



Provincial Government  
**Ministry of Physical Infrastructure Development**  
**Provincial Special Road Construction Project**  
**(PSRCP)**  
**Province No: 1, Biratnagar**

Expression of Interest (EOI)

*for*

**Shortlisting of Consulting Firms for**  
**Prefeasibility study/ Detail Survey of Provincial Roads**

**April, 2019**



## **Abbreviations**

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



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## A. Request for Expression of Interest

Provincial Government  
Ministry of Physical Infrastructure Development  
Provincial Special Road Construction Project (PSRCP)  
Province No: 1, Biratnagar

### Expression of Interest (EOI)

First Date of Publication: 2076/01/07 (2019/04/20)

1. The Provincial Special Road Construction Project (PSRCP) ,Biratnagar invites Expression of Interest (EOI) for the purpose of short listing the qualified ,Eligible and experienced domestic consulting firm(s) for the Prefeasibility of road route stated on (a) and Detail survey ,design and preparation of DPR for other remaining roads stated below in separate package.
  - a) Kechana (Jhapa) to Sagarmatha Base camp Road . ID No: MOPID/PSRCP/EOI/03-075/76
  - b) Udayapur Ranitar Pancha Pandhare Chakhewa Salpa Silichung Road .ID No :MOPID/PSRCP/EOI/04-075/76
  - c) Maina maini Hasanpur Chuhar Ghoretar Bhojpur Dingla Road (Sunkoshi-Dingla Section) ID No: MOPID/PSRCP/EOI/05-075/76
  - d) Udaypur Gaighat rasuwaghat Simpani Muldanda pandhare salpa silichung Road ID No: MOPID/PSRCP/EOI/06-075/76 ( Rasuwa Ghat to Salpa Silichung Section)
2. Eligible consulting firms are hereby invited to submit their "Expression of Interest (EOI)"**Separately for above different packages.** The EOI shall be submitted in a sealed Envelope specifying work clearly and must reach the **Provincial Special Road Construction Project (PSRCP)** no later than the office hours on **15<sup>th</sup> day (2075/01/22)** of publication of this notice .In case the last day of submission of the EOI falls on a public holiday,the EOI shall be submitted on the following working day. Eligibility and detail evaluation criteria's are stated on EOI document available from project office and can be downloaded from MOPID website ie [mopid.pl.gov.np](http://mopid.pl.gov.np).
3. Consulting Firms can form a Joint Venture (JV) with maximum **three partners**, but a firm is not eligible to submit more **than one EOI either as a single firm or as a member of a JV**. The EOI must clearly mention the name of the leading firm. Short listed consultants for separate package of works will be invited to submit their Technical and Financial proposal as per request for Proposal (RFP) ,to be provided to them at the later stage.
4. A firm participating in the short listing process shall have to provide clearly the Name,Address and other relevant informations. Firms participating as JV shall also have to provide JV agreement,Power of attorney and discloser of the name of Prime firm.
5. . Further Information or clarification on the EOI can be obtained from the Project Office, Biratnagar ph no:**021-470040 /Mob No : 9852087092/9852677630** during office hours .The EOI shall include adequate information as per the EOI form and Evaluation criteria to demonostrate their qualification in the best manner. In the case of inadequate document and certificate, no further justification and enquiry shall be entertained.
6. Any matters, not covered here shall be as per prevailing Public Procurement Act and regulations of Nepal .The **Provincial Special Road Construction Project (PSRCP)** reserves the right to shortlist or not to shortlisting any or all of the firms without assigning reason.

**EOI for Detail survey of Provincial Roads**



## **B. Instructions for submission of Expression of Interest**

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be **limited to three**.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in **the last 7 years** and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible national **consulting firms company** .<sup>1</sup>
4. The assignment has been scheduled for a period of about **2-3 months**. Expected date of commencement of the assignment is **may/June**
5. A Consultant will be selected in accordance with the **QCBS** method .
6. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Letter of Application (Form 1)*
    - *EOI Form: Applicant's Information (Form 2)*
    - *EOI Form: Work Experience Details (Form 3(A), 3(B))*
    - *EOI Form: Capacity Details (Form 4)*
    - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) documents shall be downloaded from ministries web site ([mopid.p1.gov.np](http://mopid.p1.gov.np)) and must be duly completed and submitted in sealed envelope and should be clearly marked as “EOI Application for Short-listing for on of the **specified package with ID No.**The Envelope should also clearly indicate the **name and address of the Applicant**.”
9. The completed EOI document must be submitted on or before the date and address mentioned in the “**Request for Expression of Interest**”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

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<sup>1</sup> Client should delete as appropriate.



## C) Objective of Consultancy Services or Brief TOR

Provincial Government of Province 1 number has already selected the five important roads and allocated the budget to start of construction work of these roads as far as possible. All the roads are new for province and has no any detail survey .That's why the project office is going to hire Experienced, qualified consulting Firms/Consultants to carry out the detail survey ,design cost estimate and preparation of Detail Project Report of above mentioned three roads and prefeasibility study of one road i.e( a ) to identify the short ,easy and safest alignment from Kechana to Sagarmatha base camp.

### **Term of Reference for Detail Survey**

#### **1.0 BACKGROUND**

The MOPID,PSRCP" or as "the Office"), intends to utilize funds for services of engineering consulting firms well experienced in the fields of survey and design of roads, drain, river training works, environment aspects etc. for providing engineering consulting services for detail engineering survey and design work of proposed Roads including cost estimation.

The physical parameters of the Road shall be determined in accordance with the DOR Standard of the road or any other specialties of the project.

#### **2.0 OBJECTIVES OF THE WORK**

The main objective of the consulting services is to conduct a detail engineering survey of the proposed road, prepare detail design and cost estimate for the construction of the road. The consultant is required to perform the following jobs.

- ✓ Technical Studies: Assess the alignment feasibility with possible recommendation for low cost and local resources (manpower, technology and material) oriented road construction.
- ✓ Detail Engineering survey of the alignment and its corridor
- ✓ Conduct hydrological studies for cross drainage/ longitudinal drain works and fixing of embankment height
- ✓ Design the road detail on corporation
- ✓ Prepare working drawings
- ✓ Prepare cost estimates with analysis of rates
- ✓ Prepare survey and design reports
- ✓ Prepare bill of quantities

#### **3.0 SCOPE OF WORK**

The consultant shall carry out the necessary field works along the alignment. The consultant shall be responsible for accuracy, interpretation, analysis of all data received and for the conclusion and recommendations in their report. The scope of work to be carried out by the consultant shall include but may not be limited to the following:

##### **3.1 Desk Study**

A desk study should be carried out, collecting all data, maps and information relevant to survey and design of the road and reviewing for planning of field survey and investigation works.

##### **3.2 Field Study and Survey**

The scope of work to be carried out by the consultant during field study and survey shall include but may not be limited to the following:

### ***EOI for Detail survey of Provincial Roads***



### **3.2.1 Detailed Engineering Survey:**

- Fixing of road alignment by setting out intersection point (IP) and intermediates points.
- Establishment of Bench Marks (BM) and other reference points
- Taking longitudinal section (LS) and cross section (CS) using appropriate methods
- Cross Section should be taken at LS 15-25 m interval depending upon the terrain and 2.5m interval across the alignment, 5 m both side from the centerline.
- Conduct the chain survey

### **3.2.2 Engineering Study and Inventory Survey**

- ROAD INVENTORY SURVEY
  - + Sub base Condition Survey (Visual Survey)
  - + Road Geometry Survey
  - + Existing structure Survey
  - + Side drains requirements Survey
  - + Cross drainage requirements Survey
  - + Retaining and protection work requirements Survey
  - + Terrain Survey
  - + Land use Survey
  - + The locations of settlements off the road structures electric poles, streams, and water taps within the area of the plan.
- CONSTRUCTION MATERIALS SURVEY
  - + Identification of potential sources (query sites)
  - + Investigation of existing road materials on sites.
- GEOLOGICAL SURVEY
  - + General geology of the region, project area and the proposed road corridor should be described and a geological map of the area be presented along with identification of major features, pertinent to the project.
  - + Nature, type and structure and surface soil of the area need to be clearly identified and further required investigations listed.
  - + Whenever applicable, slope stability analyses of the representative site need to be carried out and the finding and recommendation be given
  - + The location of debris flow and other possible obstruction to the road alignment.
- HYDROLOGICAL AND METEOROLOGICAL STUDIES
  - + Climatic study: General climatic study of the area should be carried out and all relevant meteorological (Rainfall and Temperature) data and recommendation shall be presented.
  - + Study of the river and river system: The river system of the area should be described in the report. Preferably a river system map of the catchment's area and beyond (whenever applicable) should be produced.
  - + At least one cross-section of river at each crossing should be produced. In the cross section all bed and bank characteristics should be mentioned.
  - + Assessment of flood pattern and preliminary estimation of discharges should be carried out. Similarly, expected HFL shall be fixed as far as applicable
  - + Information necessary for the design of the side drain and protection works as well as preliminary design of cross drainage structure shall be produced

### **3.3 Design and Drawings**

The scope of work to be carried out by the consultant and activities covered by design and reporting work shall include but may not be limited to the following:

#### **3.3.1 Design of Road and Prepare Working Drawings *EOI for Detail survey of Provincial Roads***



- Calculate and plot the reduced ground level of longitudinal and cross section.
- Design the most economical road profile by balancing the volume of cut and fill to the nearest.
- Design horizontal and Vertical Curves.
- As per the engineering design, prepare the drawings of roads plan indicating the coordinate of IPs and profile (Longitudinal)
- Prepare the roads typical cross section with the pavement details.

### **3.3.2 Design of Road Side Structure And Prepare Working Drawings**

- Design of appropriate road side structures
- Prepare the Drawings for above road side structures
- Prepare site plan

#### **3.4 Prepare Bill Of Quantities**

- Prepare Rate analysis
- Prepare Cost estimate
- Prepare abstract of cost, Material & labour Schedules
- Prepare quality assurances Plan

#### **3.5 Prepare and Submit Reports**

In accordance with DOR's standard procedures the consultant shall submit his report as follows:

- **Draft Report**

Prepare project report by including the documents (design, Drawings, BOQ, Cost estimate and others) prepared for Road.

This report shall be submitted in 2 (Two) Copies for review and comments.

- **Final Report**

After all corrections and incorporation of all comments and suggestions to the submitted draft report, shall be submitted to MOPID ,PSRCP in 3 (Three) copies.

### **4.0 GUIDELINES FOR EXECUTION OF CONSULTING SERVICES**

#### **☞ Horizontal and vertical alignment of the road**

The horizontal alignment of the road centerline should be determine within the survey of proposed corridor of the optimum alignment between control points specified as a references the engineering investigation. Where road track exists, efforts should be made to adjusted alignment so as to match the original road track wherever possible. Cross Section should be taken at 15-25 m interval along the longitudinal sections and 2.5m interval across the alignment; 5 m both side from the centerline depending upon the terrain and section. Beginning and end of curves and then critical points as may be required should be fully define relative to the station of intersection points.

Vertical alignment should be determined with detailed calculation of earthwork quantities; Vertical curve should be properly designed.

#### **☞ Consideration of environment protection**

While designing the horizontal and vertical alignment, the consultant are required to access the potential damage to the environment and attempt to mitigate or minimize such damage and suggest appropriate measure in design.

#### **☞ Engineering Drawings Details**

The consultant will prepare the following plans and working drawings on suitable reports material  
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using the format and title sheets as required by the engineer in charge.

- + Map of district demarcation showing the location of the road.
- + Map showing complete alignment with Kilometer, names of area, land use, village, VDC, municipalities, name of natural drainage etc.
- + Location Map showing linkage of road the road with surrounding road network.
- + Map showing survey and design status of the complete road, intersection points, Benchmarks and other references points.
- + Plan, Profile (Longitudinal Section) and Cross- Section in the following Scale.
  - Plan - 1:1000
  - Horizontal Profile - 1:1000
  - Vertical Profile - 1:200
  - Cross Section - 1: 200
- + Plans and profile of the road should contain details of geometry viz. horizontal alignment with coordinates of IP, deflection angle, Ip to IP distances, Chainage of IP, curve data etc. names of VDC or municipalities, forest, land use pattern, cross drainage structure, retaining and protection structure required or as directed by Engineer in charge.
- + Standard charts of mentioned cross drainage structures, retaining/Brest wall and protection works, side drain, typical cross section of the road according to types of soil, passing zone(if provided), hairpin bend (If provided)

#### **5.0 TIME SCHEDULE**

The consultant shall complete the assigned works as per the following schedule:

- ☞ Draft Report within 60 days started from the date of signing of the agreement.
- ☞ Final Report within 10 days after receiving MOPID's Comments on the draft report.

#### **6.0 WORKING TEAM**

The working team for field and office works should necessarily consist of the following Key Personnel together with adequate supporting manpower.

- (1) Highway / Transport Engineer
- (2) Geotechnical Engineer/ Engineering Geologist
- (3) Hydrologist
- (4) Environmentalist
- (5) senior Surveyor



## D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<b><u>i) Eligibility &amp; Completeness Test</u></b>	<b><u>Compliance</u></b>
Copy of Registration of the company/firm	
VAT/PAN Registration Certificate	
Up to date Tax Clearance certificate (074/75 J.V Agreement in case of firms in JV Power of attorney/authorization letter of the signatory. Adherence to the code of Ethics and anti-corruption policy.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<b><u>ii) EOI Evaluation Criteria</u></b>	<b><u>Marking</u></b>	<b><u>Remarks</u></b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	30	
<b>B. Experience</b>		
<i>General of consulting firm</i>	15	
<i>Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.</i>	35	
<b>C. Capacity</b>		
<i>Financial Capacity</i>	10	
<i>Infrastructure/equipment related to the proposed assignment<sup>2</sup></i>	10	

Note : Consulting firms securing 60% marks shall only be eligible for short listing for work of specific packages .

<sup>2</sup> This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.



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

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts



# 1. Letter of Application

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by ***[Insert name of Client]*** as Consultant for ***[Insert brief description of Work/Services]***.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. ***[Insert name of Client]*** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. ***[Insert name of Client]*** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>3</sup>
5. All further communication concerning this Application should be addressed to the following person,  
*[Person]*  
*[Company]*  
*[Address]*  
*[Phone, Fax, Email]*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our  
\_\_\_\_\_

<sup>3</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

**Signed** :

**Name** :

**For and on behalf of (name of Applicant or partner of a joint venture):**



## **2. Applicant's Information Form**

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*



### 3. Experience

#### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	
1.						
2.						
3.						
4.						
5.						
6.						
7.						





### 3(B). Specific Experience

#### Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>4</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>4</sup> Consultant should state value in the currency as mentioned in the contract



## 4. Capacity

### 4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

*(Note: Supporting documents for Average Turnover should be submitted for the above.)*



**4(B). Infrastructure/equipment related to the proposed assignment<sup>5</sup>**

	<b>Infrastructure/equipment Required</b>	<b>Requirements Description</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

<sup>5</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.



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

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

	<b>N a m e</b>	<b>P o s i t i o n</b>	<b>H i g h e s t Q u a l i f i c a t i o n</b>	<b>W o r k E x p e r i e n c e ( i n y e a r)</b>	<b>S p e c i f i c W o r k E x p e r i e n c e ( i n y e a r)</b>	<b>N a t i o n a l i t y</b>

(Please insert more rows as necessary)