



**TRIBHUVAN UNIVERSITY
INSTITUTE OF AGRICULTURE & ANIMAL SCIENCE
RAMPUR CAMPUS
KHAIRAHANI MUNICIPALITY
CHITWAN**

Expression of Interest (EoI)

For

Environmental Impact Assessment (EIA) Study

for

Construction of College Infrastructure

in

**Khairahani Municipality, Ward no - 4
Khairahani, Chitwan
Province no - 3
Nepal**

**Contract ID: EoI-001/TU/IAAA/RC/NCB/075-076
Budget Heading:**

March, 2019



**Tribhuban University
Institute of Agriculture & Animal Science
Rampur Campus
Khairahani Municipality, Chitwan
Nepal**

Re: Invitation for Expression of Interest (EoI) for Consultancy Services

First Date of Publication: 2075/11/21 (5th March, 2019)
(Published in Sourya Dainik)

1. Tribhuban University, Institute of Agriculture & Animal science, Rampur Campus, Khairahani, Chitwan intends to conduct the Environmental Impact Assessment (EIA) Study for the construction of college infrastructure in Khairahani Municipality – 4, Chitwan District, Nepal. In this regard, TU, IAAS, Rampur Campus, Khairahani, Chitwan, Nepal intends to prepare separate lists of competent consulting companies/firms. This Invitation for Expression of Interest (EoI) is made to invite applications from interested and eligible consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures (JV).
2. Eligible consulting firm may obtain further information and inspect the EoI Documents at the
Tribhuban University
Institute of Agriculture & Animal science
Rampur Campus
Khairahani, Chitwan, Nepal,
Ph No: 056-583002
or TU, IAAS office of dean website www.iaas.edu.np
3. Each consulting firm can apply only one application, either individually or as a partner in a J/V. To facilitate contract administration, the number partners in J/V is limited to three.
4. EoI documents could be obtained paying NRS 1000 (In words: One thousand only and can be deposited in A/c of Rampur Campus in Nepal Bank Limited A/c no: 02400100544298000001) during office hours on all government working days within 7th days i.e., 2075/11/21 (5th March, 2019) from, TU, IAAS, Rampur Campus, Khairahani, Chitwan, Nepal. The EoI documents includes instructions to applicants, prescribed formats for EoI preparation, evaluation criteria, detail information, project description and indicative Terms of Reference.
5. Duly completed EoI documents in hard copy should be submitted separately to the address mentioned below clearly mentioning the name of the job and job number in sealed envelopes before office time 17:00 (NST-Nepal Standard Time) within 8th days i.e., 2075/11/28 (12 March, 2019) of first publication of this EoI notice. EoI documents received after this deadline will be rejected.

Tribhuban University
Institute of Agriculture & Animal science
Rampur Campus
Khairahani, Chitwan, Nepal,



Ph No: 056-583002

If the last date of submission falls on a government holiday, then the next working day at the same hour shall be considered as the last date.

6. The EoI documents received after the due date and time, shall be considered late, summarily rejected and returned un-opened.
7. The completed EoI documents received by the due date and within the specified time shall be opened at 13:00 (NST) on the 9th days of first date of publication of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EoI in any way.
8. The EoI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EoI application of JV consulting firm(s) will be done in cumulative basis. Only six top ranked consulting firm obtaining at least 50 % marks in the EoI evaluation will be shortlisted separately for job and considered as qualified firms. Only such qualified firms will be allowed to participate in RFP process.
9. Request for Proposal (RFP) for job will be issued to qualified short listed firms for submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting company/firm.
10. TU, IAAS, Rampur Campus, Khairahani, Chitwan, Nepal reserves the right to accept or reject any or all EoI applications with or without giving any reason whatsoever.
11. Further information on this EoI can be obtained from above address of TU, IAAS, Rampur Campus, Khairahani, Chitwan, Nepal during office hours in all working days prior to the deadline of submission of EoI.

Campus Chief

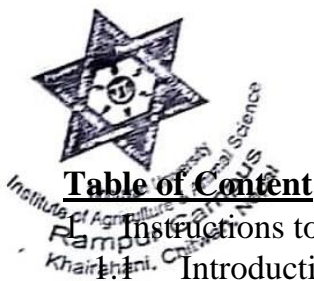


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1. INSTRUCTIONS TO APPLICANTS

1.1 Introduction

1.1.1 Scope of Qualification

- a) The TU, IAAS, Rampur Campus, Khairahani, Chitwan intends to prepare lists of competent local consulting firms to conduct **Environment Impact Assessment (EIA) Study for the construction of college infrastructure in Khairahani Municipality – 4, Chitwan District**. This Invitation for Expression of Interest (EoI) is made to invite applications from interested and eligible local consulting companies/firms registered in Nepal under GoN rules & regulations and/or their joint ventures.

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EoI have the following meanings:

- “Applicant” - a single consulting firm or their joint venture that intends to submit or submit completed EoI document as per notice and this EoI document.
- “Authorized Representative” - an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EoI process, is the authorized signatory to the process, and is the point of contact for TU, IAAS, Rampur Campus, Khairahani, Chitwan in connection with the process.
- “Bidder” - a successful Applicant those are short listed under this EoI and submits Technical and Financial proposal in response to RFP.
- “EIA” - Environmental Impact Assessment
- “EPA” - Environment Protection Act, 2053
- “EPR” - Environment Protection Regulation, 2054
- “GoN” - Government of Nepal
- “IEE” - Initial Environmental Examination
- “IT” - Income Tax
- “JV” - Joint Venture
- “Lead Firm” - an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EoI and perform the assignment.
- “EoI” - Expression of Interest
- “MoPE” - Ministry of Population and Environment
- “MoFALD” - Ministry of Federal Affairs and Local Development
- “Project” - Construction of college infrastructure in Khairahani Municipality – 4, Chitwan District



“RFP” - a Request for Proposal

“TOR” - Terms of Reference

“VAT” - Value Added Tax

- "Public Entity" - Public Entity defined in clause 2 of Public Procurement Act, 2063 (2007)

1.1.3 Eligible Applicants

- a) In order to be eligible, the consulting firms should be registered in Nepal under GoN rules and regulations and should submit valid registration certificate, VAT registration certificate and Income Tax Clearance Certificate for FY 2074/75.
- b) In addition, the Applicant (consulting companies/firms) should submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any). In case of JV, the consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.
- c) In case of Joint Venture, the consulting companies/ firms shall submit Joint Venture Agreement duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, share percentage of each members, name of the authorized signatories. The signature of authorized representatives & stamp of companies should be in each page of JV agreement.
- d) The authorized signatories of JV agreement should hold power of attorney from their respective firm with signature & stamp for each member of JV. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc. In any case, the firm/firms are not allowed to enter into more than one joint venture for same job.
- e) In addition, in case of joint venture the total number of consulting firms including the lead firm should not exceed three numbers in joint venture. The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 25%. The lead firm should have an Average Annual Turnover of at least NRs. 5 millions on average in the best three fiscal years among last five consecutive fiscal years.
- f) If the consulting firm or any member of joint venture does not meet eligibility criteria mentioned above, the consulting firm will be considered as non-eligible and will not be considered for further evaluation.



1.2 General Instruction to Consultants

1.2.1 Clarification on EoI Documents

A prospective Applicant requiring any clarification on this EoI document may seek clarification by contacting TU, IAAS, Rampur Campus, Khairahani, Chitwan during office hours on all working days prior to the deadline for submission of the completed EoI document at the address mentioned below

Contact person

The Campus Chief
Tribhuban University
Institute of Agriculture & Animal Science
Rampur Campus
Khairahani Municipality, Chitwan
Nepal,

Tel: *[insert Phone number]* Fax: *[insert fax number]*

1.2.2 Amendment to EoI Documents

- a) At any time prior to the deadline for the submission of the EoI document, TU, IAAS, Rampur Campus, Khairahani, Chitwan may amend the EoI clauses, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant. In case of such amendment, at least 7 days will be availed to consultants for preparation of EoI from the date of amendment.
- b) Notification of such amendment will be published in the national daily newspaper and such amendment will be posted in website of TU, IAAS, Rampur Campus, Khairahani, Chitwan . All Applicants will be bound by such amendments. The TU, IAAS, Rampur Campus, Khairahani, Chitwan will assume that the information contained in the amendment is taken into account by the Applicant in its Application of EoI.

1.2.3 Cost of Preparation of EoI and Liability

Applicant shall bear all costs associated with the preparation and submission of the EoI document. TU, IAAS, Rampur Campus, Khairahani, Chitwan will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EoI process. TU, IAAS, Rampur Campus, Khairahani, Chitwan shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EoI.

1.2.4 Confidentiality of the Document

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. TU, IAAS, Rampur



Campus, Khairahani, Chitwan will make every effort to treat such documents in confidence as far as possible.

1.2.5 Joint Liability for Joint Venture Firms

By submitting an EoI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

1.3 Submission of Expression of Interest (EoI)

1.3.1 Sealing and Marking

- a) The Applicant shall seal the one original and one copy of the completed EoI in separate envelopes, duly marking the envelopes as “Original” and “Copy”. These envelopes shall then be sealed in an outer envelope and marked as “Expression of Interest”. The inner as well as outer envelope should clearly mention the job number and title of consulting Job.
- b) The inner and the outer envelopes shall be addressed to:
The Campus Chief
The Campus Chief
Tribhuban University
Institute of Agriculture & Animal Science
Rampur Campus
Khairahani Municipality, Chitwan
Nepal,
Tel: *[insert Phone number]* Fax: *[insert fax number]*
- c) The envelopes should also indicate the name and address of the Applicant.
- d) The Applicant shall also submit an electronic copy of the EoI documents. However, the evaluation of the EoI document shall be done only based on the hard copy of the EoI application submitted by the applicant.

1.3.2 Deadline for Submission

- a) The completed EoI document must be submitted to TU, IAAS, Rampur Campus, Khairahani, Chitwan at the address specified in section 1.3.1 on or before 12:00 hr Nepal Standard Time (NST) within 16th day from the date of first publication of this notice.
- b) The completed EoI documents received by TU, IAAS, Rampur Campus, Khairahani, Chitwan after the deadline set forth in section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned un-opened.



c) If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.3.3 Withdrawal of EoI document

An Applicant shall not be permitted to withdraw the EoI Application that has been submitted to TU, IAAS, Rampur Campus, Khairahani, Chitwan .

1.4 Public Opening of Submitted EoI Document

The completed EoI documents received by the due date and within the time specified in clause 1.3.2 (1) will be opened at 14.00 hrs NST on the last date of submission of EoI document in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representative, however, shall not obstruct or prevent the opening of the EoI in any way. Applicants’ each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicants for the public opening of the EoI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of TU, IAAS, Rampur Campus, Khairahani, Chitwan will read out the names of the applicants who have submitted the completed EoI document and then will open the submitted EoI envelopes.

1.5 Preparation of the EoI Document

Detail procedure for preparation of EoI documents is given in section – 2.

1.6 Evaluation Process

TU, IAAS, Rampur Campus, Khairahani, Chitwan will carry out evaluation of the EoI documents based on the eligibility and evaluation criteria approved by TU, IAAS, Rampur Campus, Khairahani, Chitwan . Anything not mentioned in this document regarding the EoI process shall be governed by the prevailing Public Procurement Act, 2063 and Public Procurement Regulation, 2064 of Nepal.

The evaluation of EoI documents will be done in two stages (i) Screening of EoI Application of all firms for eligibility; and (ii) Evaluation of EoI document of eligible firms.

A. Screening of EoI Application of all Firms for Eligibility

The basic criteria for the eligibility of applicants are as follows:

a) Eligibility Requirement

I	Notarized Copy of Valid Registration Certificate
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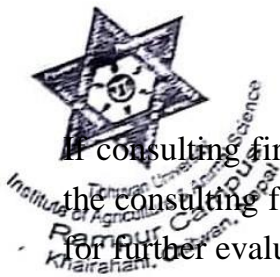


II	Notarized Copy of VAT Certificate
III	Notarized Copy of Income Tax Clearance Certificate for FY 2074/075
IV	<p>Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non receipt of any punishment while doing consulting business</p> <p>(In case of JV, the consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration). The consultant must put original signature and stamp of company in each page of self-declaration. The digital signature or digital stamp shall not be accepted.</p>

Note: Each member of the JV shall submit the above eligibility documents.

In addition in case of Joint Venture, following documents should be provided

I	<p>Joint Venture Agreement of consulting firms duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. (In any case, the firms are not allowed to enter into more than one joint venture for same job).</p>
II	<p>Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc. The digital signature or digital stamp shall not be accepted.</p>
III	<p>The total number of consulting firms in joint venture including the lead firm should not exceed three numbers.</p>
IV	<p>The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 25%.</p>
V	<p>Power of attorney as Consultant's Authorized Representative by JV partners</p>
VI	<p>The lead firm should have an Average Annual Turnover of at least NRs. 5 millions on average in the best three fiscal years among last five consecutive fiscal years.</p>



If consulting firm or any member of joint ventures fails to meet above eligibility criteria, the consulting firm/their JV will be considered as non-eligible and will not be considered for further evaluation.

B. Evaluation of EoI Document of Eligible Firms

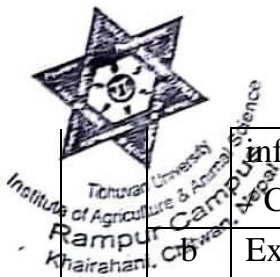
The basic criteria for the evaluation of EoI documents are as follows:

a) Mark allotted for EoI evaluation

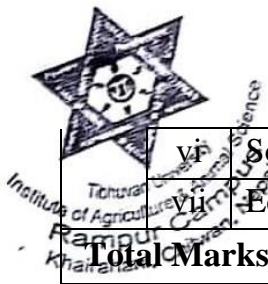
SN	Description
A	Financial Capability of the Firms – 20 Marks .
B	General and Specific Experiences of the firms – 45 Marks
C	Personnel proposed to be deployed for this project (Qualification and Experience) – 35 Marks

b) Detail Evaluation Criteria of the EoI document are as follows:

<u>S.N</u>	<u>Description</u>	<u>Marking</u>	<u>Weightage</u>
<u>A</u>	<u>Financial Capability of the Firm</u>		<u>20</u>
I	Average Annual Turn Over in million NRs in best three fiscal years among last five consecutive fiscal years (In case of JV, the cumulative of average annual of JV will be considered)		20.00
a	> = 5	100%	
b	3 to 4	85%	
c	2 to < 3	70%	
d	< 2	0%	
<u>B</u>	<u>Experience of the firm:</u>		<u>45</u>
I	General Work Experience of the firm (In case of JV, only general experience of lead firm will be considered)		10.00
a	More than 15 years of experience	100%	
b	10 to 15 years of experience	85%	
c	5 to less than 10 years of experience	70%	
d	Less than 5 years of experience	0%	
III	Work experience of the firm in EIA or IEE Study of Project in last 5 Years. (Only one project will be considered for evaluation)		35.00
a	Experience in EIA Study of construction of	100%	



	Infrastructure (Public Building / Industrial Building Colony)		
	Experience in IEE Study of Public Building Based Project	85%	
c	Experience in EIA Study of Other Projects	85%	
d	Experience in IEE Study of Other Projects	70%	
C	<u>Proposed Key Professionals for Study (Qualification & Experience)</u>		<u>35</u>
I	Qualification of the Key Professionals: The allocated weighted Marks will be of key Professionals		15
i	Ph. D. Holders	100%	
ii	Master Degree	85%	
iii	Bachelor Degree Holders	50%	
iv	Other (Lower than Bachelors Degree)	0%	
	Qualification of the Key Professionals: List of maximum Marks of the key Professionals		
i	Team Leader	3	
ii	Hydrologist	2	
iii	Engineering Geologist	2	
iv	Civil Engineer	2	
v	Environmentalist	2	
vi	Sociologist/Anthropologist,	2	
vii	Ecologist/ Biologist	2	
II	Experience of the Key Professionals: The allocated weighted Marks will be of key Professionals		20
i	5 or More than 5years of experience	100%	
ii	3 or More than 3years of experience	85%	
iii	Less than 3years of experience	50%	
	Experience of the Key Professionals: List of maximum Marks of the key Professionals		
i	Team Leader	4	
ii	Hydrologist	3	
iii	Engineering Geologist	3	
iv	Civil Engineer	2.5	
v	Environmentalist	2.5	



vi	Sociologist/Anthropologist,	2.5	
vii	Ecologist/ Biologist	2.5	
Total Marks			100.00

Note:

- a)
 - i. The relevant figures/numbers of the each members of joint venture shall be added together to calculate cumulative figures/numbers of the joint venture's for the purpose of evaluation except in general experience of the firm.
 - ii. The information furnished by the Firm(s) in the EoI document(s) should be realistic. In the event of any discrepancy between the original and the copy, the original shall govern. If any faults information are found, legal action may be taken as per prevailing rules and regulations.
 - iii. The consultant must make (put) the original signature of authorized representative and stamp of company **on each printed side of every page of EoI document (s)**.
- b)
 - i. The experience of the firm should be supported with the evidence/proof of experience/ completion certificates. The experience/ completion certificates shall contain the project size, consulting service amount and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation.
 - ii. For experience of the firm in EIA/IEE study projects, the EIA/IEE study of projects which were approved as per the prevailing Environmental Protection Act, 2053 and the Environmental Protection Rule, 2054 will only be considered for evaluation. For the evidence of EIA/IEE approval, EIA/IEE approval letter of public entity shall be submitted. Otherwise the experience will not be considered for evaluation.
- c)
 - i. Marks will be given only to the key professionals to be deployed for the study.
 - ii. Employee of public entity needs to submit official no objection letter to provide consultancy services. Failure to submit no objection letter of these professionals, evaluation of such professional will not be done.
 - iii. Firm shall not propose the same key professional for more than one designation for the same job. If so proposed, the respective person will not be accounted in the evaluation for any designation.
 - iv. Key professionals should not be proposed more than three times either by



same firm or different firms (entity) for the any assignment of specified jobs in the EoI. If proposed more than three times, the respective professionals will not be considered for evaluation in any of the EoI.

c) List of Key Personnel/Professionals Personnel/Professionals

<u>SN</u>	<u>Designation</u>	<u>Required No.</u>
1	Team Leader	1
2	Hydrologist	1
3	Engineering Geologist	1
4	Civil Engineer	1
5	Environmentalist	1
6	Sociologist/ Anthropologist	1
7	Biologist/ Ecologist	1

1.6.1 Screening of EoI Applications

In this stage, screening/ eligibility verification of received EoI documents will be done based on approved eligibility criteria mentioned in section 1.6 (i). Each Consultant must 'pass' each and every criteria of eligibility. Any Consultant not complying or full filling with any one of these eligibility criteria will disqualified from further evaluation.

1.6.2 Evaluation of EoI Documents

In second stage, the EoI document of eligible firms (Consultants determined "Pass" in Stage I), will be further evaluated based on (i) Capability of Consultant, (ii) General and Specific Work Experience of the consultant (iii) Qualification and Experience of the Key Professional proposed for the study.

Applicants obtaining at least 50 % marks in the EoI evaluation process shall be considered as qualified firms. Only six top ranked qualified consulting firm obtaining at least 50 % marks in the EoI evaluation will be shortlisted separately for each job and considered as qualified firms. Only such qualified firms will be allowed to participate in RFP process.

1.6.3 Clarification during Evaluation by Office of TU, IAAS, Rampur Campus

a) During the evaluation, TU, IAAS, Rampur Campus, Khairahani, Chitwan may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to TU, IAAS, Rampur Campus, Khairahani, Chitwan at the address given in Clause - 1.2.1.



b) Failure to provide information essential clarification, or to provide timely clarifications or substantiation of the information furnished, TU, IAAS, Rampur Campus, Khairahani, Chitwan would be at liberty to declare such Applicant as non-responsive and reject his/her document.

1.6.4 Rejection of EoI Document of Applicant

- a) TU, IAAS, Rampur Campus, Khairahani, Chitwan reserves the right to accept or reject any or all EoI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
- b) Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EoI document of the firm or their joint ventures. In addition in such cases, legal action shall be taken as per prevailing rules and regulations.

1.6.5 Notice of Evaluation Result

All applicants irrespective of the qualified or non-qualified and short listed or non-shortlisted will be notified in writing the result of evaluation in due course of time. Applicants listed in the short-listing will be considered as qualified firm and will be invited to participate in the Request for Proposal (RFP) process.

1.7 Indicative ToR

The information regarding the project and project area, scope of work etc are provided in Indicative ToR in Annex.

2. PREPARATION OF EOI APPLICATION

2.1 Application Preparation

The EoI document shall be structured in accordance with the outlines given in the EoI form and must contain accurate and complete information as requested in the EoI form.

The EoI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

2.1.1 Documents for EoI

The completed EoI documents to be submitted by Applicants shall comprise of the following documents:

Information Regarding Consulting Firm

Form Type	Description/Content
Form A	General Information
Form A-1	Letter of Submission
Form A-2	Joint Venture Information (Attach JV Agreement and Power of Attorney, Share Percentage)
Form A-3	Self Declaration Form
Form A-4	Eligibility Documents (Attach Registration, VAT, Income Tax Clearance,)
Form A-5	Identification of the Consulting Firm
Form A-6	Financial Capability of the Consulting Firm (Attach Audit Reports of last five consecutive fiscal years)
Form B	Relevant Work Experience of the Firm
Form B-1	Relevant Work Experience of the Firm in EIA/IEE Study of infrastructure development and other projects
Form C	Details of Key Professional Staffs to be Deployed for Study

Note: The EoI documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Form.

2.1.2 General Information

a) The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to C in the EoI document. All necessary information shall be



presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.

b) The Applicant shall enclose notarized copies of registration certificate, VAT certificate, and Tax clearance certificate. The applicants shall also enclose experience certificate or completion certificate, audit report of last five years and other relevant information.

2.1.3 Information Regarding Technical & Financial Capability of the Consulting Firm

Form A-1: Letter of Submission

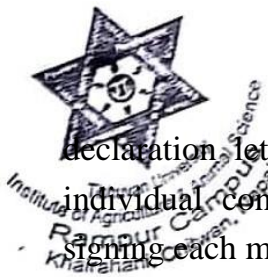
The applicant shall submit with the EoI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in case of joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the document EoI. The letter shall also include the job number and title of consulting job being applied for.

Form A-2: Joint Venture Information

In case of Joint Venture, the consultant shall submit joint venture information in Form A-2. In addition, consulting firms should submit Joint Venture Agreement duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. The authorized signatories of JV agreement should hold power of attorney from their respective firm. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc. The digital signature or digital stamp shall not be accepted

Form A-3: Self Declaration Statement of Consultant

The applicant shall submit a Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning that consultant is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business and litigation history (if any) in last five years. The self declaration letter shall be signed with original signature of an authorized person of the consulting firm and shall be stamped by the company's seal. The format of the self



Declaration letter is given in Form A-3 of this EoI document. In case of JV, each individual consultant should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.

Form A-4: Eligibility Documents

The applicant shall complete form A-4 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of notarized copies of registration certificate, VAT Certificate and Income Tax Clearance.

Form A-5: Identification of the Firm

The background information of the consulting firm shall be presented in the prescribed Form A-5.

Form A-6: Financial Capability of the Firm

The financial capability of the consulting firm shall be presented in the prescribed Form A-6 of this EoI document. The financial status of the Consulting Firm shall be supported with audited reports of last five consecutive fiscal years.

2.1.4 Relevant Work Experience of the Firm in last five years

Form B-1: Experience of Companies/Firms in EIA Study of Natural Resources Management (Land/ Water/ Forest); Experience in IEE/ EIA study of River based Project and Experience in IEE/ EIA study of Other Projects.

The relevant Experience of the firms in EIA/IEE Study of Experience in EIA Study of Natural Resources Management (Land/ Water/ Forest); Experience in IEE/ EIA study of River based Project and Experience in IEE/ EIA study of Other Projects in last 5 years shall be presented in the prescribed Form B-1. The experience of the firm shall be supported with evidence/proof in the form of experience/ completion certificates showing the dates of completion of the assignments.

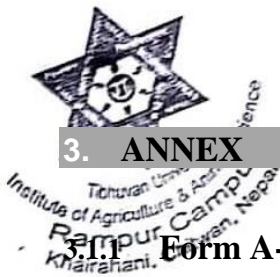
The experience of the firm without evidence/proof will not be considered for evaluation. For experience of the firm in EIA/IEE study projects, the EIA/IEE study of projects which were approved as per the prevailing Environmental Protection Act, 2053 and the Environmental Protection Rules, 2054 will only be considered for evaluation. For the evidence of EIA/IEE approval, EIA/IEE approval letter of public entity shall be submitted. Otherwise the experience will not be considered for evaluation.



2.1.5 Details of Key Professional staff to be deployed for the Study

Form C

The details of proposed key professional staff to be deployed for the study and their experience shall be presented in prescribed Form- C.



3. ANNEX

3.1.1 Form A-1: Letter of Submission

LETTER OF SUBMISSION

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

Date:

To

M/S Campus Chief

TU, IAAS, RAMPUR CAMPUS, KHAIRAHANI, CHITWAN

Sirs,

Being duly authorized to represent and act on behalf of

.....

.....

.....

.....(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EoI, the undersigned hereby apply for qualification by TU, IAAS, RAMPUR CAMPUS, KHAIRAHANI, CHITWAN as a consultant for the **Environment Impact Assessment (EIA) Study for construction of college infrastructure of Rampur Campus, Khairahani Municipality, Chitwan District**

1. TU, IAAS, RAMPUR CAMPUS, KHAIRAHANI, CHITWAN and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EoI. This Letter will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EoI, or with regard to the resources, experience, and competence of the Applicant.
2. TU, IAAS, RAMPUR CAMPUS, KHAIRAHANI, CHITWAN and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
3. This application is made in the full understanding that all decisions by TU, IAAS, RAMPUR CAMPUS, KHAIRAHANI, CHITWAN related to this EoI are final,



binding and not subject to review. TU, IAAS, AMPUR CAMPUS, KHAIRAHANI, CHITWAN shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.

- 4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.
- 5. All further communication concerning this EoI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.
 - [Person & Designation]
 - [Company]
 - [Address]
 - [Phone, Fax, Email]
- 6. The undersigned declare that the statements made and the information provided in the duly completed EoI proposal are complete, true and correct in every detail.

Signed :

Name :

Designation :

For and on behalf of (Name of Applicant or Lead Firm in the joint venture) :

3.1.2 Form A -2: Joint Venture Information

JOINT VENTURE INFORMATION

If the EoI is being submitted in Joint Venture, provide Joint Venture Information

S N	NAME OF FIRM	Postal Address, TEL, FAX and E- mail	NAME OF CONTACT PERSON	TELEPHONE OF CONTACT PERSON	SHARE PERCENTA GE IN JV
1.	Lead Firm:				
2.	Partner Firm:				
3.					

Note:

1. Maximum three (3) Firms can make Joint Venture.
2. In case of JV, the minimum share percentage of lead firm must be 40 & the minimum share percentage of partner firm must be 25.
3. Provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.

Attachment

1. Joint Venture Agreement
2. Power of Attorney of the Signatory (ies) of the Applicants



3.1.3 Form A -3: Self Declaration Form

SELF DECLARATION FORM

Date:.....

To
M/S Campus Chief
TU, IAAS, RAMPUR CAMPUS, KHAIRAHANI, CHITWAN

Sir,

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

We also declare that we do not have any conflict of interest in the said assignment.

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

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

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

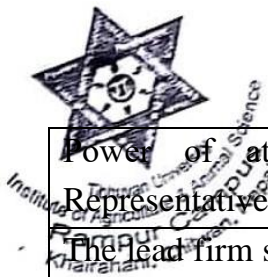


3.1.4 Form A -4: Eligibility Documents

ELIGIBILITY DOCUMENTS

Fulfillment of Eligibility Requirements

Description	Status/Name of Submitted documents and how these are presented in EoI	Remarks
Notarized Copy of Valid Registration Certificate (of each member of JV, in case of JV.)		
Notarized Copy of VAT Certificate (of each member of JV, in case of JV.)		
Notarized Copy of Income Tax Clearance Certificate for FY 2074/75 or income tax submission for fiscal year 2074/75. (Of each member of JV, in case of JV.)		
Self-Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing consulting business. (In case of JV, the consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration).		
Joint Venture Agreement between the JV Partners duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories.		
Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV.		
The total number of consulting firms including the lead firm should not exceed a three numbers in joint venture		
The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 25%.		



Power of attorney as Consultant's Authorized Representative by JV partners		
The lead firm should have an Average Annual Turnover (AAT) of at least NRs. 5 millions on average in the best three fiscal years among last five consecutive fiscal years.	AAT of the Lead Firm = Million NRs.	

The supporting documents in the form of notarized copies of registration certificate, VAT Certificate and Tax Clearance Certificate shall be attached here:

In addition,

Description	Value	Remarks
The total number of consulting firms in joint venture		
Share percentage		
Lead firm		



3.1.5 Form A -5: Identification of the Consulting Firm

IDENTIFICATION OF THE CONSULTING FIRM

Full name of the Firm:

Address:

Telephone number: Fax number: E-mail: Others:	Year of Establishment: Number of Years since establishment:
Corporate Registration: Date of Registration: Registration No: Date of last renewal: Valid up to:	VAT Registration: Date of Registration: VAT Registration No:
Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence) : Mobile no: Fax: Email:	

Note: In case of the applicant being joint venture, provide similar information for each member in the joint venture separately



3.1.6 Form A -6: Financial Capability of the Consulting Firm

FINANCIAL CAPABILITY OF THE CONSULTING FIRM

Full name of the Consulting Firm:

FINANCIAL STATUS

Turn Over of last five consecutive fiscal years

Description	FY	FY	FY	FY	FY

Turnover (NRs.)					

Turn Over of best three years

Description	FY	FY	FY	Average Annual
	
Turnover (NRs.)				

Note:

1. Provide similar information for each member in case of joint venture.
2. Submit Audited Reports of last five consecutive fiscal years
3. Submit Tax clearance certificate of last five consecutive fiscal years.



3.1.7 Form B -1: Firm's Similar Nature Experiences

EXPERIENCE OF COMPANIES/FIRMS IN EIA STUDY OF NATURAL RESOURCES MANAGEMENT (LAND/ WATER/ FOREST); EXPERIENCE IN IEE STUDY OF RIVER BASED PROJECT AND EXPERIENCE IN IEE/ EIA STUDY OF OTHER PROJECTS)

S. N.	NAME OF PROJECT AND TYPE OF STUDY)	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.						
2.						
3.						
4.						

Date:

Signature & Designation of Applicant:

Seal of the Firm



Form C: Key Personals Detail

DETAILS OF KEY PROFESSIONAL STAFF TO BE DEPLOYED FOR THE STUDY

S. N.	DESIGNATION	NAME	QUALIFICATION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED AFTER GRADUATION)	YEARS WITH COMPANY	TOTAL YEARS OF EXPERIENCE	FULL TIME OR PART TIME
1	Team Leader					
2	Hydrologist					
3	Engineering Geologist					
4	Civil Engineer					
5	Environmentalist					
6	Sociologist/ Anthropologist					
7	Biologist/ Ecologist					

Date:

Signature & Designation of Applicant:

Seal of the Firm



Tribhuvan University
Institute of Agriculture & Animal
Rampur Campus
Khairahani, Chitwan, Nepal