

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: DC-01

Method of Consulting Service: National

**Project Name : Consulting services for Engineering Survey and Design of
Supply Mains and Distribution Networks at Different Locations of Kathmandu
Valley (DC-01)**

EOI : KUKL/PID/EOI/01

Office Name: Project Implementation Directorate, KUKL

Office Address: Kathmandu Kathmandu

Funding agency : Government Budget

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

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Project Implementation Directorate, KUKL

Date: 14-08-2018 00:00

Name of Project: Consulting services for Engineering Survey and Design of Supply Mains and Distribution Networks at Different Locations of Kathmandu Valley (DC-01)

1. Government of Nepal (GoN) has allocated fund toward the cost of Consulting services for Engineering Survey and Design of Supply Mains and Distribution Networks at Different Locations of Kathmandu Valley (DC-01) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Project Implementation Directorate, KUKL now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Survey, Engineering Design and Cost Estimate of Supply Mains and Distribution Network System of different place (Khumaltar, Nakhipot, Dholahiti, Sunakothi, Sainbu Bhaisepati and Mahalaxmi area of Lalitpur, Balkot, complete part of ward no. 1,2,3,5,6 and Partial Part of ward no. 4,7,8 of Suryvinayak Municipality of Bhaktapur and Mulpani of Kathmandu) of Kathmandu valley.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Project Implementation Directorate, KUKL, Project Implementation Directorate, KUKL
Kathmandu
Kathmandu
Nepal during office hours on or before 14-08-2018 00:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website [www.kuklpid.org.np]
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp No manual delivery on or before 29-08-2018 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 30.0 %, Experience 55.0 %, and Capacity 15.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 70

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 7 months. Expected date of commencement of the assignment is 16-12-2018.
6. A Consultant will be selected in accordance with the National method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. 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.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Consulting services for Engineering Survey and Design of Supply Mains and Distribution Networks at Different Locations of Kathmandu Valley (DC-01).The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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.

C. Objective of Consultancy Services or Brief TOR

Objective of Consultancy Services and TOR

The objective of the consulting services is to provide professional services of design engineers, environmentalist, social development experts, procurement experts and other experts relevant to the assignments for carrying out detailed engineering surveys, investigations and designs including preparation of appropriate bidding document (s) for additional Supply Mains, service reservoirs, and DNI works with associated reinstatement of roads in **Khumaltar, Nakhipot, Dholahiti, Sunakothi , Sainbu Bhaisepati and Mahalaxmi area of Lalitpur, Balkot, complete part of ward no. 1,2,3,5,6 and Partial Part of ward no. 4,7,8 of Suryvinayak Municipality of Bhaktapur and Mulpani of Kathmandu.**

Identification of the water Source and RVT site locations, Survey, investigation and detailed design works and preparation of bidding documents including environmental and social safeguards documents

- (i) Carry out survey, investigation, and detailed engineering design; preparation of design report, engineering drawings, maps, cost estimates, and bidding documents for the Supply Main and for the distribution network expansion for feasible service areas of proposed service reservoir covering Khumaltar, Nakhipot, Dholahiti, Sunakothi, Dhapakhel, Imadol area and Sainbu Bhaisepati area of Lalitpur (approximate length - **230 km**);
- (ii) Carry out survey, investigation, and detailed engineering design; preparation of design report, engineering drawing, maps, cost estimates, and bidding documents for the Supply Main and for the distribution network expansion for feasible service area of Balkot ,complete part of ward no. 1,2,3,5,6 and Partial Part of ward no. 4,7,8 of Suryvinayak Municipality of Bhaktapur (approximate length - **120 km**)
- (iii) Carry out survey, investigation, and detailed design; preparation of design report, drawing, maps, cost estimates, and bidding documents for the Supply Main and for the distribution network expansion for feasible service area Mulpani of Kathmandu (approximate length -**50 km**)
- (iv) Review of existing studies if any and update or conduct new environmental studies and preparation of appropriate environmental safeguard documents (EIA, IEE, HIA, EMP, HMP etc.) in accordance with GON rules;
- (v) Review of existing studies if any and update or conduct new resettlement action plan survey and preparation of appropriate resettlement and social safeguard documents (RAP, CAPP and GESI Plan etc.) *in accordance with GON rules.*

1. Key Deliverables

The key deliverables under this assignment are as following:

Deliverable 1: Inception report, which will include the consultant's understanding of the assignment, its scope, work plan with timeline, methodology proposed format of other deliverables such as monthly progress report, final report, etc. (**within 30 days from the date of contract signing**)

Deliverable 2: Field Report with all necessary engineering surveys and investigations such as total station survey, geo-technical investigation, soil survey, leak detection survey, construction material survey, ground water investigation, i.e., hydro-geological investigations, rainfall data collection, identification of underground utilities and their mapping, water sampling and analysis, etc. **as outlined in para 5, Detail Description of Services (within 3 months from contract signing)**

Deliverable 3: Concept Design comprising the resources of water to be supplied including necessity of

service reservoirs if any, gravity flow or the need for pumping, type and size of pipe material proposed for Supply Mains and Distribution Networks etc. **(within 3 months from contract signing)**

Deliverable 4: Draft Design Report with all the design elements necessary for execution of the project, preparation of engineering drawings, maps, cost estimates, and bidding documents including preparation of appropriate environmental and social safeguards documents (Environmental Impact Assessment (EIA), Initial Environmental Examination (IEE) and Resettlement Plans (RP) for the projected area based on detailed designs) **(within 6 months from contract signing)**

Deliverable 5: Final Design Report (within 7 months from contract signing)

All outputs (hard and soft copy in editable form) that would be produced under this Assignment will be provided to Project Implementation Directorate (PID), KUKL.

Detail Description of Services

2. A Survey, investigation, Detailed Design and Preparation of Bidding Documents

A.1 Surveys, Studies and Investigations:

- (i) Review earlier reports including CIAMP reports to ensure that the infrastructure and assets developed under the project are aligned with its water supply master plans and to base the designs following the recommended principles, guidelines, criteria and standards;
- (ii) Review other available secondary data and reports and identify requirements of surveys, studies and investigations;
- (iii) Schedule and prioritize the critical surveys in such a way that the detailed engineering designs can be carried out efficiently and expeditiously without any delay;
- (iv) Carry out all the required engineering surveys and investigations such as total station survey, geo-technical investigation, soil survey, leak detection survey, construction material survey, ground water investigation, i.e., hydro-geological investigations, rainfall data collection, identification of underground utilities and their mapping, water sampling and analysis;
- (v) Conduct all the baseline and project performance management system (PPMS) surveys;
- (vi) Carry out survey of the existing water supply pipes to be disconnected by the contractors on a DMA basis for each of the DNI zones, which will be included in the bidding documents for the DNI as part of the Disconnection and Commissioning;
- (vii) Undertake overall verification of the existing distribution mains within the project area in conjunction with KUKL staff and collect available data on pipe age, material, type of joints and condition through non-intrusive inspection.

2. A.2 Detailed Engineering Designs:

- (i) Conduct hydraulic modeling and detailed design of DNI works on a DMA basis;
- (ii) Carry out concept design comprising the resources of water to be supplied including necessity of service reservoirs if any, gravity flow or the need for pumping, type and size of pipe material proposed for Supply Mains and Distribution Networks etc.
- (iii) Carry out detailed design, including preparation of drawings, specifications, cost estimates, etc., and bidding documents for the Supply Mains including service reservoirs if necessary and DNI packages to meet 2040 demand in the said areas. To the extent possible, maximum use will be made of the existing water supply distribution networks. Where existing main pipelines are to be used, provision shall be included in the bidding documents for testing of the water supply mains

along with provisional quantities for rehabilitation and/or replacement. Further, for water supply system designs, all associated works including house connections, gate valves, air valves, washouts, hydrants, chambers, thrust blocks, pressure reducing valves, bulk supply and consumer meters, etc., will be included. The DC will prepare structural drawings including bar-bending schedules as appropriate. Life cycle cost analysis shall also be included in all detailed design reports;

- (iv) DC should carry out all designs of the project components applying nationally approved design criteria, design rules and service levels. Whenever any of such criteria, rules and service level are not available, DC should refer to PID approved criteria, rules and service level that has been applied in previous designs. If any of the existing criteria, rules and services levels are not adequate or any of these are deemed not appropriate in a specific situation, such criteria, rules and service levels adopted in similar situation by other developing countries may be adopted with adequate justification. Any adopted criteria, rules and service levels that are not nationally approved must be approved by PID and applied on interim basis. Such approval should be documented and properly recorded for future reference.

2. A.3 Preparation of bidding documents for Supply Mains and DNI Packages:

- (i) Based on the detailed engineering design, prepare bidding documents comprising of all necessary tender drawings, technical specifications, bill of quantities (BOQ), detailed cost estimates, implementation schedule, etc. The technical specifications should be in accordance with best international practice and should be prepared to achieve the highest standards of quality of works and workmanship and the detailed cost estimates should be prepared in accordance to the Public Works Directives of the government;
- (ii) Prepare construction drawings with sufficient details to permit contractors to carry out construction work effectively and unambiguously and with highest standards of quality of works and workmanship; and

2. A.4 Preparation of all Social, Environmental, Archaeological, Occupational Health and Safety related Documents:

- (i) Prepare the Resettlement Plans (RP) for the project based on detailed designs and in accordance with the resettlement framework (RF); carry out disclosure as necessary after the detailed engineering designs;
- (ii) Identify roads which will require full closure and conduct income surveys of potentially affected businesses and other affected persons;
- (iii) Carry out the Initial Environmental Examination (IEE) for the project; carry out disclosure as necessary;
- (iv) Carry out the Heritage Impact Assessment if any as required by Department of Archaeology;
- (v) Ensure that all bidding documents and contract documents contain the Environmental Management Plan (EMP) and Social Safeguard Measures;
- (vi) Ensure that all bidding documents contain specific measures for working and excavating in archaeologically sensitive areas;
- (vii) As part of the EMP, prepare a project focused Occupational Health and Safety Plan (OHS) to be adopted by PID, DC and contractors on project work sites;

2 Reporting Requirements:

Minimum reporting requirements from the DC is summarized in **Table 1**.

Table 1: Reporting Schedule

Reports	Timeline	Description
Inception report	Within 30 days after commencement of the	<ul style="list-style-type: none"> • Detailed work plan and schedule • Detail Manning Schedule

Reports	Timeline	Description
	services	<ul style="list-style-type: none"> Preliminary assessment of the outputs required and action plan on them, including review of existing situation and information
Monthly Progress Reports	Within 10 days of consecutive month	<ul style="list-style-type: none"> Progress on delivery of each of the outputs Key issues and constraints Attempts made to resolve the issues
Quarterly progress reports	10th day after completion of each quarter	<ul style="list-style-type: none"> Progress on delivery of each of the deliverable outputs Key issues and constraints Updated project schedule Any changes in project design and details
Field Report,	On the specified delivery date	<ul style="list-style-type: none"> As mentioned in Key Deliverables
Concept Design Report	On the specified delivery date	<ul style="list-style-type: none"> As mentioned in Key Deliverables
Draft Final Report	On the specified delivery date	<ul style="list-style-type: none"> Detailed Design Report and Bidding Documents including Environmental and Social Safeguard compliance)
Final Report	One month prior to contract completion date	<ul style="list-style-type: none"> Final report, as per the TOR

3. The indicative inputs, qualifications and experience of DC personnel

The indicative inputs, qualifications and professional experience of key and non-key personnel to be deployed by the DC are given in Table 2 below.

Table 2: Indicative Inputs and Professional Requirements of Key and Non-Key Personnel

Designation	Indicative Inputs	Indicative Requirements
Key Experts		
Team Leader cum Water Supply Specialist	7	Bachelor in Civil Engineering (preferably postgraduate in water supply and sanitary/environmental/public health engineering or construction management) with minimum of 12 years' experience including minimum of 6 years' experience in design, construction supervision or project management of large water sector project(s). Should have specific experience of managing as the team leader/deputy team leader of minimum of two urban water sector projects with benefitted population of 15 thousand or more.
Water Supply Distribution Network Specialist	7	Bachelor in Civil Engineering (preferably post graduate in water supply and sanitary/environmental/public health engineering) with minimum of 12 years' experience including minimum of 6 years' experience in design of water supply distribution network for urban areas with benefitted population of 15 thousand or more.
Hydraulic Network Modeler	3	Bachelor in Civil Engineering (preferably post graduate in sanitary/environmental/public health engineering) with minimum of 10 years' experience including minimum of 4 years of experience in modeling especially the hydraulic modeling of water supply network of large urban areas.

Designation	Indicative Inputs	Indicative Requirements
Social Development/Safeguard Specialist	3	Post Graduate in Social Sciences with minimum of 10 years' experience in social safeguards monitoring and mitigation. Should have experience in implementing social safeguard policies (resettlement and environment) and community-based projects. Experience in similar water supply development projects will be advantageous. Preference will be given for experience in implementing and monitoring gender and social inclusion initiatives.
Environment Expert	3	Post Graduate in Environmental Sciences / Engineering with minimum of 10 years' of experience with knowledge of EIA studies and monitoring of the environmental parameters and mitigating measures.
Structural Engineer	4	Post graduate structural engineer with minimum of 10 years' experience in the field of structural engineering, including detailed design, engineering & preparation of detailed project reports for different nature of structures. Familiarity with structural design computer programs and experience in design of water retaining structures, bridges, retaining walls and other civil structures will be preferred.
Subtotal (Key Personnel)	27	
Non-Key Experts		
Procurement Specialist	2	Bachelor in Engineering (post graduate preferred) with minimum of 7 years' experience including minimum of 5 year of experience in procurement process including national bidding and shopping procedures.
Electrical Engineer	1	Bachelor in Electrical Engineering (post graduate preferred) with minimum of 7 years' experience in the field of electrical engineering. Experience in water supply and power system projects is desirable.
Mechanical Engineer	1	Bachelor in Mechanical Engineering (post graduate preferred) with minimum of 7 years of experience in the field of mechanical engineering. Experience in water supply and power system projects is desirable.
Quantity Surveyors	3	Bachelor in Civil Engineering with minimum of 3 years of experience in the design of water supply works and or preparing bill of quantities and cost estimate and bid documents.
Unallocated	3	
Subtotal (Non-Key Personnel)	10	
Total	37	

These are the employers' estimation/suggestions only, however, consultants may propose the personnel, as they feel appropriate in order to accomplish the tasks as stipulated in this TOR. Additionally, the DC will allow adequate staff including accounting, administrative support, enumerators, for the completion of the assignment.

Specific Position Based Terms of Reference

1. Water Supply Specialist, Team Leader

The Team Leader cum Water Supply Specialist shall take the overall responsibility for the execution of the work in accordance with the ToR and also for the co-ordination of all professional inputs. The Team Leader is responsible for delivery of all services including detailed designs, supervision, procurement and environment and social safeguards compliance.

The principal responsibilities of the Team Leader will include, but not limited to the following:

- (i) Review existing studies/ documents and other resources available including capital investment and asset management program (CIAMP) of the Valley and formulate a best implementation approach including programmatic project schedule;
- (ii) Oversee and coordinate the preparation of detailed engineering designs and bidding documents prepared by other team members;
- (iii) Analyse applicable standards and technical specifications and ensure availability of all goods, plants, equipment, vehicles etc., as specified in the standards and the technical specifications.
- (iv) Prepare reports including inception, concept design review and weekly, monthly, quarterly and final reports;
- (v) Identify the needs for engineering surveys and investigating accuracy of the baseline information carry out these survey works. Guide the survey team and review the field report prepared by the team;
- (vi) Update information on the status of existing water supply facilities, assessing their re-use on DMA basis.
- (vii) Verify the status of existing pipe mains, collecting information such as their age, type of materials, and type of joints, physical conditions, etc.;
- (viii) Update, verify and confirm configuration of transmission mains, ring mains, feeder mains and transverse mains and service reservoirs along with their hydraulic and structural design features.
- (ix) Finalize the hydraulic modelling and detailed design of distribution networks on DMA basis in conjunction with configuration of KUKL service areas.
- (x) Prepare engineering drawings and cost estimates, bidding document and technical specifications following government guidelines.
- (xi) Identify sites of archaeological and heritage sites, national parks and conservation areas, and prepare working procedures in such areas in close coordination with relevant agencies and institutions.
- (xii) Identify the road reinstatement requirements and prepare plans for reinstatement in coordination with relevant agencies and institutions and ensure implementation according to the prepared plans.
- (xiii) Prepare project specific occupational health and safety plans and ensures implementation according to the plan.
- (xiv) Perform any other relevant tasks within the scope of services as requested by the Project Director, PID;

2. Water Supply Distribution Network Specialist

The key responsibilities will include, but not limited to, the following:

- (i) Review existing topographical and geotechnical survey data and maps and design and carry out additional surveys as required.
- (ii) Configure the distribution zones and district metering areas (DMAs) in coordination with KUKL and its relevant Branch Offices.
- (iii) Prepare a hydrological model for different supply schemes and optimize system operation.
- (iv) Conduct detailed engineering/hydraulic designs for water transmission pipelines, distribution networks, storage reservoirs, water treatment plants and other related structures, as deemed necessary;
- (v) Carry out hydraulic modelling and detailed design of distribution network on DMA basis in conjunction with the configuration of KUKL service areas.
- (vi) Provide support in bid document preparation.
- (vii) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

3. Hydraulic Network Modeller

The key responsibilities will include, but not limited to, the following:

- (i) Assist PID and KUKL in undertaking the planning and implementation of the “Location and Condition Assessment Surveys” and preparation/updates of maps of the existing water supply distribution network.
- (ii) Assist PID and KUKL on the planning and implementation of water optimization studies.
- (iii) Conduct on-the-job training for PID and KUKL staff in hydraulic analysis and modelling of water supply system.
- (iv) Prepare hydraulic network models for the water distribution zones and subzones with appropriate district metering approaches and prepare design reports for the same.
- (v) Prepare/update hydraulic models for the bulk distribution system.
- (vi) Prepare specifications for network optimization in coordination with Non-Revenue Water Specialist.
- (vii) Assist PID in hydraulic analysis of the existing water supply networks. Identify existing hydraulic constraints and their rectification for incorporation, if necessary, in the proposed program.
- (viii) Review and update the design as per the site requirement during execution;
- (ix) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

4. Procurement Specialist

The key responsibilities will include, but not limited to, the following:

- (i) Review detailed engineering designs and prepare bid documents, specifications and other pertinent documents;
- (ii) Support PID in the preparation of qualification requirements for evaluation;
- (iii) Prepare bidding documents in compliance with Government latest standard bidding documents;
- (iv) Design post-qualification criteria in compliance with Government guidelines and evaluation;
- (v) Assist PID to prepare contract packaging and preparing/updating procurement schedules for each contract package;
- (vi) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

5. Electrical Engineer

The key responsibilities will include, but not limited to, the following:

- (i) Design electrical works, plants and equipment (Pumps/electric motors, power transmission lines, transformers, switchboards, indoor/outdoor and electric cabling and wiring, etc.) associated with the design of distribution network, Supply Mains and service reservoirs, as needed.
- (ii) Prepare specifications and performance standards for the designed electrical works, plants and equipment to be supplied by the contractors/suppliers.
- (iii) Prepare necessary drawing of the electrical works, plants and equipment to be supplied by contractors/suppliers.
- (iv) Prepare bill of quantities of electrical works, plants and equipment.
- (v) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

6. Mechanical Engineer

The key responsibilities will include, but not limited to, the following:

- (i) Design the mechanical works, plants and equipment associated with the design of distribution network, Supply Mains and service reservoirs, as needed.
- (ii) Prepare specifications and performance standards for the designed mechanical works, plants and equipment to be supplied by the contractors/suppliers.

- (iii) Prepare necessary drawings of the mechanical works, plants and equipment to be supplied by the contractors/suppliers.
- (iv) Prepare bill of quantities of mechanical works, plants and equipment.
- (v) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

7. Structural Engineer

The key responsibilities will include, but not limited to, the following:

- (i) Review existing soil investigation reports, if any, pertinent to the structural design work.
- (ii) Review all structural designs and necessary structural drawings and specifications, including components relating to reservoir construction/rehabilitation, water supply components, building construction and other structures prepared by the earlier consultant in the PID wherever necessary.
- (iii) Prepare structural design including drawings and specifications of different components of the project under the scope of services (service reservoirs, Supply Mains and Distribution Networks) with specific focus on compliance on seismic resistant requirements.
- (iv) Ensure compliance with applicable building rules of the country, with specific focus on compliance on seismic resistant requirements.
- (v) Prepare all the detailed structural drawings, required for all the service reservoirs, Supply Mains and Distribution Networks in the proposed area;
- (vi) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

8. Social Development/Safeguard Specialist

Social Safeguard Specialist will be responsible for execution of all social works in accordance with ToR. The job responsibilities will include, but not be limited to the following

- (i) Review of existing studies if any and update or conduct new resettlement action plan survey and preparation of appropriate resettlement and social safeguard documents (RAP, CAPP and GESI Plan etc.) *in accordance with GON rules*;
- (ii) Based on the survey conducted by the team analyse and identify number of households affected from the project activities and prepare Resettlement plan;
- (iii) Develop general criteria for socio- economic stratification of the society and prepare profile of each packages based on these criteria.
- (iv) Develop Gender Action Plan for active involvement of women as equal partners in all decision making process in the, project and as prime beneficiaries of the project activities.
- (v) Assist PID in preparation/updating of RAP/GESI under different packages;
- (vi) Prepare the grievance redress mechanism and assist PID in its implementation;
- (vii) Assist PID in design, preparation, planning and management of the community participation and awareness program;
- (viii) Prepare for documents for awareness campaign on (a) the need for and application of user charges for improved urban services, (b) water optimization and conservation program, (c) environmental and social issues, such as, and (d) resettlement entitlements through various media means;
- (ix) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

9. Environmental Expert

The key responsibilities will include, but not limited to, the following:

- (i) Anticipate the likely environmental impact of carrying out various projects and proactively plan to take necessary action so that implementation is not delayed.
- (ii) Review of existing studies if any and update or conduct new environmental screening and preparation of appropriate environmental safeguard documents (EIA or IEE or HIA, EMP etc.) in accordance with GON rules
- (iii) Assist PID in the preparation of all necessary environmental impact assessments related documents in accordance with GoN, prepare necessary TORs to carry out or Environment Impact Assessment (EIA) or Initial Environmental Examination (IEE) or Heritage Impact Assessment (HIA) based on the detailed design.
- (iv) Prepare initial environmental examinations (IEE) and environmental management plan (EMP) for the project including necessary field visits and consultation with local people and communities;
- (v) Provide advice and support to ensure PID obtains necessary Government approvals;
- (vi) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

10. Quantity Surveyors

The key responsibilities will include, but not limited to, the following:

- (i) Identify the sources of locally available construction materials and establish their quality for use in the project.
- (ii) Identify sources of goods and materials to be imported from other countries/ sources establish their quality.
- (iii) Assist PID in preparing quality monitoring checklists and quality audit.
- (iv) Prepare inventory of the materials required to be used in the project and their unit price.
- (v) Prepare the reports on the requirement of the quality, grades and specifications for the materials and goods based on finalized design of the project components.
- (vi) Prepare Quantity Estimates and Cost Estimates of the project components and update them for already prepared in the past.
- (vii) Prepare Bill of Quantities using international best practices for defined project components/ contract packages and sound engineering knowledge.
- (viii) Carry out quality survey/ testing for establishing quality of the locally available materials, if required.
- (ix) Prepare reports on quality and availability of the materials to be used by the contractor in the construction of the project components.
- (x) Prepare detail cost estimate of different packages with rate analysis as per procurement act, regulation and guidelines.
- (xi) Prepare detail quantity estimate of all the pipes, pipe fittings, valves, connectors, necessary plants, equipment, other accessories, etc.;
- (xii) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	as per TOR
2	General Experience of consulting firm	7 years

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	Experience in survey, Engineering Design and cost estimate of supply mains, Distribution Networks (up to 200 km) and service reservoir	1 Project
2	Experience in DMA and hydraulic modeling of supply mains and distribution networks	1project
3	Experience in preparation of contract documents of water supply project	1project
4	Experience in Preparing environmental and social safeguard reports (EIA, IEE, RP, GESI) based on government rule and regulation	1 study

Score: 55.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover)	Average Annual Turnover of the recent 3 years
2	Continuity of the full time staff as key personal	

Score: 15.0

Minimum score to pass the EOI is: 70

Minimum score to pass the EOI is: 70

E. EOI Forms & Formats

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

Standard EOI Document

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.¹
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

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

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business and our Company/firm has not been declared ineligible.

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

Signed :

Name :

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

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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.)

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3. Experience

3(A). General Work Experience

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

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

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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) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; 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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

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

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3(C). Geographic Experience

Experience of working in similar geographic region or country

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

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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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.)

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4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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

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

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)