to the university within 7 days of last date of submission otherwise they will be rejected.**

14) In case the last date of obtaining and submission of the EOI documents falls on a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation, will be rejected and returned un-opened.

## c. Objective of Consultancy Services or Brief TOR

### Project Information

*Pokhara University* was established under the Pokhara University Act, 1997 for enhancing the opportunity of qualitative education to all the general public on various fields of Science and Technology, Health and Allied Science, Management, Social Science, Education and other subjects through the maximum participation of the private sectors. Pokhara University (PU) has received grant from the University Grant Commission/ different donor agencies and its own internal resources for the construction and development of various infrastructure projects and hence established the Pokhara University Infrastructure Development Programme (PUIDP). From the very beginning of its establishment, Pokhara University is always focused on building the adequate academic infrastructures and other essential supporting facilities to create a good academic environment.

The University is planning to extend the central office building up to 4 storied. Therefore, the Project Implementation Unit- Technical section, (PIU-TS) intends to hire the eligible Consulting firm for the *Preparation of Updated/Revised Design, Detailed Structural, Architectural, Electrical and Sanitary Drawings, Cost Estimate and Standard Bidding Documents for the Extension of Central Office Building, Compound wall (Main Gate), Land development and allied works*. All the standard design, drawings and the tender documents shall be prepared by the firm and submitted to the *PIU-TS within two months or less as required by the University from the date of Commencement of the work*.

### Objective of the Consulting Services

**The main objective of the hiring the Consultancy is to seek the necessary design consultancy services for the extension of the Central office building of Pokhara University.** For this the Consultant shall prepare the standard design, drawings, Structural Analysis Reports and other necessary documents to get the approval for construction from the concerned Municipalities.

The first two floor of the building (Ground and first floor) was constructed in 2073 B.S. The University has gone under process to get the necessary approval of design and drawings from Pokhara Metropolitan city but the design/drawing has not been still approved. Therefore; the Consultancy shall assist the University to get the design/drawing approval of the building (**previously built two storied and remaining two storied that is to be constructed**) and later the work completion certificate also from the concerned Municipality.

All the design infrastructures should be standard, safe, economic, affordable and environment friendly. The project need to be completed timely and all the completed works should be of good quality.



### **The Specific Objectives of this project are to prepare the Updated/Revised:**

- a) Design of the Central Office building
- b) Design and Extension of Existing compound wall, Main Gate and Land development and allied works at the Central Office premises.
- c) Detailed Structural, Architectural, Electrical and Sanitary Tender Drawings
- d) Preparation of Cost Estimate with rate analysis
- e) Preparation of the Standard Bidding Documents
- f) Review the existing electrical (Transmission Line) and water supply system of Existing Office building
- g) Design the power system for lift system, Generator and solar panel to support the building

### **Scope of the Consulting Service**

The Consultant, under the Terms of Reference (TOR) and in close coordination with PUIDP, Pokhara University shall carry out activities and deliver the services. The scope of works to be carried out by the consultant includes but may not be limited to the following:

#### **Phase I: Preparation of Engineering Design**

##### **Desk Study**

A desk study should be carried out collecting all the relevant data, maps, previous Auto-CAD/ Hardcopy drawings, Designs and available other necessary documents for the concerned assignment or project.

##### **Technical Feasibility Study**

This should include the collection, review and analysis of the available data, information to carry out the layout for the infrastructures and other construction works. The study shall also include the feasibility of the utilization of the existing structures, demolitions if required.

##### **Conceptual Design**

The Consultant has to prepare the conceptual and final design of the concerned assignment with different alternatives and the final approval shall be made from the University.

#### **Phase II: Preparation of Updated/ Revised Detailed Structural, Architectural, Electrical, Sanitary Engineering Design and Drawings**

##### **Building Layout Selection**

The suitable layout for the construction of the building should be made considering the various factors such as access of road, surrounding, locations, building laws and regulations, climatic and the environmental factors and other physical facilities

### **Geo- Technical Investigations**

The Consultant can review and study the previous Geo- Technical reports and design if necessary, however the detail Geo- Technical Investigations is not required to be carried out for this project.

### **Seismological Study**

The Consultant should design the building considering the seismological effect practicing the Nepalese Standard Code for Earthquake Resistant Design, National Building Code, Municipality Rules and Regulations.

### **Consideration on Environmental Protections**

The design of the building should incorporate environmental concepts such as avoiding/minimizing adverse environmental impacts, concept of re-use and re-cycling, proper handling of materials, minimizing the pollution and wastages. The Environment protection laws, rules and regulations should be strongly followed during the design and construction of the building.

### **Data Analysis, Conclusion and Recommendations of Design Parameters**

Based on the above mentioned study and investigations, the Consultant shall design and recommend the most cost effective design parameters.

### **Detail Design and Quantity Estimate**

The Consultant shall prepare the updated design, drawing and documents of the building and necessary other structures following the standard norms, guidelines and Building codes recommended by the Government of Nepal and the concerned Municipalities. The design work shall incorporate the following works but not limited to

- As built drawing of previously built two floors (Ground and First Floor)
- Detailed Structural Drawings
- Detailed Architectural Design and Drawings
- Detailed Tender / Construction Drawings
- Detailed Electrical Design and Drawings
- Detailed Sanitary Design and Drawings
- Detailed Fire Safety Design and Drawings
- Alternative Access to upper two Floors of Building
- CCTV System
- Central AC System
- Power/ Generator Back up System
- Solar Panel System
- Lift System
- Technical Specifications
- Detailed Cost Estimate
- Standard drawings to get the approval from the Concerned Municipalities
- Bill of Quantity
- Standard Bidding documents
- Any other documents related to the concerned assignment

## **Required Standards**

The following documents shall be prepared and submitted by the Consultant in the standard formats

Volume 1: Detail Design, Requirements, Calculations and Instructions for the Architectural and Engineering Design

Volume II: Standard Tender Documents with Cost Estimate, Rate Analysis, Bill of Quantity and Specifications

Volume III: Detailed Tender Drawings

## **Detail Architectural Design and Working Drawings**

The consultant shall prepare and submit the following working drawings in the standard format and scale to be approved by the concerned municipalities and the authorities to start the work.

- Site Plan
- Floor Plan
- Finishing Schedule Plan
- Four side elevations
- Sectional elevations
- Door and window schedule
- Blow up details for staircase, toilet, wall sections, lintel and sill, ducts, expansion and other joints, hand rail, grills and others whatever required during the construction.

## **Detail Structural Drawings**

- Structural Modeling
- Structural report including the design philosophy, parameters, load calculations
- Column layout plan and details
- Lift and other shear wall drawings
- Beam, Lintel and sill layout plan and details
- Slab details
- Reinforcement details
- Staircase details
- Water Tank details
- Expansion/Construction Joint details
- Other necessary details if required

## **Detailed Electrical/Solar/Power system Design and Drawings**

- Lighting Layout Plan
- Telecommunication Layout Plan
- Power Layout and backup system Plan (Generator/Solar Panel System)
- AC unit Plan
- Lift System

- Sound System Plan
- Main distribution board/ Transmission Line design and Layout
- Detail load calculation design
- Other documents if necessary

#### **Detailed Sanitary Design and Drawings**

- Waste water pipe layout Plan
- Hot and Cold water Layout Plan
- Section detailing of pipe
- Septic tank and soak pit if required
- Toilet and other sanitary fixture Layout Plan
- Storm water flow/ storm drainage system
- Specific instructions

#### **Detailed Fire Safety Design and Drawings**

Appropriate measures for fire safety compliance with prevailing laws, rules and regulations.

#### **Detailed Cost and Quantity Estimate including Bill of Quantities (BOQ)**

- Detail quantity estimate and abstract of cost of each components
- Bill of Quantities (BOQ)
- Specifications
- Rate Analysis as per district rate

#### **Phase III: Required Services during Design and Drawings Approval from Municipality and other concerned agencies**

*The consultant shall assist the University to get the approval of detail design and drawings from the concerned Municipality and other related government agencies to proceed the construction works.* The Consultant can make necessary changes if required by the Governmental /Regulatory bodies to get the approval from the concerned authorities.

#### **Phase IV: Preparation of Bidding Documents and Assisting in the Procurement Process**

The Consultant shall prepare all the bidding documents as per the Standard Bidding Documents prescribed by PPMO, Technical Specifications, Drawings and BOQ for the assigned work. The Consultant shall assist in the bidding process including the preparation of the procurement plan, inviting bids, bid opening and evaluation. After the bidder's selection, the Consultant shall prepare and facilitate the contract agreement to be signed between the selected bidder and the University as per the specified agreed conditions.

## Men power Requirements

The Consulting Firm should have adequate experts and resource personnel's with high qualifications and experiences in planning, survey, design, documentation and procurement of the projects.

<i>S. No</i>	<i>Title</i>	<i>Number</i>	<i>Minimum Qualifications</i>	<i>Experiences</i>
1	Team Leader	1	Master's degree in Civil or Architect	Minimum 15 years' experience in project Management
2	Architect	1	Master's degree in Architect	Minimum 10 years of experience in building design
3	Structural Engineer	1	Master's degree in structural/Earthquake Engineering	Minimum 10 years' experience in structural design of building projects
4	Civil Engineer	1	Bachelor's degree in Civil Engineering	Minimum 5 years' experience in building projects
5	Electrical Engineer	1	Bachelor's degree in Civil Engineering	Minimum 5 years' experience in relevant field
6	HVAC/ Mechanical Engineer	1	Bachelor's degree in power system /Mechanical Engineering	5 years' experience in relevant field
7	Contract Management Expert	1	Master's degree in Civil Engineering/Construction Management	Minimum 10 years' experience in relevant field
8	Quantity Surveyor	1	Bachelor's in Civil Engineering	Minimum 5 years' experience in relevant field
9	Draft Person	1	Diploma in Architecture/Civil	Minimum 3 years' experience in relevant field
10	Supporting Staffs	1		Basic Knowledge in Office keeping, MS Word, Excel, Printing

## **Roles and Responsibility of Key Personnel**

### **Team Leader**

- Supervise, co-ordinate and assist the entire team of consultants to deliver the specific services timely
- Supervise the consulting team members and monitor the overall performance/ quality of the design works
- Assist and Monitor in preparation of detail Architectural/ Engineering design and drawings
- Assist and Monitor in preparation of Cost/ Quantity Estimate, BOQ, Specifications
- Assist in preparation of standard bidding documents
- Assist and update the Client regarding the project progress and reports
- Other relevant works related to the project if needed

### **Architect**

- Preparation of Detailed Architectural design and drawings
- Preparation of tender drawings
- Assist in the preparation of tender documents, reports, Specifications
- Other relevant works related to the project

### **Structural Engineer**

- Structural Analysis of the building/structures using appropriate and updated software
- Preparation of Detailed Structural design and drawings
- Preparation of tender drawings
- Preparation of tender documents, reports
- Other relevant works related to the project

### **Civil Engineer**

- Preparation of the Cost Estimate, BOQ, Specifications
- Preparation of tender documents/ standard bidding documents
- Preparation of the project reports
- Preparation of the detailed project schedule using project software
- Planning and Scheduling of construction activities and resource allocation
- Other relevant works related to the project

## **Electrical Engineer**

- Electrical Analysis of the building
- Preparation of Detailed Electrical design and drawings
- Preparation of Cost Estimate, tender and working drawings (Electrical)
- Other relevant works related to the project

## **HVAC/Mechanical Engineer**

- Planning and Design of HVAC, power back up, Lift, Firefighting, Solar panel system of the building
- Preparation of design and drawings Preparation of Cost Estimate, tender and working drawings
- Other relevant works related to the project

## **Procurement/ Contract Specialist**

- Preparation of standard documents for the procurement of works
- Prepare and finalize all the Contract related documents
- Assist in receiving and reviewing bids/ Proposals
- Assist in Tender evaluation and Contract Negotiation as per PPMO
- Other relevant works related to tender

## **Project Output/ Deliverables**

The Consultant shall prepare and submit all the reports to the University timely in the standard format. The source of data/ information shall be mentioned in the reports. The reports shall be in A4 size and drawings in A3 or in any other appropriate size as required. The size and scale of the drawing shall be in the specific format to be approved by the concerned Municipality.

***All the submissions shall be accompanied by the electronic version as well as printed Version compiled in words /editable/ AutoCAD and PDF format including the.***

- Seismological and Environmental Report
- Detailed Cost Estimate, BOQ and Specifications
- Detailed Engineering/ Architectural Design and Drawings
- Standard Bidding Documents
- As built drawing of the existing structures
- Project Inception Report
- Preliminary Design Report
- Draft Detailed Project Report

- Final Detailed Project Report
- Any other reports deemed necessary as per contract and specified by the University

### **Submission of Reports and Presentation of the Works**

The Consultant shall prepare and submit all the reports, design, drawings and other project related documents to the University timely in the standard format both in PDF and editable formats. The Consultant shall submit both the hard copy and soft copy of the following documents in the appropriate format.

- a) Project Inception Report
- b) Conceptual Design Report
- c) Preliminary Design Report
- d) Draft Detailed Project Report
- e) Presentation of the Draft Report
- f) Final Detailed Project Report
- g) Soft copy of the Design, Drawings and Reports

### **Defect Liability and Responsibility**

*Pokhara University has no full technical team to prepare all the necessary design, drawings and other tender documents. So the University is hiring the qualified Consultant for this purpose. The Consultant shall be fully liable and bear the full responsibility for:*

- Authenticity of the field data and information
- Reliability of Surveying Works
- Correctness of the design and calculations
- Correctness of the drawings
- Correctness of the Cost/ Quantity Estimate
- Preparation of the Standard Bidding Documents
- Authenticity of any other details related to Construction

The Consultant shall assist the University if required during the Construction phase also. If there are any changes/ faults in the design due to the faulty design of the Consultant, the Consultant shall furnish the required task at free of cost.



*Notes:*

## **Design Responsibility**

The Consultant shall follow the appropriate Architectural and Engineering practices, standard norms and the design criteria set by the DUDBC (updated version) and the concerned Municipalities while preparing the necessary drawings, design and the contract documents. The Consultant is fully responsible and liable for the design, drawing, estimate, checking, Coordination with the concerned stakeholders/authorities and finalization of the project documents.

PIU-TS has the full right and authority for making any review, necessary amendments, suggestions and recommendations before the finalization of the documentation works but shall not eliminate, substitute or reduce the consultant's responsibility for their work.

## **Criteria for Short Listing**

The Eligibility and the qualifications criteria for selection are provided in the form below. The Request for Proposal (RFP) shall be provided only to six short listed consultants based on their merit/ranking.

### **D. Evaluation of Consultant's EOI Application**

Pokhara University will carry out evaluation of the EOI documents based on the criteria approved by PUIDP. Anything not mentioned in the document regarding the EOI process shall be governed by the prevailing Public procurement Acts and Regulations and Procurement Regulations of Pokhara University.

The evaluation of EOI documents will be done in two stages

- i) Screening of EOI Documents of all firms for eligibility
- ii) Evaluation of EOI Documents of eligible firms

#### **A) Screening of EOI Documents**

All EOI documents received timely shall be opened and screened to determine the eligibility of the Applicant. The basic criteria for the eligibility test are prescribed below. Only the Applicants fulfilling all the requirements will be considered eligible for further considerations.

#### **Eligibility/Completeness Test Criteria**

- a. Notarized Copy of Company/Firm Registration Certificate
- b. Notarized Copy of VAT/PAN Registration Certificate
- c. Notarized Copy of Income Tax Clearance Certificate for FY 2076/77.
- d. JV Agreement in case of Firms in JV
- e. Power of Attorney/ Authorization Letter
- f. Self- Declaration

## **B) Detailed Evaluation Criteria**

Applicants fulfilling the eligibility requirements as mentioned above will be further evaluated based on the financial capability, experience of the Applicant in similar projects and specific experiences of the experts proposed for the study. Ongoing and the planned projects shall not be considered for evaluation.

A scoring system is adopted to rank the Applicants in order of merit based on the evaluation criteria. The maximum overall score that any applicant can obtain is set 100 marks and is distributed as follows.

### **A. Qualifications and Experience of Key Experts 40 Points**

- Qualification of Key Experts - 20 Points
- Experience of Key Experts - 20 Points

### **B. Experiences 45 Points**

- General Experience of the Firm - 15 Points
- Specific/ Similar Experience of the Firm
  - (i) Detail Engineering Design of Building Structures - 25 Points  
(Similar Administrative/ Institutional buildings)
- Construction Supervision of Building and Allied works - 5 Points

### **C. Capacity 15 Points**

- Firm's Financial Capacity -10 Points  
(Average Annual Turnover for best three years of last five Consecutive fiscal years)
- Office Equipment and Facilities -5 Points

#### **Notes:**

1. ***A Successful Consulting Firm shall score minimum 50% marks in each criterion (A, B and C individually) and minimum 60% marks in overall to be qualified for further considerations.***
2. The EOI of short listing firms in case of JV must clearly mention the name of the leading firm with the financial liabilities.
3. The Firm/JV must submit only the Sealed EOI firms and on timely.
4. The same firm shall not be allowed to submit EOI individually and in JV for the same contract/work.
5. ***The University will short list maximum six number of consulting firms/JV to participate in bidding process (call for RFP) based on their rankings.***
6. The experience of the firm should be supported with the evidence/proof in the form of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof will not be considered for evaluation.

## **List of Key Personnel/Professionals**

1. Team Leader
2. Architect
3. Structural Engineer
4. Procurement Specialist
5. Civil Engineer
6. Electrical Engineer
7. HVAC/Mechanical Engineer
8. Quantity Surveyors
9. Draft Persons

## **E. EOI Forms & Formats**

The EOI document shall be structured in accordance with the given EOI form and it must contain accurate and complete information as requested. The documents shall not have any overwriting, except wherever necessary to make the corrections by the consulting firm themselves. Any such corrections shall be initiated by the person authorized to sign the application and stamped with the firm's seal.

### **Documents for EOI**

The completed EOI documents to be submitted by Applicants shall comprise the following documents and submitted sequentially providing the supporting documents with respective forms.

***Form1. Letter of Application/Intent***

***Form2. Joint Venture Information (In case of JV)***

***Form3. Letter of Self- Declaration***

***Form4. Applicant's information***

***Form5. Experience (General and Specific)***

***Form6. Capacity***

***Form7. Qualification/ Experiences of Key Experts***

### **General Information**

The Applicant shall provide the Letter of Submittal with completed forms as provided in the above mentioned formats and sequence. All the necessary information shall be presented to demonstrate the firm/ JV's eligibility, capability, experiences and professionals to be deployed.

The Applicant shall enclose notarized copies of Company registration certificate, VAT certificates and Tax clearance certificates. The applicants shall also enclose the notarized copies of experience certificate/ work completion certificate, audit reports and other relevant information.

**FORM -1 Letter of Application/ Intent**

**(Letterhead paper of the Applicant, in case of Joint Venture, of the Leading Firm)**

Date: .....

To

The Registrar

Pokhara University

Pokhara-30, Khudi- Dhungepatan

***Subject: Submission of Letter of Intent for Preparation of Updated/Revised Design, Detailed Architectural, Structural, Electrical and Sanitary Drawings, Cost Estimate and Standard Bidding Documents for the Extension of Central Office Building, Compound walls (Main Gate), Land development and allied works at Pokhara University premises***

***EOI No: (01/2077-78/ Central Office/PIU-TS/PUIDP)***

Dear Sir/Madam,

I/We, the undersigned, are applying to be short listed and provide the Consultancy services for Pokhara University Infrastructure Development Project (PUIDP), Pokhara University in accordance with your advertisement.

PUIDP and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application form and can contact any of the signatories to this letter for any further information.

We hereby provide our willingness and commitment to abide by all the applicable laws, regulations and other requirements having the effect of law, if selected.

We declare that, we have no any conflict of interest in the proposed procurement process and also assure you that our Company/firm has not been declared ineligible to take part in the bidding process.

Sincerely Yours,

.....

Name of Signatory:

Designation:

For and on behalf of (Name of Applicant or Lead firm of JV):

Contact Address and Number:

## FORM-2 Joint Venture Information

(If the EOI is submitted in Joint Venture, provide the JV Information.)

<b>S.N</b>	<b>Name of Firm</b>	<b>Name of Contact Person</b>	<b>Postal Address/ Contact Number/ Email</b>	<b>Share % in JV</b>
1	Lead Firm			
2	Partner Firm			
3	Partner Firm			

***Note:***

1. Maximum three number of firms can make a Joint Venture.
2. In case of JV, the lead firm should hold the power of attorney.
3. Provide duly signed and stamped Joint Venture agreement and power of attorney of the signatories by each member in JV.

**FORM - 3 Self Declaration Form**

Date: .....

To  
The Registrar  
Pokhara University  
Pokhara-30, Khudi- Dhungepatan

***Subject: Adherence to Code of Ethics and Anti- Corruption Policy***

Dear Sir/Madam,

We ..... (Name of Consulting Firm) declare that we are legally eligible to participate in the procurement process for the

***Preparation of Updated/Revised Design, Detailed Architectural, Structural, Electrical and Sanitary Drawings, Cost Estimate and Standard Bidding Documents for the Extension of Central Office Building, Compound walls (Main Gate), Land development and allied works at Pokhara University premises***

We also declare that we have no any Conflict of Interest in the said assignment/project and strongly prohibit offering any kind of bribes to anyone in the course of obtaining the contract. All the officials in the company are fully committed to abide by the act.

We commit to respect and comply with all the laws, policies and regulations that apply to Public Procurement Act and Regulations, Nepal.

We hereby declare that we have not received any punishment while doing the consulting business in the last five years.

Sincerely Yours,

.....

Name of Signatory:

Designation:

For and on behalf of (Name of Applicant or Lead firm of JV):

## **FORM - 4 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:
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.)***

## FORM – 5(A) General Work Experience

List out the general work experiences in detail;

Architectural/ Engineering design and drawings, preparation of the standard bidding documents, landscape design in Civil Engineering works/infrastructures completed successfully *over the last 5 years with Contract amount more than 2 lakhs for each project.*

S. N.	Name of Project /Job	Name of Client	Locations	Contract Value (except VAT)	Starting Date	Completion Date	Description of works carried out
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**Notes:** *The above filled up all information must be supported by work completion certificates/letters issued by the client with the indicated contract amount.*



## FORM – 5(B) Specific Work Experience

List out the specific/similar experience in detail;

Architectural/Engineering design and drawings, preparation of the standard bidding documents in similar civil engineering works/infrastructures completed successfully (similar Academic/ Institutional/ Administrative/Commercial building) over the *last 5 years with Contract amount more than 4 Lakhs for each project.*

S. N.	Name of Project /Job	Name of Client	Contract Value (Excluding VAT)	Locations	Starting Date	Completion Date	Description of works carried out
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**Notes:** *The above filled up all information must be supported by work completion certificates/letters issued by the client with the indicated contract amount.*

## FORM – 6 Capacities

### 6 (A) Financial Capacities

*(In case of joint venture of two or more firms, to be filled separately for each constituent member)  
The Consulting firms shall provide the annual turnover of the last five years in the table below. The Financial Capacity will be assessed based on the average annual turnover/value of best 3 years within the last 5 years.*

Annual Turnover	
Fiscal Year	Amount Currency (Nrs)
2076/2077	
2075/2076	
2074/2075	
2073/2074	
2072/2073	

Average Annual Turnover

--

**Notes:** *(All the Supporting documents for Average Turnover should be submitted.)*

*a. The above information must be supported by the Auditor's reports and Tax Clearance Certificates. The values of the turnover of the previous years shall be adjusted according to Overall National Consumer Price Indices published by Nepal Rastra Bank.*

*b. The firm/Jv shall have to submit the Notary Public attested Tax Clearance Certificate of each fiscal year to be considered for EOI evaluations.*

*c. In case of JV, the average annual turnover of the JV shall be evaluated taking account the percentage share of each firm/JV as stated in the JV agreement for EOI. If the JV agreement does not indicate the percentage share of the firm, the marks of the Financial Capacity will be considered Zero during evaluation.*

### 6(B) Infrastructure/equipment related to the proposed assignment

List out the detail of Survey/Design Equipment's, licensed Software', Computer/laptops, Printer/ Xerox machines, Office space, Vehicles available with or owned by the firm.

S.N	Particulars/Equipment's	Number	Quality
1	Office Area (Sq.m)		
2	Total Stations		
	Theodolite		
3	Level Machines		
4	Design Software (SAP, STAT PRO)		
5	Vehicles (Two wheeler)		
	Four Wheeler		
6	Computer/ Laptop		
7	Printer		
8	Xerox/ Photocopy Machine		

## FORM – 7 Key Experts/ Manpower Resources

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

SN	Designation	Name	Qualification	Work Experience (in year)	Specific Work Experience (in year)	Year with Company
1						
2						
3						
4						
5						
6						
7						
8						
9						

(Please insert more rows as necessary)

**Notes:**

1. The Bio- data of the expert/ Professional need to be attached in the EOI document. The CV should be signed by the respective personnel declaring the correctness of the information.
2. The Personnel must clearly specify his/ her email address, contact number in his/her CV.
3. The firm/JV must submit the NEC Registration Certificate in case of the Engineering Professionals.
4. The proposed Professional shall not be repeated by two or more firms. If the same key professional is proposed by two or more firms/JV for the job, no marks will be given for such professional.
5. Also, the same key personnel should not be proposed for more than one designation, if proposed no marks will be given for such professional.