



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

Expression of Interest (EOI) for Short-Listing of Consulting Firms

For

"Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing University Premises"

Project Identification No.:

02/2077-78/NCB(Consulting Services)/PIU-TS/PUIDP-XIV(Musetuda)

Khudi-Dhungepatan, Ward No. 30, Pokhara Metropolitan City, Kaski.
Ph: 061-560639, 061-561046, Fax: 061-560392
Email: piuts@pu.edu.np

Issued on: Ashadh, 2078 (July, 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 Program |
| PIU/TS- | Project Implementation Unit /Technical Section |
| PPMO- | Public Procurement Monitoring Office |
| TOR- | Terms of Reference |
| VAT - | Value Added Tax |
| A & E- | Architectural and Engineering |



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POKHARA UNIVERSITY (PU)

Pokhara University Infrastructure Development Program (PUIDP)

Project Implementation Unit /Technical Section (PIU/TS)

NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTING SERVICES

(According to PU Procurement Regulation 2072 Rule 71)

(First date of publication of EOI Notice: 2078/03/25, In Kantipur National Daily)

1. Pokhara University (PU) intends to hire national consulting firms for *"Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing University Premises"*, developing project proposals (if needed) for the implementation of the projects, following the competitive bidding procedures and conditions. For this purpose, **PIU/TS** will short list, select and engage the qualified national consulting firm /firms for consulting services in accordance with the prevailing rules and regulations of PU.
2. The consulting firms shall carry out the assignments mentioned in the application form /brief TOR to be short listed for Consulting Services. The EOI application form is available from the PIU/TS office on the payment of **NRs. 3,000/- (Three thousand only, non-refundable)** on or **before 2078/04/08** during office hours. And, it must be delivered to the address given below on or **before 2078/04/10, 12:00 noon**.

Further, the interested applicants may download the EOI document from Pokhara University's Website **<http://pu.edu.np>** and submit to the University either **physically /Courier** within the stated date and time.

3. If the last day of submission falls on public holiday, then next working day shall be considered as the last day. Documents received after this deadline will not be accepted.
4. Pokhara University (PU) reserves the right to accept or reject, wholly or partially any or all bids/EOI's without assigning any reasons, whatsoever.
5. The PIU shall prepare a short list. Only the short-listed consultants will be invited to submit their technical and financial proposals as per the **Request for Proposal** to be provided to them at a later stage.
6. The design work for all projects should be completed within very short period i.e., within **five months** or less or as required by the university from the date of commencement of the work.
7. EOI must be valid at least for FY 2078/079.
8. For further /detail information the address is:

Project Implementation Unit /Technical Section (PIU/TS),
Khudi-Dhungapatan, Ward No. 30, Pokhara Metropolitan City, Kaski.
Ph: 061-504046, 061-504039
Website: <https://pu.edu.np> Email Address: piuts@pu.edu.np



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

a. Detailed Notice for Expression of Interest (EOI) for Consultancy Services

EOI No.: 02/2077-78/NCB (Consultancy Services)/PIU-TS/PUIDP-XIII (Musetuda)

First publication date of EOI Form: 2078/03/25, In Kantipur National Daily

1. Pokhara University (PU) has been receiving 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 for *"Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing University Premises"*. 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 Project Implementation Unit /Technical Section, Pokhara University or the University website: <http://pu.edu.np> at the cost of **NRs. 3,000 (Three thousand only, non-refundable)** during office hours on or *before the 15th day* of the first day of publication of this notice (*By 08/04/2078, 5:00 pm*). Further, the interested Applicants may download the EOI document from website <http://pu.edu.np> and submit to the University **physically or Courier** within the stated date and time.
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

Name of Bank: Kamana Sewa Bikash Bank

Account Holder: Pokhara University

Account Holder: Pokhara University

Account Number: 1201017500870

Account Number: 01213400024568000022

Branch: Pokhara Branch

Branch: Lekhanath Branch

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 16th day (By 10/04/2078, 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 16th day of first date of publication of this notice (By 10/04/2078, 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. After that, all the data, master plan, models, designs, drawings and the tender documents shall be prepared and submitted to the PIU /TS within **five months** or less as required by the University from the date of Commencement of the work.
10. A brief information of the job /projects to be completed are described in the Table 1.1 of Section (C) of this document.
11. 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-Dhungapatan, Pokhara-30, Kaski
Ph: 061-504046, 061-504039
Website: <https://pu.edu.np>
Email Address: piuts@pu.edu.np



B. Instructions to Consultants /Applicants

Pokhara University intends to prepare the list of the competent national firms/consultants for the Detail Survey and necessary Soil Investigation, Review the Existing Conditions, Complete Master Plan Development, Conceptual and Physical Modelling, Detail Architectural & Engineering Design and Drawings, and Construction Supervision Works of Different Projects under PIU/TS at Gagangauda (Musetuda, ~250 Ropani Land), Pokhara University Premises.

Within the same package, the University intends to hire a competitive Consulting Firm to provide a **Supervising Team** for the Supervision Works during construction period (when and where as needed) for the project at Khudi-Dhungepatan, existing University Premises.

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 (notarized) copy of the completed EOI in one envelope, marking the envelope as “Original Copy”. 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 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 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
- 8) The detail assignments (design works) has been ***scheduled to be completed before 2nd Week of Baishakh, 2079 for a period of five months (150 Calendar days)*** from the date of Commencement of the work. Expected date of commencement of this (EOI) assignment



(design work) is **3rd Week of Mangsir, 2078**. No modification or suggestions are expected from the consultants in this matter.

- 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:
 - 1.1. A Covering Letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - 1.2. Applicants shall provide the following information with justification in the respective formats given in the EOI document:
 - **Form1. Letter of Application/Intent**
 - **Form2. Joint Venture Information (In case of JV)**
 - **Form3. Letter of Self- Declaration**
 - **Form4. Applicant's information**
 - **Form5. Experience (5A. General, 5B. Specific and 5C. Construction Supervision)**
 - **Form6. Financial Capacity of the Firm**
 - **Form7: Office Equipment and Facilities**
 - **Form8. Qualification/ Experiences of Key Experts**
 - **Form9. Work in Hand**
- 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: ***"Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing University Premises"***. 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 **16th day (10/04/2078, 12:00 Noon)** of first publication of this notice.
- 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. Information and Objective of Consultancy Services or Brief TOR

1. 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 and other subjects through the maximum participation of the private sectors. Pokhara University (PU) has been receiving grants from the University Grant Commission /different donor agencies and its own internal resources mobilization for the construction and development of various infrastructure projects and hence established the Project Implementation Unit (PIU) under the Pokhara University Infrastructure Development Program (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.

Hence, Pokhara University Infrastructure Development Project (PUIDP), Project Implementation Unit /Technical Section (PIU/TS), Khudi-Dhungepatan, Pokhara-30, Kaski invites Expression of Interest (EOI) from domestic Consulting Firm(s) for short-listing to carry out the assignments mentioned below in **Table 1.1**. All the survey, complete master plan, architectural and physical modelling, standard A & E designs, drawings and the tender documents shall be prepared by the firm and submitted to the *PIU-TS within five months or less as required by the University from the date of Commencement of the work.*

Table 1.1: Detail Project Information

| Project Identification No./Package No. | Name or /Descriptions of Projects for Consultancy Services: |
|---|---|
| 02/078-079/NCB(Consulting Services)/ PUIDP-XIII (Musetuda) Phase- I | The consultant shall provide the " <i>Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing University Premises</i> " for the following jobs separately and compiled: |
| | A. Topographical Survey and Master Plan Development: Detail Engineering Survey, Topographical map preparation, Review the Existing Conditions and Develop a Complete Master Plan (Conceptual design, block and physical model) for Academic, Administrative Building Complex and other Necessary Infrastructures to shift the Faculties of Science & Technology, Management and Humanities at Gagangauda (Musetuda's Land), Pokhara-30, Kaski (Land area about 250 Ropani). |
| | B. Ghot-Ghote Khola Diversion (or Safely Bypass) and River Training Works: Necessary hydrological and Slope Stability Study, and hence develop /propose necessary infrastructure to divert or bypass safely the existing Ghot-Ghote Khola drainage and River Training Works to safe the Musetuda's land. |
| C. Land Development Works: Detail Engineering Design for the Construction of a complete Compound Wall /Fences, Gates & Guard House, Access Road (internal and external), Drainage System, Footpath, Play Ground (for indoor and outdoor games), Garden Development and Other Necessary Infrastructures according to the developed Master Plan. | |



| Project Identification No./Package No. | Name or /Descriptions of Projects for Consultancy Services: |
|---|---|
| 02/078-079/NCB(Consulting Services)/PUIDP-XIII (Musetuda) | |
| | Phase-II A. Building Complex Works: Academic Complex (~5 buildings: 3 for School of Engineering (1. Civil & Rural, 1. Computer/Software/IT/ Electrical & Electronic, 1. Mechanical and New Programs; 1 for School of Business and 1 for School of Social Engineering & Administration), Administrative Complex (~3 buildings: 1 For Deans' Office (for 3 faculties) + 1/1 For School's Admin. (Sc. & Tech. and Management) and Canteens and Guard Houses (~4 Blocks: 1 for guard house and 1/1 for each schools) Construction Work to shift the Faculties of Science & Technology, Management and Humanity Faculties of University at Gagangauda (Musetuda's Land) from Khudi-Dhungepatan & Bijayapur. |
| | B. Laboratory Blocks and Library Space: Necessary infrastructure for Laboratory Blocks (at least ~ 3 Blocks: 1 for WRE, Material Lab (GF/FF) + General Sc. etc. (FF/SF), 1 for Thermal & Mechanical (GF/FF) + Structure Lab & Drawing Lab etc. (FF/SF) and 1 Block for Computer/Software/IT (FF to TF) and Library Space Provision (GF) to run the all Engineering Programs of the University. |
| | C. Auditorium Hall, Student/Staff/Teachers' Organization Office and Parking Development Works: Necessary infrastructure for auditorium hall of capacity at least 500 people, 1 Block for Student/Staff/Teachers' Organization Office block and Necessary Open /Shade Parking Construction Works at Musetuda's land. |
| | D. Block and Physical Model: Preparation of conceptual design, Block and Physical Model of the Master Plan (1:1000 or appropriate scale) and major structures as per plan in appropriate scale. |
| | Construction Supervision Works: where and when required by the University, |
| | Phase-III A. For different Infrastructure Construction Projects at Musetuda: To provide necessary construction supervision during the construction period of the above proposed infrastructure at Musetuda's land as per proposed Master Plan. |
| | B. For Central Office Building Extension Project: To provide necessary construction supervision work during the construction period of the Central Administrative Building Extension (and Allied Works) Project at University Premises (Khudi-Dhungepatan) during construction period |

Only the firms or joint ventures who are interested to apply in all of the above works should submit their proposal (combined) for shortlisting purpose.

2. Objective of the Consulting Services

2.1 Pokhara University is trying to shift all its existing different Faculties and Schools (Science & Technology, Management and Humanities) at **Musetuda**, Gagangauda, Pokhara-30, Kaski (Land area about 250 Ropani) from Khudi-Dhungepatan, Pokhara-30, Kaski after developing necessary infrastructures. Also, Musetuda's land is being seriously eroded by the Ghote-Ghote Khola during raining season yearly. Hence, the University wants to develop necessary infrastructure to safely divert the existing Ghot-Ghote Khola drainage and River Training Works to safe the Musetuda's land.



- 2.2 The main objective of the hiring the Consultancy is to seek the necessary consultancy services for the detail Engineering Survey and Soil Testing, Complete Master Plan Development, Detail Architectural and Engineering Designs (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and to prepare complete set of tender documents; as well as construction supervision services (when and where as needed), for all the above-mentioned jobs (in the Table 1.1).
- 2.3 For this the Consultant shall prepare, assist and conduct the detail survey, develop the complete **Master Plan** and prepared the standard architectural and engineering design, drawings, **Soil Test /Examination** to collect necessary data for buildings design, Structural Analysis Reports for all the infrastructures and other necessary documents to get the approval of drawing /construction work from the concerned municipality (Pokhara).
- 2.4 To provide a qualified technical team for the Construction Supervision Work for the different infrastructures developed by the university during construction period.
- 2.5 All the design infrastructures should be standard, safe, economic, affordable and environment friendly. The projects need to be completed timely and all the completed works should be of good quality.

3. The Specific Objectives of this EOI are to prepare:

- a) Detail Engineering Survey and Prepare the Topographical Maps.
- b) Detail Master Plan Development.
- c) Detail A & E (Architectural & Structural, Electrical, Sanitary, Safety etc.) Design and Tender Drawings for each project mentioned in **Table 1.1**.
- d) Necessary Soil Test (pit hole digging and soil examination) to collect data for buildings design works.
- e) Detail A & E Design for Compound Wall /Fences, Access Road, Drainage, Footpath, Play Grounds (Indoor & Outdoor Games) Construction and Land & Recreation Development Work.
- f) Preparation of Detailed Quantity and Cost Estimate with Rate Analysis on the basis of standard norms and district rate of current fiscal year.
- g) Preparation of the Standard Bidding Documents.
- h) Preparation of Models.
- i) Propose the suitable electrical (Transmission Line) and water supply system for all the proposed Infrastructures.
- j) Design the backup Power System, Solar Power System or Generator System, Safety Plan & Design to support the Buildings and Infrastructures.
- k) Assist the University to get necessary approval for the drawings and construction works from the concerned municipality for the buildings.



- l) Slope stability study and propose a suitable measure to save the land of Musetuda.
- m) Necessary hydrological study, and hence develop necessary Infrastructure for safely divert or by-pass the existing Ghot-Ghote Khola drainage and River Training Works to save the Musetuda's land with all detail documents.
- n) To seek the necessary Construction Supervision Consultant for the proposed infrastructure at Musetuda as well as at Khudi-Dhungepatan, Pokhara University Premises during construction period, where and when required by the University.

4. Scope of the Consulting Service

The Consultant, under the Terms of Reference (TOR) and in close coordination with Project Implementation Unit (PIU/TS) of Pokhara University, shall carry out activities and deliver the services. The scope of Consultant's services during the Consulting Period shall include, but is not necessarily limited to, providing advice and assistance that reasonably falls within Consultant's knowledge and expertise including without limitation patent and technical matters.

4.1. Review the Existing Conditions and Preparation of Engineering Design Concept

Desk Study

A desk study should be carried out collecting all the relevant data, maps, previous Auto-CAD/ Soft and Hardcopy drawings, Designs and available other necessary documents, if any, for the concerned assignment or project. The consultant shall review the existing plan and master plan, if any. This includes necessary existing space calculation, optimization and future projection for the different infrastructures.

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.

Detail Engineering Survey of the Land and Water Way (Ghote-Ghote Khola)

The Consultant shall prepared the detail engineering survey, slope stability and hydrological study, and hence prepare the topographical map clearly indicating the safe land for the proposed infrastructures. To prepare the stream (Khola) diversion or bypass plan /appropriate structure with different alternatives and the final approval shall be made from the University.

Slope Stability Study

The Consultant shall carry out the slope stability study, and hence prepare the topographical map clearly indicating the safe land for the proposed infrastructures, and



detailed mitigation plan to save the Musetuda's land from land slide, erosion or gully cutting and the final approval shall be made from the University.

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.

4.2. Preparation of Master Plan, Block and Physical Modelling, Detailed A & E Design and Drawings of Proposed Structures

To carry out all the tasks mentioned in **Table 1.1**, preparation of master plan, detailed A & E (Structural, Electrical, Sanitary, Safety etc.) design and drawings shall incorporate the following works but not limited to:

Detail Master Plan Development

The appropriate master plan to shift the existing three faculties (Engineering, Management & Humanities) and their schools should be prepared with future extension too. The study should be made considering the various factors such as academic data (plan and programs, teachers, students, staff, futures extensions etc.), surrounding, locations, building laws and regulations, climatic, geotechnical conditions, environmental factors and other physical facilities

Building and Other Infrastructures' 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, safety of building laws and regulations, climatic, vegetations, slope stability and the environmental factors and other physical facilities.

Block and Physical Modelling

The suitable models of proposed land use plan with proposed infrastructure in 1:1000 or appropriate scales shall be prepared and handover to Project Implementation Unit, Pokhara University.

Geo-Technical Investigations /Soil Test

The Consultant shall review and study the previous Geo-Technical study reports and design, if necessary, since the detail Geo-Technical Investigations (drilling) is previously done by the University. But necessary Soil Test (Pit hole digging, sampling, examination and collection of necessary data including lab test) shall be done for major infrastructures to be built.



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 buildings and other infrastructures should incorporate environmental concepts such as avoiding/minimizing adverse environmental impacts, minimum impact on the existing plants and vegetations, 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.

Detailed A & E Design and Quantity Estimate

The Consultant shall prepare the detail A & E design, drawing and documents of the building and necessary other infrastructures (Table 1.1) following the standard norms, guidelines, Codes & Conducts recommended by the Government of Nepal and the concerned Municipalities. The design work shall incorporate the following works but not limited to:

- Detailed Topographical map and layout Drawings.
- 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 /Emergency Escape Plan Design and Drawings
- CCTV System, Safety Plans
- Central AC System
- Power/ Generator Back up System
- Solar Panel /Street Light System
- Lift System
- Technical Specifications
- Detailed Cost Estimate
- Standard drawings to get the approval from the Concerned Municipalities
- Bill of Quantity
- Standard Bidding documents
- Detail Cash Flow and Construction Plans /Schedules
- 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 along with work plan and methodology.

Volume III: Detailed Tender Drawings

Detail Master Plan's Drawings

The consultant shall prepare the detail master plan to shift the existing three faculties of University (Engineering, Management & Humanities) and their schools. It also should prepare with possible future extension plan.

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, lift, toilet, wall sections, floor finishing, 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 Back-up System Plan (Generator/Solar Panel System)
- AC unit Plan
- Lift System
- Street Lighting 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 (plan, detailed design and drawings for external drainage to safely flush out rain and storm water)
- Specific instructions

Detailed Fire Safety Design and Drawings

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

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 standard norms and current district rate (Kaski).
- Detailed Construction Plan, Cash Flow Plan, Schedules and Methodology for each project.

4.3. 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 designs 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.

4.4. 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, **if required by the University**. 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, if requested.



5. Men power Requirements

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

5.1 For Survey and Design Works:

| S. N. | Title | Nos. | Minimum Qualifications | Experiences |
|-------|---|------|---|---|
| 1 | Team Leader | 1 | Master's degree in Civil or Architect | Minimum 15 years' experience in Project Management. |
| 2 | Senior Structural Engineer | 4 | Master's degree in structural/ Earthquake Engineering | Minimum 15 years' experience in structural design of building projects. |
| 3 | Architectural Engineer /Landscape Planner | 3 | Master's degree in Architect | Minimum 10 years of experience in building design projects. |
| 4 | Soil /Geo-Technical /Slope Stability Expert | 1 | Master's degree in related subject | Minimum 10 years of experience in building design |
| 5 | Water Resources /River Morphology Engineer or Expert | 1 | Master's degree in related subject | Minimum 10 years of experience in building design |
| 6 | Water Supply & Sanitary /Drainage Engineer | 2 | Master's degree in related subject | Minimum 10 years of experience in building design |
| 7 | Contract Management Expert | 1 | Master's degree in Civil Engineering/Construction Management | Minimum 10 years' experience in relevant field |
| 8 | Senior Environmental Engineer /Expert | 1 | Master's degree in related subject | Minimum 12 years' experience in relevant field |
| 9 | Civil Engineer | 4 | Bachelor's degree in Civil Engineering | Minimum 8 years' experience in building projects |
| 10 | Electrical /Power system Engineer | 3 | Bachelor's degree in Electrical/ Power System Engineering | Minimum 8 years' experience in relevant field |
| 11 | Architectural Engineer (for Architectural & Physical Modelling) | 1 | Bachelor's degree in Architect | Minimum 8 years' experience in relevant field |
| 12 | Modelling Expert (for Physical Modelling) | 1 | Bachelor's degree in Architect or related subject | Minimum 8 years' experience in relevant field |
| 13 | HVAC/ Mechanical Engineer | 1 | Bachelor's degree in Mechanical Engineering | Minimum 8 years' experience in relevant field |
| 14 | Quantity Surveyor/Material Engineer | 4 | Bachelor's in Civil and related subject | Minimum 8 years' experience in relevant field |
| 15 | Surveyor (Civil and Survey Engineer) | 2 | Bachelor's in related subject (Survey, Civil, Geomatic Engineering) | Minimum 8 years' experience in relevant field |
| 16 | AutoCAD /IT Operator | 3 | Diploma in Architecture and related subject | Minimum 5 years' experience in relevant field |
| 17 | Draft Person | 3 | Diploma in Architecture /Civil | Minimum 5 years' experience in relevant field |



5.2 For Construction Supervision Works at Musetuda Project:

| <i>S. N.</i> | <i>Title</i> | <i>Nos.</i> | <i>Minimum Qualifications</i> | <i>Experiences</i> |
|--------------|---|-------------|--|---|
| 1 | Team Leader (Civil, Architect or Construction Management /Contract /Procurement Expert) | 1 | Master's degree in related subject | Minimum 10 years' experience in project Management |
| 2 | Construction Engineer /Civil Engineer | 1 | Bachelor's degree in Civil Engineering | Minimum 8 years of experience in building supervision works |
| 3 | Civil Sub-Engineer /Overseer /Inspector of Work | 1 | Diploma in related subject /field | Minimum 5 years' experience in relevant field |
| 4 | Supporting Staffs /Supervisor | 1 | | |

5.3 For Construction Supervision Works at Central Office Extension Project:

| <i>S. N.</i> | <i>Title</i> | <i>Number</i> | <i>Minimum Qualifications</i> | <i>Experiences</i> |
|--------------|---|---------------|--|---|
| 1 | Team Leader (Civil, Architect or Construction Management /Contract /Procurement Expert) | 1 | Master's degree in related subject | Minimum 10 years' experience in project Management |
| 2 | Construction Engineer /Civil Engineer | 1 | Bachelor's degree in Civil Engineering | Minimum 8 years of experience in building supervision works |
| 3 | Supporting Staffs /Supervisor | 1 | | |

If any additional man power that is not visibly incorporated in above table, deem to have been included in other resources person, should be provided to complete the mentioned task.

6. 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
- Leader the design /supervision team as contract management /procurement expert
- 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

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

Environment Engineer

- The Environment Engineer shall incorporate environmental concepts in all the infrastructures design works by avoiding/minimizing adverse environmental impacts, minimum impact on the existing plants and vegetations, 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 infrastructures.
- Other relevant works related to the project

Architect Engineer /Planner

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

Soil /Geo-technical /Slope Stability Expert

- Review and study the previous Geo-Technical study reports and design,



- Conduct necessary Soil Test (Pit hole digging, sampling, examination and collection of necessary data including lab test) shall be done for major infrastructures to be built.
- Carry out the slope stability study
- Other relevant works related to the project

Water Resources /Hydrology /River Morphology Expert

- Carry out the detail hydrological study
- Prepare the stream (Khola) diversion or bypass plan /appropriate structure with different alternatives
- 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

Water Supply and Sanitary Engineer

- Water Supply, Sanitation and Drainage Analysis of the infrastructure and the locality
- Preparation of Detailed Water Supply, Sanitation and Drainage design and drawings
- Preparation of Cost Estimate, tender and working drawings (W&S)
- 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

7. 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

8. 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

9. 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 /Supervision 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 and Construction Supervision as well as Coordination with the concerned stakeholders /authorities and finalization of the projects.

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.



D. Evaluation of Consultant's EOI Application

Pokhara University Project Implementation Unit/Technical Section (PIU/TS) will carry out evaluation of the EOI documents based on the criteria approved by the University. Anything not mentioned in the document regarding the EOI process shall be governed by the prevailing Procurement Regulations of Pokhara University.

The evaluation of EOI documents will be done in two stages:

- A. Screening of EOI Documents of all firms for eligibility
- B. Detail Evaluation of EOI Documents of eligible firms

A) Screening of EOI Documents:

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

Eligibility 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
- g. EOI Document's cost payment (receipt)

B) Detail Evaluation Criteria (or Qualifying Criteria)

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

The Eligibility and the Qualifying Criteria to rank the consulting firm are summarized as above. The Request for Proposal (RFP) shall be provided to maximum six numbers of consultants based on their merit/ ranking.

A scoring system is adopted to rank the applicants in merit based on the certain evaluation criteria. The maximum overall score that any applicant can obtain is set 100 points and is distributed as follows:



| | |
|--|------------------|
| 1. Qualifications and Experiences of Key Experts | 40 Points |
| 1.1 Qualification of Key Experts | - 20 Points |
| 1.2 Experience of Key Experts | - 20 Points |
| 2. Experiences of the Firm or Company | 35 Points |
| 2.1 General Experience of the Firm (General experience in civil engineering designing works) | - 12 Points |
| 2.2 Specific or Similar Jobs' Experience of the Firm (Survey, Master Plan Development and Detail Engineering Design of Similar Academic/ Administrative/ Institution Building Complex) | - 23 Points |
| 3. Experiences of Firm on Construction Supervision Work (Construction supervision work experiences only in Building and Allied Work) | 10 Points |
| 4. Financial Capacities of the Firm | 10 Points |
| 4.1 Firm's Financial Capacity (Average Annual Turnover for best three years of last seven Consecutive fiscal years) | -10 Points |
| 5. Office Equipment and Facilities | 5 Points |

Notes:

1. A Successful Consulting Firm shall score minimum 50% marks in each criterion (1., 2., 3. and 4. 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.



E. List of Key Personnel/Professionals

The whole package is divided in to three phases and the manpower/ experts will be also hired accordingly as per the specified job and phases when and wherever necessary.

Phase I & II. Design Works at Musetuda, Gagangauda

Phase III(A). Supervision Works at Musetuda, Gagangauda

Phase III(B). Supervision Works at Existing Pokhara University Premises

1. Men power required for Design Works at Musetuda (Phase I & II)

1. Team Leader
2. Structural Engineer
3. Architectural Engineer/ Landscape Planner/ Planner
4. Soil/ Geo- Technical/ Slope Stability Expert
5. Water Resource/ River Morphology Engineer or Expert
6. Water Supply and Sanitary/ Drainage Engineer
7. Contract Management/ Procurement Expert
8. Environmental Engineer/ Expert
9. Civil Engineer
10. Electrical/ Power Engineer
11. Architecture Engineer for Architectural/ Physical Modelling
12. Modelling Expert for Physical Modelling
13. HVAC/ Mechanical Engineer
14. Quantity Surveyor/ Material/ Civil Engineer
15. Survey Engineer (Civil/ Survey Engineer)
16. AutoCAD/ IT Operator
17. Draft Person
18. Chain Man/ Supporting Staffs

2. Men power required for Supervision Works at Musetuda (Phase III (A))

1. Team Leader
2. Construction Engineer/ Civil Engineer
3. Construction Overseer/ Civil Sub Engineer
4. Supporting Staff

3. Men power required for Supervision Works at Pokhara University Premises (Phase III (B))

1. Team Leader
2. Construction Engineer/ Civil Engineer
3. Supporting Staff



F. EOI Forms & Formats

The EOI document shall be structured in accordance with the given EOI form and must contain accurate and complete information as requested. The documents shall not have any overwriting, except wherever necessary corrections are to be made by the consulting firm themselves. Any such corrections shall be initiated by the authorized person and the documents to be signed 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 (5A. General, 5B. Specific and 5C. Construction Supervision)

Form6. Financial Capacity of the Firm

Form7: Office Equipment and Facilities

Form8. Qualification/ Experiences of Key Experts

Form9. Work in Hand



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 "Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing University Premises".

EOI No: 02/2077-78/NCB (Consulting Services)/PIU-TS/PUIDP-XIII (Meusetuda)

Dear Sir/Madam,

I/We, the undersigned, are applying to be short listed and provide the Consultancy Services for all the projects mentioned in **Project Information Table 1.1** to Project Implementation Unit/Technical Section (PIU/TS), Pokhara University in accordance with your advertisement.

PIU/TS 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.)

Name of the Firm/JV.:

| S.N | Name of the Firm | Name of the Authorized Person | Postal Address/ Contact Number/ Email | Share % in JV |
|-----|------------------|-------------------------------|---------------------------------------|---------------|
| 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 power of attorney should be authorized.
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

"Detail Engineering Survey, Complete Master Plan Development, Detail A & E Designs for the Construction of Academic /Administrative Buildings, Ghot-Ghote Khola Diversion /Bypass and Land Development Works (Structural, Sanitary and Water Supply, Electrical, Safety etc.) and Preparation of Complete Set of Tender Documents; as well as Construction Supervision (where and when as needed) at Musetuda, Gagangauda and Construction Supervision at Existing 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 Work Experience Form (A. General Works)

List out the general work experiences in detail;

Architectural/ Engineering design and drawings, preparation of the standard bidding documents, survey and landscape design in **Civil Engineering Works/Infrastructures** completed successfully *over the last 7 years with Contract amount more than 20 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 Work Experience Form (B. Specific Works)

List out the specific/similar experience in detail;

Detail engineering survey and Master Plan development, Architectural /Engineering design and drawings, preparation of the standard bidding documents in **Similar Civil Engineering Works /Infrastructures** (Academic /Institutional/ Administrative /Commercial Buildings) completed successfully over the *last 7 years with Contract amount more than 30 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 - 5 Work Experience Form (C. Construction Supervision Work)

List out the specific/similar experience in detail;

Construction Supervision in similar civil engineering works/infrastructures (Academic/ Institutional/ Administrative /Commercial building) completed successfully over the *last 7 years with Contract amount more than 25 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 Financial Capacities of Firm

(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 seven 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 7 years.

| Annual Turnover | |
|------------------------|------------------------------|
| Fiscal Year | Amount Currency (Nrs) |
| 2076/2077 | |
| 2075/2076 | |
| 2074/2075 | |
| 2073/2074 | |
| 2072/2073 | |
| 2071/2072 | |
| 2070/2071 | |

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.



FORM - 7: Office Equipment and Facilities

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 (Sqm) | | |
| 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 – 8 (A) Key Experts/ Manpower Resources for Survey and Design Works at Musetuda

(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.



FORM – 8 (B) Key Experts/ Manpower Resources for Supervision Works at Musetuda Projects

(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 | | | | | | |

(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.



**FORM – 8 (C) Key Experts/ Manpower Resources for Supervision Works for
Central Office Extension Project at Existing Pokhara University**

(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 | | | | | | |

(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.



FORM-9: WORKS IN HAND

Work in hand during this period with contract amount more than NRs. 2.0 million.

| S. No. | Name of Project | Name of Client | Location | Year |
|--------|-----------------|----------------|----------|------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Note:

The non-submission of work in hand may lead to disqualify the proposal.