

# Expression of Interest (EOI)



**Title of Consulting Services: Conduct Detailed Assessment of the Educational and Physical Infrastructure of the Proposed Model School, and Prepare School-Specific Multi-Year Costed Master Plan**

## **Method of Consulting Service *[National Competitive Bidding(NCB)]***

**Project Name** : [School Sector Development Plan (SSDP)]

**EOI:** [CEHRD/SSDP/NCB/Consultancy/02/2075/076 (Package A)]

**Office Name** : Center for Education and Human Resource Development

**Office Address:** Sanothimi, Bhaktapur

**Issued on:** **January 15 , 2019**

Financing Agency: Government Budget

***Standard EOI Document***

**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

## **Contents**

<b>A. Request for Expression of Interest .....</b>	<b>4</b>
<b>B. Instructions for submission of Expression of Interest.....</b>	<b>5</b>
<b>C. Objective of Consultancy Services or Brief TOR.....</b>	<b>6</b>
<b>D. Evaluation of Consultant’s EOI Application.....</b>	<b>13</b>
<b>E. EOI Forms &amp; Formats .....</b>	<b>14</b>
1. Letter of Application .....	15
2. Applicant’s Information Form .....	17
3. Experience.....	18
4. Capacity .....	21
5. Key Experts (Include details of Key Experts only) .....	23

**Standard EOI Document**

**Request for Expression of Interest**

Government of Nepal  
Ministry of Education, Science and Technology  
Center for Education and Human Resource Development  
Sanothimi, Bhaktapur

Date of first publication: 2075/10/01  
**National Competitive Bidding (NCB)**

Name of Project: [CEHRD/SSDP/NCB/Consultancy/02/2075/076 (Package A)]

1. Government of Nepal (GoN) has allocated fund **toward the cost of SSDP** and intends to apply a portion of this **Grant** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The Center for Education and Human Resource Development now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Conduct Detailed Assessment of the Educational and Physical Infrastructure of the Proposed Model School, and Prepare School-Specific Multi-Year Costed Master Plan.**
3. Interested eligible consultants may obtain further information and EOI document at the address Center for Education and Human Resource Development, Sanothimi, Bhaktapur or visit e-GP system [www.bolpatra.gov.np/egg](http://www.bolpatra.gov.np/egg) or visit the client's website [www.doe.gov.np](http://www.doe.gov.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/egg](http://www.bolpatra.gov.np/egg) on or before **2075/10/16 at 12 PM**. The submitted EOI documents will be opened at 13:00 hours of the same day.
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 percent], Experience [60 percent], and Capacity [10 percent]** 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**.

## Standard EOI Document

### 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 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.<sup>1</sup>
5. The assignment has been scheduled for a period of **16 weeks**. Expected date of commencement of the assignment is **2075/11/15**.
6. A Consultant will be selected in accordance with the **QCBS** 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. 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.

---

<sup>1</sup> Delete if EOI is not called for person.

## **C. Objective of Consultancy Services or Brief TOR**

Terms of Reference

### **Background**

The Government of Nepal has developed School Sector Development Plan (SSDP) for the seven-year period starting from 2016 to 2023 (BS 2073–2080) in line with Nepal's vision to graduate from the status of a least developed country by the year 2022 and to reach at the status of the middle income country's level by 2030. SSDP prioritizes educational reform and developmental needs of the country in the current context. Thus, in broad terms, SSDP focuses on the reform and development of the education sector in line with the new constitutional mandate.

The SSDP was developed through an inclusive and participatory approach based on an analysis of the education sector and has put greater emphasis on improving the quality of education in order to consolidate the gains made in access and equity till now. Hence to achieve this objective of improving the quality of education under SSDP, Model school scheme has been envisaged to provide corresponding accessibility of education in community schools, introduce new innovative technology and modern techniques for better teaching-learning, improve the overall educational and physical environment of the school, and improve the overall management of the school in order to ensure that the school becomes the first choice of parents for providing good quality education.

### **Objective of the Assignment**

The overall objective of the assignment is to conduct a comprehensive assessment of Proposed Model school that comprises assessment of Educational, infrastructural and governance aspects in order to prepare a comprehensive multi-year costed Master plan that includes baseline of the existing status of Educational and physical aspects of the schools, and the detailed plan for introduction and implementation of the Educational, physical and governance related interventions as described in the Model School Guidelines 2074, including the Detailed Architectural Master plan and Engineering Design as required in the school after the assessment. For such purpose, the eligible firm is required to have the right balance of Education experts and engineers/architects.

### **Scope of the assignment**

To meet the objectives of the assignment, the following are the scopes of work.

- a. To visit the Selected School for identifying the status of the school and fill the survey form for assessment of School, which includes assessment of the educational and governance related aspects of the schools and assessment of the school's physical infrastructure as per the approved Model School Guidelines, 2017.
- b. To take the detail technical information of Model School from School Management Committee, Head Teacher (HT) and teachers, representatives from local units, Education Development and Co-Ordinate Unit.
- c. To collect necessary data, information and documents for assessment of Model School by using the assessment forms provided by the CEHRD.
- d. To identify the required infrastructures and facilities of school (which includes both educational and physical infrastructure) according to the criteria set out in the Model School Guidelines 2074.
- e. To identify the appropriate information regarding the existing infrastructure. To conduct destructive and non destructive test if required or the information collected from School Management Committee.
- f. To prepare architectural, Engineering design, Master plan, quantity, cost estimate, rate analysis, bidding documents, soil test of the designed infrastructure based on the prepared detail design drawing and district rates of the respective schools.

## **Standard EOI Document**

- g. To transfer the knowledge about the design drawing, Master plan, so on to the Education Development and Co-Ordinate Unit, Engineers, sub engineers of local government and school management committee/Local government as possible

Contract Id No.	Package No	Total allocated school in package	Remarks
SSDP/CEHRD/2075/076 SESAS-2 Package A	A	20	

### **Expected outcome**

The firm is expected to prepare a school specific multi-year costed Master plan .The Head teacher of the School will arrange for the consultation with the school management committee, teachers, local government representatives, and other stake holders ,include information on the following aspects in the format/template provided by the CEHRD:

### **Site Investigation Report**

This report shall be prepared and submitted after the site-investigation of the school. The report shall elaborate the findings from site investigation including but not limited to the followings:

- Brief description of the work.
- Geographic location of the site with index plan
- Topology of the site (description of the site with site plan)
- Climatic Data, location on seismic and wind map.
- Geological details (from secondary data review)
- Information regarding ground water.
- Visual observation of soil from test-pit or others if necessary and its classification
- Topographic map of the area with existing infrastructure.
- Intervention to existing structures
- Gap Analysis results
- Proposed facilities/structures in the school and their suitable location.
- Other items

### **Detailed Architectural and Structural Drawings with Design Report**

The consultant shall perform detailed design and prepare detailed drawing showing all necessary details required for accurate construction and shall follow the requirements of the Nepal National Building Code. It shall include at least the followings:

- a) Intervention Report for Existing Structure:
- Site assessment forms
  - Justification of the proposed intervention
  - Structural design report of the Intervention
  - Detailed architectural and structural drawings

## **Standard EOI Document**

- b) Design of Additional building structures
- Justification of the requirement (referring to gap-analysis)
  - Structural design report
  - Detailed architectural and structural drawings.
- c) Design of Additional other facilities (e.g. sports ground, etc.)
- Justification of the requirement (referring to gap-analysis)
  - Structural design report for civil works. (wherever applicable)
  - Detailed architectural and structural drawings for civil works.

### **Detailed Assessment of Educational and Governance related aspects of the schools with Report**

The School prepared the survey form for assessment of Model School, which includes assessment of the educational and governance related aspects of the schools detailed showing all necessary details required for accurate. The consultancy firm should provide technical advice to the as per required.

The consultant shall develop a structural model for the purpose of analysis of the structure, using any of the international standard finite element software. Real and accidental tensional effects should be considered for all structures. Structural system proposed by the consultant shall be able to resist effectively the gravity as well as lateral loading induced by both earthquake and wind. Consultant is free to choose any international building codes however; the minimum criteria of NBCs including NBC105 and shall strictly be incorporated.

The consultant shall perform detailed structural design and prepare working drawings showing all necessary details required for construction and shall follow the requirements for the ductile detailing. The detailing shall comply with the requirements of IS13920 or any other relevant ductile detailing code with special precautions to construction practices in Nepal. The consultant shall submit soft copy of analytical model and both hard copy and soft copy of structural design and detailing.

### **Specifications, Bill of Quantity & Cost Estimates**

The consultant shall prepare a specifications for all the designed works to be carried out, the bill of quantities for each items of work and their cost-estimates based on most recent approved district rates. Consultant shall submit these document in both soft and hard copy.

#### **Format of report**

The consultant is expected to prepare and submit the final report prepared in English. The draft final report should be submitted for comments. Comments should be obtained on the draft plan from the client for its finalization. The consultant is expected to submit three set of reports in the text and one digital copy in digital format.

**Inception Report:** The Consultant should submit two hard copies of Inception Educational and physical Report for each work. All the draft reports shall be submitted within 2 Weeks from the date of agreement.

#### **Draft Report**

The Draft Educational and physical report should contain topography map of schools with 0.5m



## **Standard EOI Document**

interval contour and location of existing Infrastructures in the School area with boundaries line. Geological report with site condition of the School area with verification of soil strata by digging of at least 3 trenches of 1.5 m depth within the school Premises. Photographs and Minutes as available. GAP analysis report. Complete site specific Master Plan and Architectural and Engineering Design with Structural analysis (As per NBC), Detailing, cost estimate, BOQ and report Preparation of individual schools with all components. Design of the entire task as per scope of the work will be carried out to meet the objectives of the TOR in available time with the desired quality of two hard copy report should be submitted to the school within 12 weeks from the date of agreement.

### **The Final Report**

This Educational and physical report should be submitted within 12 weeks from the date of agreement. All the comments provided in the draft report should be incorporated in the final report Three -3\_ hard copy and one-1\_ digital copy of the final report should be submitted in the stipulated time.

### **Facilities in the Model Schools**

In general, there are four facets for developing a school as a model school. A school has to be academically rich with modern pedagogy, school have adequate infrastructure, should be disaster resilient and environmentally sustainable and have good governance and management system.

Physical facilities shall be included in the design of the model schools as far as practicable:

- a. Boys Hostel (up to 100 students), As Per required
- b. Girls Hostel (up to 100 students), As Per required
- c. Administrative Block (For principals and teachers),
- d. Library (including e-library),
- e. Laboratory (Science, computer and arts),
- f. Health facilities and treatment room,
- g. Counseling room,
- h. Vocational room,
- i. Toilets with changing room and Wash Facility
- j. Canteen/kitchen,
- k. Auditorium hall,
- l. Classrooms with modern pedagogy,
- m. Drinking water,
- n. Compound and fences,
- o. Playground,
- p. Solar backup - If needed otherwise only backup.\_
- q. Garden.
- r. School museum room.

The consultancy should recognized by the discussion for school team how many buildings needed to be new constructed, which buildings to be retrofitted and costed it, how many buildings are major and minor maintenance required and its cost, Number and Cost of buildings, equipment and others facilities for upgrading ,and keeping on it .

School must try to use the existing infrastructure as much possible .

## **Standard EOI Document**

The consultancy should be used 4,6,8 rooms designed which is already approved by DUDBC as much as possible

The components should be designed as per the recommendations from the Gap analysis.

### **Design Considerations**

Generally, infrastructures and facilities depend on specific need and location of the school, certain minimum criteria shall be fulfilled. All schools, including model schools shall follow the minimum criteria set by documents "School Design Guidelines" developed by CEHRD on 2016. The structural design shall at least satisfy the requirements of "School Structural Design Criteria" developed by CEHRD on 2016 or relevant Nepal Building Codes. In addition to that, the following sections elaborate on the recommended specifications of each facility on the Model Schools. The spaces in a model have to be gender friendly and should cater differently able students.

If School decided to proposed Hostel . The design of hostel shall consider the following requirements.

- The number of accommodation of Hostel shall be determined based on the students and catchment geography (feeder schools, students renting on the vicinity, etc.).
- Girls and Boys hostel shall be separate,
- A study room shall be separate in Hostel.
- Room for Warden/care-taker shall be provided,
- One store room (Clothes/Blankets) is recommended,
- Kitchen and Dining facility,
- First-aid, sewing, and other accessories,
- Proper waste supply and sanitary system, and
- Toilets, Bathrooms and laundry shall be available.

The design of other facilities shall be justified on the basis of number of students, space available, terrain, geographical requirements and other related parameters of the school.

### **1.1 Methodology of the study**

The consultant team as described in 1.1.2 shall carry out the following works in two phases for completing the above task.

#### **1.2.1 First Phase: Detail Assessment of Educational and physical infrastructure of the proposed selected school .**

The consultant team will collect the primary and secondary information regarding Educational and technical details of the existing school buildings and educational sector . The consultant team will visit every school for taking necessary data for detail educational assessment and Physical infrastructure design. The detail educational and physical assessment report will be prepared based on the detail assessment of school.

The consultant team will find the necessary and appropriate technique for the above assessed Educational and physical infrastructure and then purpose the appropriate technique for the detail Educational plan and design of the school buildings based on government guideline.

#### **1.2.2 Second Phase: Detail Retrofitting design of building:**

After completing the first phase detail assessment and preliminary educational and physical infrastructure design, the second phase detail Education plan and detail design work for infrastructure will be carried out of the buildings which are technically and financially feasible for Model school.

## **Standard EOI Document**

The consultant team can use appropriate design software like SAP2000 nonlinear, STAAD , AutoCAD etc. for modeling and design purpose. Based on the design, the consultant will prepare prepared detail drawings. After detail design drawings and the detail quantity and cost estimate will be prepared based on the district approved rate and CEHRD norms for the school buildings.

### **1.3 Study Team Composition:**

The study team comprising of the following key experts and staffs. The team will work for a period of 16 weeks for each package. The consultant team comprises of the expertise in the following areas.

### **Package -A**

#### **Phase First: Detail Assessment of Education and physical infrasturcture of proposed Model school.**

SN	Experts/staffs Position	Number of persons	Input in month
1	Team Leader	One	1.50
2	Structural Engineer	Three	1.50
3	Civil Engineer	four	1.50
4	Electrical Engineer	One	1.00
5	Sanitary Engineer	One	1.00
6	Environmental speacialist /Engineer	One	1.00
7	Architects	Two	1.50
8	Educationalists	Two	1.50
9	Sociologists	One	1.00
10	Geologists	One	1.50
11	Civil Sub-engineer/ Quantity Surveyor	Five	1.50
12	Lab Technician	Two	1.50

#### **Second Phase: Prepare Educational plan and Detail design, quantity and cost estimation of physical infrasturcture of proposed Model school.**

SN	Experts/staffs Position	Number of person	Input in month
1	Team Leader	One	2.50
2	Structural Engineer	Three	2.50
3	Civil Engineer	Four	2.50
4	Electrical Engineer	One	1.50
5	Sanitary Engineer	One	1.50
6	Environmental speacialist /Engineer	One	1.50
7	Architects	Two	2.50
8	Educationalists	Two	2.50
9	Sociologists	One	1.50
10	Geologists	One	1.50
11	Civil Sub-engineer/ Quantity Surveyor	Five	2.50
12	Lab Technician	Two	2.50

## **Standard EOI Document**

### **1.3.1 Qualifications of Key Experts:**

The minimum required qualifications of the key experts shall be as follows.

**Team Leader:** The Team Leader must have at least Master's Degree in Structural Engineering or Architectural Engineering and minimum 7 years experience in relevant field especially in building design and construction works. The team leader has an overall responsibility of the task.

**Structural Engineer:** The Structural Engineer must have at least Master's Degree in Structural Engineering and minimum 5 years experience in relevant field especially in Civil Engineering structural design and retrofitting works.

**Civil Engineer :**The Civil Engineer must have at least Bachelor's Degree in Civil Engineering with minimum 5 years of experience in relevant field.

**Electrical Engineer :**The Electrical Engineer must have at least Bachelor's Degree in Electrical Engineering with minimum 5 years of experience in relevant field.

**Sanitary Engineer:**The Sanitary Engineer must have at least Bachelor's Degree in Civil /Environmental Engineering with minimum 5 years of experience in relevant field.

**Environmental specialist /Engineer:**The Environmental specialist /Engineer must have at least Bachelor's Degree in Environment science **or** Bachelor's Degree in civil/ Environmental Engineering and minimum 5 years of experience in relevant field.

**Architects:**The Architect must have at least Bachelor's Degree in Architectural Engineering with minimum 5 years of experience in relevant field.

**Educationalists:**The Educationalists must have at least Master's Degree in Education or relevant subject with minimum 5 years of experience in relevant field.

**Sociologists:**The Sociologists must have at least Master's Degree in Sociology with minimum 5 years of experience in relevant field.

**Geologists:**The Geologists must have at least Bachelor's Degree in geology Engineering with minimum 5 years of experience in relevant field.

### **1.4 Work/Activity Schedule:**

The total Estimated time to complete the entire job is 16 weeks for each package.

**Standard EOI Document**

**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>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration <i>(for National consulting firm only)</i>	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission <b>[074/075 Fiscal year]</b> <i>(for National consulting firm only)</i>	
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>ii) EOI Evaluation Criteria</b>	<b>Insert Minimum Requirement if Applicable</b>	<b>Score [Out of 100%]</b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i>	15	<b>[Client should insert in between: [30 % to 50 %]</b>
<i>Experience of Key Experts</i>	15	
<b>B. Experience</b>		
<i>General of consulting firm</i>	25	<b>[Client should insert in between: [40 % to 60 %]</b>
<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	
<i>Similar Geographical experience of consulting firm</i>	0	
<b>C. Capacity</b>		
<i>Financial Capacity<sup>2</sup></i>	5 -average turn over 15.0 Million —	<b>[Client should insert in between: [10 % to 20 %]</b>
<i>Infrastructure/equipment related to the proposed assignment<sup>3</sup></i>	5 -Total station, shear strength testing equipment, ferro scanner, 4 wheel vehicles, Design software)	

<sup>2</sup> Average turnover required shall not exceed 150% of cost estimate

<sup>3</sup> This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

**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: Director General

Full Address of Client: **Center for Education and Human Resource Development, Bhaktapur**

Telephone No.: 01-6633027

Fax No.: 01-6631972

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 **Center for Education and Human Resource Development, Bhaktapur** as Consultant for **Conduct Detailed Assessment of the Educational and Physical Infrastructure of the Proposed Model School, and Prepare School-Specific Multi-Year Coasted Master Plan.**
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **Center for Education and Human Resource Development, Bhaktapur** 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. **Center for Education and Human Resource Development, Bhaktapur** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>4</sup>
5. All further communication concerning this Application should be addressed to the following person,  
*[Person]*  
*[Company]*  
*[Address]*  
*[Phone, Fax, Email]*

---

<sup>4</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

**Standard EOI Document**

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 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):**



**Standard EOI Document**

**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.)*

**Standard EOI Document**

**3. Experience**

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

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

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

**Standard EOI Document**

**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) <sup>5</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):
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>5</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**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)*

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

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

--

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

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>6</sup>**

<b>No</b>	<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>6</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**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>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)