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गण्डकी प्रदेश



# Expression of Interest (EOI)

**Title of Consulting Service**  
**Development of Software Including Audio-Visual Materials Based**  
**on the Curriculum for Grades 6 to 10**

**Method of Consulting Service: National**

**Project Name: Development of software including audio-visual materials based on the**  
**curriculum for grades 6 to 10**

**EOI: MOECSTSD/CS/2078/79/01**

**Office Name and Office Address:**

**Ministry of Education, Culture, Science Technology & Social Development,**  
**Gandaki Province (MOECSTSD)**

Pokhara, Kaski, Gandaki Province, Nepal

Tel.: +977- 061-590242

Second Time Issued on: 2079-01-12

**Funding Agency: Government Budget**



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## 1. Request for Expression of Interest (EOI)

**Government of Province  
Ministry of Education, Culture, Science Technology & Social Development,  
Gandaki Province**

Second Date of Issue: 2079-01-12

**Name of Project: Development and Apply of Software Including Audio-Visual Materials  
Based on the Curriculum for Grades 6 to 10**

1. The **Ministry of Education, Culture, Science Technology & Social Development, Gandaki Province (MOECSTSDGP)** now invites Expression of Interest (EOI) from eligible consulting firms/companies/Organizations to be short listed service provider to provide consulting/Facilitating services to enhance the teaching learning environment with inclusion of online/offline audio-visual materials for the students of grades 6 to 10 of community school.
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Ministry of Education, Culture, Science Technology & Social Development, Gandaki Province, Nepal during office hours** on or before 2079-01-26 at 17:00 hours or visit [www.mosd.gandaki.gov.np](http://www.mosd.gandaki.gov.np)
3. Consultants may associate with other eligible consulting firms/company/organization to enhance their qualifications.
4. Expressions of interest shall be delivered manually to the address: **Ministry of Education, Culture, Science Technology & Social Development, Gandaki Province, Nepal** on or before 2079-01-27 at 12:00 hours.
5. 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.
6. EOI will be assessed based on **Qualification 40%, Experience 45%, and Capacity 15%** of consulting firm/company/organization and key personnel. Based on evaluation of EOI,
7. Minimum score to pass the EOI is 60%.

## 2. 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/company/organization, description of assignments (assigned project) of similar nature completed within the last 7 years including the brief information (like- their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment) of those assignment.*
3. This expression of interest is open to all eligible firms/ companies/ organizations.
4. The assignment (*The project task or the assigned task. In this case, development of a new software or modification of already developed software as per requirement of **Gandaki Province, Ministry of Education, Culture, Science Technology & Social Development***) schedule should be determined as per agreement of school with consulting firm.
5. Expression of Interest should contain following information:
6. A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
7. 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 3A, 3B 3C)*
  - *EOI Form: Capacity Details (Form 4A & 4B)*
  - *EOI Form: Qualification Details (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 Development and Apply of Software Including Audio-Visual Materials Based on the Curriculum for Grades 6 to 10. The Envelope should also clearly indicate the ***name and address of the Applicant.***
10. The completed EOI document must be submitted on or before the date and address mentioned in the "***Request for Expression of Interest***". If the last date of submission falls on public holiday the submission can be made on the next working day. EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

### 3. Objective of Consultancy Services or Brief TOR

#### कार्य विवरण तथा शर्तहरू

योजनाको नाम: कक्षा ६ देखि १० सम्मको पाठ्यक्रममा आधारित श्रव्य-दृश्य सामग्री सहितको सफ्टवेयर सेवाको विकास र प्रयोग

#### परामर्श सेवा प्रदायकको प्रमुख कार्य:

सेवा प्रदायकले कार्य प्रकृयाका शर्तहरू, सफ्टवेयर सेवाका न्यूनतम शर्तहरू तथा तथ्याङ्क सुरक्षाका शर्तहरूमा लेखिएका बुँदाहरूको दायरा भित्र रही शिक्षा, संस्कृती, विज्ञान प्रविधि तथा सामाजिक विकास मन्त्रालय, गण्डकी प्रदेशको नाममा अनलाइन तथा अफलाइन दुवै मोडमा सञ्चालन गर्न सकिने सफ्टवेयर (एप्लीकेशन) को विकास (वा पहिले नै विकास गरिएको भए प्रदेश सरकारको आवश्यकता अनुसार परिमार्जन) गरी गण्डकी प्रदेश भित्र मन्त्रालयले अनुदान प्रदान गरेका विद्यालयहरूमा सेवा सुचारू गर्ने ।

#### कार्य प्रारम्भ गर्ने समय:

विद्यालय र सुचिकृत मध्येवाट छनौट भएको परामर्शदातासँग हुने सम्झौता बमोजिम

#### कार्य सम्पन्न गर्नुपर्ने समय:

विद्यालय र सुचिकृत मध्येवाट छनौट भएको परामर्शदातासँग हुने सम्झौता बमोजिम

#### कामको विस्तृतिकरण (specification)

सेवा प्रदायकले गर्नुपर्ने कामको विस्तृतिकरण निम्नानुसारका शर्तहरूमा समावेस गरिएको छ ।

#### कार्य प्रक्रियाका शर्तहरू:

(क) निर्धारित पाठ्यक्रम अनुसार कक्षा ६ देखि १० सम्मका अनिवार्य विषयहरू गणित, विज्ञान, नेपाली, अंग्रेजी र सामाजिक विषयको प्रत्येक पाठ र सो पाठको सम्पूर्ण क्रियाकलापहरू समावेस गरी श्रव्य तथा श्रव्य-दृश्य दुवै प्रकारका सामग्री समावेस भएको सफ्टवेयर सेवा उपलब्ध गराउनु पर्नेछ भने सेवा खरिद गरिएको समय भित्र थपघट तथा परिमार्जन हुने पाठ्यवस्तुहरूको परिमाणका आधारमा न्यूनतम समय सीमा भित्र परिमार्जन गरी उपलब्ध गराउनु पर्नेछ ।

(ख) गणित र विज्ञान विषयको सामग्रीहरू नेपाली र अंग्रेजी दुवै भाषामा हुनुपर्नेछ भने सामाजिक विषयको सामग्री नेपाली भाषामा हुनुपर्नेछ ।

(ग) सफ्टवेयर सेवा प्रदायकले सफ्टवेयर उत्पादन तथा विकासका लागि लाग्ने प्रविधि, जनशक्ती, आवश्यक

यन्त्रहरू तथा विद्यालयमा सेवा सुचारू गर्नका लागि लाग्ने जनशक्तीको व्यवस्था सफ्टवेयर सेवा प्रदायक स्वयंले गर्नु पर्नेछ । विद्यालयहरूमा सफ्टवेयर सेवा सुचारू गर्नको लागि आवश्यक पर्ने स्थलगत सहयोगका लागि विद्यालयले तथा नीतिगत र प्रशासनिक सहयोगका लागि आवश्यकता अनुसार गण्डकी प्रदेश शिक्षा, संस्कृति, विज्ञान प्रविधि तथा सामाजिक विकास मन्त्रालय, शिक्षा विकास निर्देशनालय, सम्बन्धित पालिकाले सहकार्य गर्नेछ ।

- (घ) गण्डकी प्रदेशमा शिक्षक, विद्यार्थी तथा सरोकारवाला निकाय समेत गरी करिब दुईलाख प्रयोगकर्ता हुने हुनाले यदि सबै प्रयोगकर्ताले एकैसाथ अनलाईन सेवा लिने अवसर प्राप्त भएमा पनि सेवा प्रवाह हुन सक्ने गरी सफ्टवेयर सेवा प्रदायकले सर्भरको व्यवस्था गर्नु पर्नेछ ।
- (ङ) सफ्टवेयर सेवा प्रदायकद्वारा खटाइएका जनशक्तिहरू सेवा सञ्चालनका लागि विद्यालयमा जाँदा अनिवार्य रूपमा सेवा प्रदायक र व्यक्तिगत परिचय खुल्ने परिचय पत्रको प्रयोग गर्नु पर्नेछ ।
- (च) सफ्टवेयर सेवा प्रदायकले विद्यालयको नियमित पठनपाठन भइरहेको अवस्थामा सेवा सम्बन्धि काम गर्नुपर्ने भएमा शिक्षण सिकाई कार्यमा अवरोध नहुने गरी काम गर्ने व्यवस्था मिलाउनु पर्नेछ ।
- (छ) विकसित गरिएको सफ्टवेयरको सेवा शुल्क विद्यार्थीगत आधारमा नभई विद्यालयगत आधारमा प्रस्ताव गर्नु पर्नेछ ।
- (ज) सफ्टवेयर सेवा प्रदायकले आफ्नो सफ्टवेयरमा समावेश गर्ने शिक्षण सिकाईका सम्पूर्ण सामग्रीहरू राष्ट्रिय पाठ्यक्रम प्रारूप अनुसार विकास गरी पाठ्यक्रम विकास केन्द्रबाट स्वीकृती प्राप्त गरेको हुनुपर्नेछ ।
- (झ) सफ्टवेयर सेवामा समावेश गरिएका शिक्षण सिकाई सामग्रीहरू सम्बन्धित विषयका विषय विज्ञहरूद्वारा तयार पारिएको हुनुपर्नेछ ।

### सफ्टवेयर सेवाका न्यूनतम शर्तहरू

- (क) सफ्टवेयरको ICON, LOGO र पहिलो GUI गण्डकी प्रदेश, शिक्षा, संस्कृति, विज्ञान प्रविधि तथा सामाजिक विकास मन्त्रालयको नाममा हुनु पर्नेछ ।
- (ख) श्रव्य-दृश्य पाठ्यसामग्रीहरू वेब, एण्ड्रोइड तथा विन्डोजबाट अनलाईन र अफलाईन दुवै अवस्थामा प्राप्त गर्न मिल्ने गरी एप्लिकेसनमा राखिएको हुनुपर्नेछ ।
- (ग) श्रव्य सामग्री तथा श्रव्य-दृश्य सामग्रीहरू चाहेको समयमा सजिलोसंग हेर्न र सुन्न मिल्ने गरी पाठ्यवस्तुको सिलसिलेवार मिलाइएको हुनुपर्नेछ ।
- (घ) विद्यार्थीहरूले आफ्नो यन्त्रको भण्डारण क्षमताको आधारमा पाठ्यसामग्रीहरू डाउनलोड गर्न पाउने विकल्प सहित विभिन्न गुणस्तर (उत्तम, मध्यम, न्यून) मा उपलब्ध हुनु पर्नेछ ।

- (ड) सफ्टवयरबाट प्राप्त गरिने सेवा कम स्मरण (मेमोरी) क्षमता भएका उपकरणहरूमा पनि सञ्चालन गर्न सकिने हुनुपर्नेछ ।
- (च) सफ्टवयरमा हुने परिवर्तन तथा सिकाई सामग्रीको थपघटको सुचना सफ्टवयरमा तत्काल प्राप्त हुनुपर्ने र त्यसको अद्यावधिक गर्ने सजिलो विकल्पको व्यवस्था हुनुपर्नेछ ।
- (छ) अनलाईन मोडको उपयोग गर्दा विद्यार्थी हाजिरी, मूल्याङ्कन, परियोजना कार्य लगायतका कार्य लिने र दिने विकल्पहरूको व्यवस्था भएको हुनु पर्नेछ ।

### तथ्याङ्क सुरक्षाको शर्तहरू

- (क) सफ्टवयर प्रयोग गर्ने क्रममा सफ्टवयेरमा संकलन हुने विद्यार्थी, शिक्षक तथा अभिभावकहरूको विवरणको सुरक्षा सम्बन्धी सम्पूर्ण जिम्मेवारी सफ्टवयर सेवा प्रदायकको हुनेछ ।
- (ख) सफ्टवयेर प्रयोग गर्ने क्रममा सफ्टवयेरमा संकलन हुने विवरणको दुरुपयोग भएको खण्डमा नेपालको प्रचलित कानून बमोजिम सफ्टवयर सेवा प्रदायकलाई कारवाही हुनेछ ।
- (ग) गण्डकी प्रदेश, शिक्षा, संस्कृति, विज्ञान प्रविधि तथा सामाजिक मन्त्रालयको नाममा सम्झौता गरिएको सफ्टवयर सेवा वा त्यसको दुरुस्त प्रति सेवा अवधिभर अन्यत्र विक्रिवितरण वा लागु गर्न पाइनेछैन भने प्रदेश र मन्त्रालयको संकेत वा चिन्ह सहितको सामग्री प्रदेश सरकारको अनुमति विना कुनै पनि बखत कुनै पनि ठाउँमा प्रयोग गर्न पाइने छैन ।

### आशयपत्र दाताको योग्यता र अनुभव

सेवा प्रदायक फर्म/कम्पनी/संस्थाले तोकिएको कार्यक्षेत्रगत शर्त बमोजिमको कार्य गर्नको लागि कम्तिमा देहाय बमोजिमको योग्यता प्राप्त गरेको हुनुपर्नेछ ।

#### (क) प्रोजेक्ट म्यानेजर वा टिम लिडर (१ जना) को योग्यता र अनुभव

सूचना प्रविधि विज्ञान, कम्प्युटर इन्जिनियरिङ, सफ्टवयर इन्जिनियरिङ वा सो सरहको कुनै पनि एक प्राविधिक विषयमा कम्तिमा स्नातकोत्तर तह उत्तीर्ण गरी सम्बन्धित क्षेत्रमा कम्तिमा ५ वर्षको कार्य अनुभव भएको ।

#### (ख) डाटाबेस एक्सपर्ट प्रमुख र सफ्टवयर डेभलपर प्रमुख (१-१ जना) को योग्यता र अनुभव

डाटाबेस विभागमा काम गर्ने र सफ्टवयर विभागमा काम गर्ने टिममा टिम लिडरको योग्यता डाटाबेस इन्जिनियरिङ, सूचना प्रविधि विज्ञान, कम्प्युटर इन्जिनियरिङ, सफ्टवयर इन्जिनियरिङ वा सो सरहको कुनै पनि प्राविधिक कम्तिमा स्नातक तह उत्तीर्ण गरी सम्बन्धित क्षेत्रमा कम्तिमा ३ वर्षको कार्य अनुभव

भएको हुनु पर्नेछ ।

(ग) क्वालिटी एश्युरेन्स टेस्टर प्रमुख र भिडियो एडिटर प्रमुख (१-१ जना) को योग्यता र अनुभव

क्वालिटी एश्युरेन्स टेस्टर प्रमुखले सूचना प्रविधि विज्ञान, कम्प्युटर इन्जिनियरिङ, सफ्टवेयर इन्जिनियरिङ वा सो सरहको कुनै पनि प्राविधिक कम्तिमा स्नातक तह उत्तीर्ण गरी र भिडियो एडिटरले कुनै पनि विषयमा स्नातक वा सो सरह योग्यता प्राप्त गरी सम्बन्धित क्षेत्रमा कम्तीमा ३ वर्षको कार्यानुभव भएको हुनुपर्नेछ ।

(घ) विषय शिक्षकहरू (५ विषयमा प्रति विषय २ जनाको दरले १० जना) को योग्यता र अनुभव

सफ्टवेयर सेवामा समावेश गरिएका शिक्षण सिकाई सामग्रीहरू तयार गर्ने विषय विज्ञहरूको शैक्षिक योग्यता सम्बन्धित विषयमा न्यूनतम स्नातक तह वा सो सरहको योग्यता प्राप्त गरेको र शिक्षक सेवा आयोगबाट अध्यापन अनुमति पत्र प्राप्त गरी कम्तीमा तीन वर्षको शिक्षण अनुभव भएको हुनु पर्नेछ ।

(ङ) सफ्टवेयर सेवा प्रदायक फर्म/कम्पनी/संस्थाको योग्यता र अनुभव

सफ्टवेयर सेवा प्रदायकले यो र यस्तै सफ्टवेयर यस अघि लागु गरेको बजारको आधारमा योग्यता निर्धारण गरिनेछ साथै सफ्टवेयर सेवा प्रदायकले तयार पारेको पाठ्यसामग्री पाँच वटा सामुदायिक विद्यालयहरू समेत बिस वटा विद्यालयहरूमा वा कम्तिमा पनि पाँच वटा फरक-फरक स्थानीय तहका विद्यालयहरूमा सफलतापूर्वक प्रयोग भएको हुनु पर्नेछ । प्रदायकले यस्तै प्रकारको सेवा प्रदान गरेको कम्तीमा सात वर्षको अनुभव हुनुपर्नेछ ।

### भुक्तानी प्रक्रिया सम्बन्धमा

सफ्टवेयर प्रदायकले र विद्यालय बीच भएको सम्झौता बमोजिम हुने

### सम्झौता अवधि तथा नवीकरण सम्बन्धमा

सफ्टवेयर प्रदायकले र विद्यालय बीच भएको सम्झौता बमोजिम हुने

### मूल्याङ्कन विधि:

(क) संक्षिप्त सूचीको मूल्याङ्कन आधार:

आशयदाताको संक्षिप्त सूची प्रकाशन गर्ने प्रयोजनको लागि निम्नानुसार मूल्याङ्कनका मापकहरू प्रयोग गरिनेछ । उक्त मूल्याङ्कनमा ६० प्रतिशत वा सो भन्दा माथिको अङ्क प्राप्त गर्ने आशयदाताहरू मध्ये बाट योग्यताक्रमको आधारमा बढीमा ६ वटाको नाम संक्षिप्त सूचीमा सार्वजनिक गरिनेछ । उक्त सुचनाको जानकारी सबै आशयपत्रदातालाई गराईनेछ ।



मूल्याङ्कनका मापकहरू

योग्यता ४०%, अनुभव ४५% र क्षमता १५%

उल्लेखित मापकहरूलाई उप-विभाजन गरी अङ्कभार कायम गरिनेछ ।

#### 4. Evaluation of EOI Application of Consultant firm/company/organization

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

##### Eligibility & Completeness Test

S. N.	Criteria Title	Compliance
1	Notarized Copy/ Scanned Originals of Valid Registration of the firm/company/organization	
2	Notarized Copy/ Scanned Originals of VAT Registration Certificate	
3	Copy of Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission (F/Y 2076/077)	
4	Notarized copy/Scanned Originals of experts' testimonials (documents to prove minimum qualification and experiences)	
5	Year of standing minimum 7 years (at least one firm in case of JV)	
6	Power of Attorney	
7	JV agreement in case of Joint Venture	
8	In case of joint venture, the maximum number of partners must be limited to Three	
9	Adherence to code of ethics and anti-corruption policy	
10	EOI Form 1: Letter of Application	
11	EOI Form 2: Applicant's Information Form	
12	EOI Form 3: Experience (3A, 3B)	
13	EOI Form 4: Capacity (4A, 4B)	
14	EOI Form 5: Qualification of Key Experts	
15	In case of a firm/company/organization which is already declared blacklisted and ineligible by the GoN, and other new or existing firm/company/organization owned partially or fully by such Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	

#### 5. EOI Evaluation Criteria

##### Qualification

S. N	Evaluation Field	Evaluation Criteria		
1	Qualification of Technical Experts (15 marks) (5 people as per TOR)	3 <sup>rd</sup> Division or Equivalent Grade = 10 Marks	2 <sup>nd</sup> Division or Equivalent Grade = 12 Marks	1 <sup>st</sup> Division or Equivalent Grade = 15 Marks
		Less than 3 <sup>rd</sup> Division or equivalent grade will be marked as 0 (zero)		
2	Qualification of Teaching Experts (15 marks) (10 teachers as per TOR)	3 <sup>rd</sup> Division or Equivalent Grade = 10 Marks	2 <sup>nd</sup> Division or Equivalent Grade = 12 Marks	1 <sup>st</sup> Division or Equivalent Grade = 15 Marks

Less than 3 <sup>rd</sup> Division or equivalent grade will be marked as 0 (zero)				
3	Qualification of firm, company, or organization (on the basis of market owned by developing and implementing software) (10 marks)	Software service sold only for private sector within country = 6 Marks	It is sold for private as well govt. sector within country = 8 Marks	It is sold in national & International Market = 10 Marks
No software implemented in any sector (national or international) will be marked as 0 (zero)				

**Total score of Qualification: 40 Marks**

### Experience

S. N	Evaluation Field	Evaluation Criteria		
1	General Experience of consultant ( 5 marks)	7 to 8 yrs = 3 Marks	8 to 10 yrs = 4 Marks	More than 10 yrs = 5 Marks
2	Specific Experience of consultant within last 7 years. (10 marks)	1-5 software Developed = 8 Marks	5-10 Software Developed = 9 Marks	> 10 software Developed = 10 Marks
3	Geographical Experience of consultant (Implementation of software) (10 marks)	Implemented within 1-5 district = 6 Marks	Implemented within 5-10 districts = 8 Marks	Implemented within 10 or more districts = 10 Marks
4. a	Experience of Team Leader (1 person as TOR) – 4 marks	5 yrs to 7 yrs = 2 marks	7 yrs to 9 yrs = 3 marks	More than 9 yrs = 4 marks
4. b	Database Expert & Software Developer (2 persons as TOR) – 3 marks	3 yrs to 5 yrs = 1 marks	5 yrs to 7 yrs = 2 marks	More than 7 yrs = 3 marks
4. c	Quality Assurance Expert & Video Editor Expert (2 persons as TOR) – 3 marks	3 yrs to 5 yrs = 1 marks	5 yrs to 7 yrs = 2 marks	More than 7 yrs = 3 marks
4. d	Teaching Experts (10 Persons as TOR) – 10 marks	3 yrs to 5 yrs = 8 marks	5 yrs to 7 yrs = 9 marks	More than 7 yrs = 10 marks

**Total score of experience: 45 Marks**

### Capacity

S. N	Evaluation Field	Evaluation Criteria		
1	Financial Capacity (On the basis of average turnover) (परामर्शदाताको गत पाँच वर्ष मध्ये सबै भन्दा राम्रो तीन वर्षको औसत कारोवार रकम) (15 marks)	50 Lakhs to 1 crore = 10 Marks	1 Crore to 1.5 crores = 13 Marks	More than 1.5 crores = 15 Marks

**Total score of capacity: 15 Marks**

### Notes:

- The firm/company/organization should get 60% overall score to be shortlisted.
- Notarised copies/Scanned originals of company experience should be submitted by the Joint Venture/Firm.



- *CV of each key expert should be updated and duly signed by the expert.*
- *Notarised copies/Scanned originals of academic certificates, experience certificate of proposed key personnel should be submitted by the Joint Venture/Firm.*
- *Proposed professional key personnel shall not be repeated by the same firm/JV and another firm/JV. In case of repetition of professional personnel, the client shall ask via letter/email the person for written clarification within seven days to declare his/her association with the firm/JV to whom he/she shall want to associated. If the firm/JV have already submitted evidence of association or get authorization by the expert in written, zero score shall be awarded to the other firm/JV for this position.*
- *Maximum number of JV firm shall be 3*

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

## 6. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts



## 7. Letter of Application

### Form 1

(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,

- 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}**.
- Attached to this letter are photocopies of original documents defining:
  - the Applicant's legal status;
  - the principal place of business;
- **[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 you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
- **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
- All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]

- 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 Company/firm has not been declared ineligible.



- 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.
- 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):**

## 8. Applicant's Information Form

### Form 2

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

- ✓ Name of Firm/Company:
- ✓ Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
- ✓ Date of Registration / Commencement of Business (*Please specify*):
- ✓ Country of Registration:
- ✓ Registered Office/Place of Business:
- ✓ Telephone No; Fax No; E-Mail Address
- ✓ Name of Authorized Contact Person / Designation/ Address/Telephone:
- ✓ Name of Authorized Local Agent /Address/Telephone:
- ✓ Consultant's Organization:
  - ✓ Total number of staff:
  - ✓ 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.)

## 9. Experience

### FORM 3A & 3B

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

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

#### Form 3A

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
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>1</sup> :
Country:	Duration of assignment (months):
Location within country:	
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):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:

<sup>1</sup> Consultant should state value in the currency as mentioned in the contract

Completion date (month/year):	
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: \_\_\_\_\_





### 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.			

### 10. Capacity

#### FORM 4A & 4B

#### 4(A). Financial Capacity

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

#### Form 4A

Annual Turnover	
Year	Amount Currency


**Form 4B**

**4(B). Average Annual Turnover of Best of last 3 Fiscal Years**

No	Years	Turnover



11. Qualification of key Experts

**Form 5**

*(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 per necessity)