



Government of Nepal
Ministry of Federal Affairs and Local Development (MoFALD)
Office of the District Development Committee
Chautara, Sindhupalchwok

EXPRESSION OF INTEREST for
Technical and Consultancy Service for
Preparation of Periodic District Development Plan of
Sindhupalchowk District

Consulting Firm/Joint Venture:

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Prime Consultant (in case of a JV):

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.....

Submitted By:

Name of the Firm:.....
Address:
Regd No:
Phone No:
Fax No:
Email:
Website:

Submitted to:

Office of the
District Development Committee
Chautara, Sindhupalchowk

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Ministry of Federal Affairs and Local Development
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Notice of Expression of Interest (EOI)

Office of the District Development Committee, Sindhupalchowk, Chautara is accepting the Expression of Interest (EOI) from eligible and experienced firms/ Institutions to prepare the Periodic District Development Plan (PDDP) for Sindhupalchowk District. The PDDP shall be formulated in accordance with the latest guidelines issued by the Ministry of Federal Affairs and Local Development (MoFALD) and shall provide clear framework for the Rehabilitation, Reconstruction and Recovery of the District after April 25th Devastating Earthquake. The memorandum of understanding (MoU) has been signed between DDC Sindhupalchowk and JICA/RRNE to integrate Rehabilitation and Reconstruction Plan (RRP) in PDDP, where in the process of plan formulation, JICA/RRNE will be providing the technical assistance. It is therefore required for a consulting firm /company to work in regular consultation with DDC office, stakeholders and JICA/RRNE. Thus, the consulting firm(s) willing to provide the services, hereby invited to submit their "Expression of Interest (EOI)". The detail notice of EOI, and Standard EOI formats will be received from the DDC Office, Sindhupalchowk after submission of the application for the service by post-mail or through online application on an email address ddcsindhupalchowk@gmail.com. The interested firm(s) are requested to submit the following information/ documents along with application for EOI.

1. Short information about the organizational structure of the firm(s), Institution or the Company.
2. Information about educational qualifications of the manpower working for the firm(s), Institution or the Company.
3. Notarized copy of valid registration documents of the firm(s), Institution or the Company.
4. Notarized copy tax clearance certificate of the Fiscal Year 2071/72
5. Notarized copy VAT/ PAN registration certificate.
6. Annual turnover and documents showing the experience of the firm(s), Institution or the Company on the related work.
7. In case of the Joint Venture service, all consulting firm(s), Institutions or the Companies shall submit documents listed in point 1-6.

The EOI shall be submitted in the sealed envelope and must reach the mentioned address no later than the working hours on the 15th day of first publication of this notice. If the last date of submission happens to be a government holiday, the next consecutive office-opening day will be the last date. Application beyond deadline will not be entertained.

The DDC Office reserves the right to shortlist or reject the application, without any reason what so ever. The Request for Proposal (RFP) along with the Terms of Reference (ToR) shall be issued only to the shortlisted firm(s), Institution or the company. Short listed firms will be notified through email, telephone and formal letter (or Publishing notice in the national newspaper).

Note: Anything related to selection process, which has been not mentioned in this notice shall be in accordance with the procurement act 2063 and regulations 2064.

The EOI Documents shall be addressed to:

Office of the District Development Committee
Sindhupalchowk, Chautara
Email ddcsindhupalchowk@gmail.com
Telephone: 011620136, 011620102
Fax: 011620087

Local Development Officer

Ref No:

Date:

To

The Local Development Officer
Office of the District Development Committee
Chautara, Sindhupalchowk.

Subject: Submission of Expression of Interest (EoI) for Preparation of Periodic District Development Plan (PDDP) of Sindhupalchowk District.

Dear Sir/ Madam,

Referring to the notice published in the national daily, dated, I/We, the undersigned offer to provide the consulting service for the preparation of the Periodic District Development Plan of Sindhupalchowk District in accordance to your advertisement for short listing consulting firm/ Institution/ Company. The necessary documents are attached along with the letter and hereby submit the filled-up forms.

Sincerely yours,

.....
Authorized Signature

Name of the signatory

Title:

Name of the firm:

Complete Address:

Attached Documents:

1. Filled up form of the Expression of Interest
2. Short information about the organizational structure of the firm(s)/institution(s)/company (ies)/ Company profile.
3. Firm/Company/Institution's legal documents (Notarized copies of VAT/PAN Registration, Renewed Registration Certificate, Tax Clearance Certificate)
4. Financial transaction and Work experience (last three years) of the firm(s)/institution(s)/company (ies) in the related sector.
5. Manpower and list of experts of the firm(s)/institution(s)/company (ies) with their CV.
6. Equipment's and machineries of the firm(s)/institution(s)/company (ies).
7. Others if any (Mention).

Expression of Interest for the preparation of Periodic District Development Plan

1. General Information

Name of Firm	Address	Telephone	Email	Fax	JV %

Out of the above list,will be the Lead Consultant. Short information of the company's/ company profile and company's legal documents are attached in the appendix I and II respectively.

2. Financial Capacity

Annual turnover over the last three years are as follows. The auditor's report/tax clearance certificates are attached in the appendix III.

Fiscal year	Turnover (Rs)
2068/069	
2069/070	
2070/071	
2071/072	

3. General Experience*

General experiences over the past 3 years are as follows. Work completion certificates are attached in appendix IV.

Fiscal year	Project/s	Client	Contract amount (excluding VAT)	Year of completion	Variation if any
2068/ 069					
2069/ 070					

Fiscal year	Project/s	Client	Contract amount (excluding VAT)	Year of completion	Variation if any
2070/ 071					
2071/ 072					

Note: If the work description is more, the table can be produced manually and added at the end of this form.

4. Specific Experience*

Planning related experience in the field of Periodic District Development Plan or the similar arena like Periodic Municipal Development Plan, Physical Development Plan, Development Plan, Urban /Regional or Plan, and Similar experience is preferable. Work completion certificates are attached in appendix IV.

Fiscal year	Project/s	Client	Contract amount (excluding VAT)	Year of completion	Variation if any
2068/ 069					
2069/ 070					
2070/ 071					

Fiscal year	Project/s	Client	Contract amount (excluding VAT)	Year of completion	Variation if any
2071/072					

* The firm/s shall produce certified evidences of completion of the job (through Work Completion Letter) either as a corporate entity individually or as one of the major companies with legal association from concerned agencies of Government of Nepal. Sublet works or assignment as a sub consultant shall not be considered for evaluation.

5. Specific Work in Hand

The specific works related to the project going on since last 2 years are as follows. Related work order letters are attached in the appendix V.

Fiscal year	Project/s	Client	Contract amount (excluding VAT)	Year/Month of Contract	Variation if any
2071/072					
2072/073					

6. Unfinished Works

Uncompleted works over the past 5 years are as follows. Copies of relevant correspondence are attached in appendix VI.

Year of Agreement	Due Date of Completion	Project	Client	Contract amount (excluding VAT)	Reason for Incompletion
2068/069					
2069/070					
2070/071					
2071/072					

7. Human Resources

Company associated with fulltime/ part time/ on call experts are listed below

S.N	Name of Expert	Position	Qualification	Experience year	Type of involvement	Contact Number	Enrolled Firm

Note: Type of involvement of the experts mean, Full time, Part Time or On-Call. Also mention if the staff /expert belongs to J/V partner other than lead firm.

++ CV's of the mentioned personnel are attached in appendix VII.

Produce similar page manually if the provided space is insufficient.

Not necessary to mention the experts irrelevant to the project task mentioned in this EoI.

8. Other Human Resources/ Support Staffs

Company associated with fulltime/ part time/ on call experts are listed below

S.N	Name of Staff	Position	Qualification	Experience year	Type of involvement	Contact Number	Enrolled Firm

S.N	Name of Staff	Position	Qualification	Experience year	Type of involvement	Contact Number	Enrolled Firm

Note: Type of involvement of the experts mean, Full time, Part Time or On-Call. Also mention if the staff /expert belongs to J/V partner other than lead firm.

9. Other Resources

Other relevant resources available with us are as follows. The office layout, invoice/bill of equipment / vehicle /software/computer is attached.

Resource	Unit	Total Available	Engaged by Works on Hand
Telephone			
Fax			
Photocopy machine			
Computer			
Printer			
Scanner			
Projector			
GIS software			
GPS			
Plotter			
Vehicles – 2 Wheeler			

Resource	Unit	Total Available	Engaged by Works on Hand
Vehicles – 4 Wheeler			
Office Space (Area in m ²)			
Others (Mention below if any)			

Note: The ownership certificate of the equipment, tenement agreement and relevant other documents may be asked if required, by the DDC Office, Sindhupalchowk.

Authorized signature:

Name of the Signatory:

Title:

Name of the Firm:

Seal:

Date:

Note: Include the letter of authorization if applicable (Appendix VIII)

Appendices:

- Appendix I : Company Profile
- Appendix II : Company's legal documents
- Appendix III : The auditor's reports/tax clearance certificates of past three years.
- Appendix IV : Work completion certificates of the general and specific works.
- Appendix V : Work order letters for related works in hand
- Appendix VI : Copies of relevant correspondence of the unfinished works
- Appendix VII : Curriculum Vitae's of the mentioned personnel/Experts
- Appendix VIII : Letter of Authorization