

Bid document

For

**Preparation of GPS and GIS Based Digital
E-Profile**

Method of Consulting Service: National

**Project Name : Preparation of GPS & GIS Based Digital E-Profile of
Patan Municipality**

sealed bid quotation No. : NCB/PMO/03/2076/077

Office Name: Patan Municipality, Patan

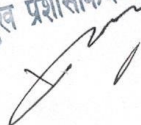
Office Address: Patan , Baitadi

Contact no : 095400057

Funding agency : Internal Resources



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Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
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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प्रकाश प्रसाद

Request for Sealed Bid Quotation

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Patan Municipality
Office of Municipal Executive
Patan, Baitadi

Invitation for **Bid /Sealed Quotation**

Bid No. : NCB/PMO/03/2076/077

Date of publication: 2076/11/05



1. Patan municipality has own resources and has allocated funds towards the cost of *Preparation of GPS & GIS based Digital E-Profile of Patan Municipality* and intends to apply the funds to cover eligible payments under the Contract and is open to all eligible Nepalese Bidders.
2. **Patan municipality** invites sealed bids from eligible bidders for the *Preparation of GPS & GIS based Digital E-Profile of Patan Municipality*.

Seald bid quotation No.:	Description of work	Cost of Bidding Document Nrs.	Bid Bond Amount Nrs.	Last Date and Time of Bid Purchase	Last Date and Time of Bid Submission	Bid Opening Date and Time	Estimate Amount (With VAT)
NCB/PMO/03/2076/077	preparation of GPS and GIS based digital E-profile of Patan Municipality	1000/- (non refundable)	33,000/-	2076/11/19 Office Hour	2076/11/20, 12 hour	2076/11/20 14 hour	Nrs.11,00,000

1. Eligible Bidders may obtain further information and inspect the Bidding Documents at office of **Patan Municipality, Procurement Unit, Patan , Baitadi** at office hour.
2. Bidding documents can be purchased at the address given below within **Specified date and time** mentioned above at office hours by interested eligible Bidders on the submission of a written application, along with the copy of company/firm registration certificate, local body business registration certificate (Renewed F/Y075/076, Tax registration Certificate(PAN/VAT), Tax clearance up to FY 075/076 and upon payment of a non-refundable fee as per mentioned above.
3. Bid Document fee shall be deposited in ADBL Bank, Patan Municipality Revenue Acc. No.:0823901302454021
4. Sealed Bids must be submitted to the office **Patan municipality, Procurement Unit, Patan , Baitadi** on or before **Specified date and time mentioned above**. Bids received after this deadline will be rejected.
5. Bids will be opened in the presence of Bidders' representatives who choose to attend at **Specified date and time mentioned above** at the office of Patan Municipality. Bids must be valid for a period of **90 days** after bid opening and must be accompanied by a bid security amount shall be valid for (minimum 120 Days) 30 days beyond the validity period of the bid .
6. The bid security may either be in the form of a bid security issued by authorized A Class commercial bank or cash deposited in ADBL Bank, Patan Municipality Revenue Acc. No.:0823901302454021
7. Bid Security document shall be compulsory submitted according to the format provided in the bid document, otherwise the bid shall be excluded from the bid evaluation process.
8. If the last date of purchasing, submission and opening falls on a government holiday, it shall be extended to the next working day. Document received after this deadline will be rejected.
9. The Bid are open through Procurement committee of Patan Municipality under CAO.
10. EOI will be assessed based on **Qualification 30.0% , Experience 50.0%, and Capacity 20.0%** on the basis of TOR approved by Procurement committee of Patan Municipality under CAO. of consulting firm and key personnel. Based on evaluation of EOI, only passed firms will be valid for evaluating financial proposal through a request for proposal
11. . The sealed quotation will be opened firstly technical proposal, only passed firms who get at least 70 % marks will be eligible for financial proposal otherwise not qualified for financial proposal.
12. Minimum score to pass the technical proposal **70**.
13. The Employer reserves the right to accept or reject, wholly or partly any or all the bids without assigning reason, whatsoever.

Mahesh Prasad Bhatta (IT Officer)

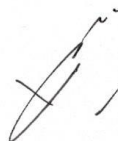
Kamal Singh Mahara (Chief Administrative Officer)

(Signature)



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Objective of Consultancy Services or Brief TOR



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Term of Reference

GPS & GIS based Digital E-Profile of Patan Municipality

1. Background

Information System is one of the basic component of development. It provides information of possibilities, opportunity as well as problem of specific area. So, it is very much important for making future development plan. Local Government Operation Act 2074, stated that each local level should identify the resources, analyses the opportunity and Problems of the municipality and set up the future vision of the municipality.

Reliable information about Demography, Land use, Physical infrastructure, Social, Environmental and Economic condition of the municipality helps to prepare different types of plan and policy. For prioritization of project database is the one of the major required documents.

This digital database includes Municipality present land use, Demography, Physical Infrastructure, Institution development, Social and Economic condition, available natural and human resources etc. Information is the key for making long term plan of municipality.

In the context stated above, Government of Nepal, Patan Municipality has initiate for the preparation of Digital Profile So, Patan Municipality, Office of Municipal Executive invites proposals from the experienced eligible national consultants/firms who are qualified as per ToR for the preparation of Digital Profile.

Patan Municipality has allocated fund toward the cost of Preparation of GPS based online data portal of Municipality and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consultants. Interested eligible consultants may obtain further information at the address Patan Municipality, Baitadi, Nepal.

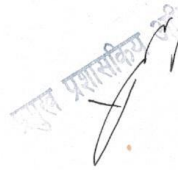
The Online GPS based Data Portal involves the development of digital questionnaires mobile application centered around the questionnaire areas prescribed by the Department of National Statistics of Nepal used for data collection of various aspects of family information in the municipality, and online Java based application development based on the data collected. This data portal should be comprised of various statistical information that depicts various statistical intelligent information. This would help municipality to develop its upcoming plans and conduct various municipal programs and activities based on analytics.

Interested consulting firms are requested to submit two separate proposals: Technical Proposal and Financial Proposal in a sealed envelope.

2. Study area

Patan Municipality situated in Baitadi district in Sudurpaschhim Province . The total area of the municipality is 219.26 Sq.km. Patan Municipality was declared on 2071/08/16 merging many VDCs,. Patan municipality has been divided into 10 wards for the efficient administration. Patan Municipality is surrounded by Sigas rural municipality in the east, Dashrathchand Municipality and Melauli in the West, Surnaya and Dogada Rural Municipality in the North and Dadeldhura District in the south.

The total population of the municipality as per the census 2068 B.S. is 30,435 and the population growth rate of 4.44 %.



3. Objectives of the Study

The main objective of this assignment is to digitalize the detailed socio-economic data of every single household as well as institution within this municipality so as to facilitate the municipality in decision making, planning and policy development and service delivery. At the end of the assignment, municipality expects the consultant/s to deliver a fully developed information system to be used by the municipality office and ward offices with data of households, institutions integrated with the GIS maps.

Patan Municipality intends to keep digital records of all households and institutions so as to make the communication with the residents easier and deliver better services in the future to its residents. On the basis of the output, municipality intends to develop a system later to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax bracket system..

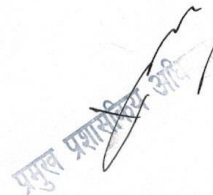
4. Scope of the work

Conduct socio-economic census of individual households and institutions:

- Use mobile based questionnaire and GPS to collect data from every household and institutions including its photographs and spatial information.
- Provide a unique household ID for each house in the municipality and integrate the ID with the questionnaire.
- The data to be collected(minimum) will be outlined in the Request for Proposal.
- The questionnaire and the working procedure should be as per the Rural /Urban Profile preparation Procedure, 2075.
- Document and will be further discussed with the appointed consultant.
- Preparation of thematic resource map from the GIS System of municipality.
- Generate thematic information by conducting spatial analysis.
- Facilitate the municipality by identifying all the natural and man-made resources within the municipality for planning and policy development.
- The web-based GIS map must include but not be limited to climatic information, land use, Agriculture, livestock, heritage sites, Local festivals, Jatra, touristic area, hydrology, greenery (parks / community forests), open spaces, cultural and religious places, connectivity (roads / streets), infrastructures, facilities for public, private / public institutions and demographics, development possibility on agriculture, tourism and industries.
- Preparation of ward wise Map with various information (to be printed in flex) for every ward office.
- Preparation of location map to be put on major roads junction showing direction and other useful information.

Prepare large scale GIS based Digital base map:

- Large scale digital base maps scaled for office uses to be prepared and delivered to the municipality.



- Very High Scale satellite image to be used and provided to the Municipality Office of the whole municipality.
- Details of, but not limited to buildings, private, institutions, religious places, Governmental, semi-governmental and non-governmental organizations, street or road networks, public service delivery offices, water bodies along with details of terrain and topography.
- All acquired digital data field survey will be entered into the Municipal GIS to be integrated with the Municipal Information System.
- Multiple levels of validation and quality analysis to be carried out before finalization.

Acquire cadastral land parcel digital data:

- Acquire cadastral land parcel digital data from the Department of Land Information and Archive with assistance from municipality & integrated with the system.
- On field validation of data will be done to ensure validity and accuracy.

5. Responsibilities of Consulting Firm

The consulting firm should develop complete online data portal of municipality starting from the development of digital questionnaires, household's data collection of complete municipality, and develop complete online data portal based on data.

The data collection phase must be supported by Android/IOS based mobile platform which must be capable of capturing real time data including GPS location of households and timestamp along with various other associated information.

Data collection solution should minimally hold below information; other additional information is added advantage.

- 1) Individual general information including name address, date of birth.
- 2) Educational Information
- 3) Occupational Information
- 4) Financial Information
- 5) Natural disaster based Information
- 6) Land based Information
- 7) Health based information
- 8) Individual's annual income based information
- 9) Agriculture based information
- 10) Livestock based information
- 11) Specific training and Skill based information
- 12) Smoking and alcoholic abused based information
- 13) Transportation facilities based information
- 14) Specific disease based information
- 15) Sanitation based information
- 16) Drinking Water supply based information
- 17) Total population information (male , female , children , student , disable , classified people)
- 18) People's lifestyle based information such as internet, television, radio usage etc.

The technology implementation should be comprised of following details:

- The online portal should be developed on server based cloud technology using any programming language where data could be automatically ingested into the system and based on which analytical reports should be generated automatically by the system.



- It should be capable of individual login based on a variety of administrative authorities such as: municipality based data access authority or ward based data access authority.
- The municipal portal should be capable of generating PDF based books automatically with various analytical reports based on access levels of municipality or ward.

Design and Development of user-friendly application to integrate information system with GIS Data and all Maps.

- A fully matured and bug free web-based system to be handed over to the Municipality Office with complete source code and database.
- All the maps (resource and Digital Base Map) of high resolutions must be integrated in the information system.
- One click complete access must be granted for both the maps and data from the same system.
- If the users want to search locations, institutions or unique house number than it shows the short route along with the direction from the same system.
- Reports having both the maps and data need to be granted from the system after integration.
- User friendly interface with high security and speed must be delivered.
- Development of mobile (android) as well as web-based application for data retrieval and observation. It should be designed in such a way that data can be updated.
- Hosting and Maintenance for the first year must be included in the quotation.
- The system must be able to handle 3 levels of User Accounts/user groups for simultaneous use and with different privileges and hierarchy.

1. Administrative/ IT Department of Municipality

The Municipality Information System will be used by Administrative/It Department of Municipality with full privileges and features. It will have complete rights to view, edit and update the Municipal information database.

2. Ward executives

The Municipality Information System will also be used by Ward offices with limited privileges and features. It will have rights to view and update individual ward information. It will have right to update/edit limited and dedicated municipal database.

3. Peoples

Individual people can read all the reports and queries generated by the application and incase of his own information one can entirely view details, but only have a liberty to comment on his own information.

Capacitate and institutionalize the municipality office:

- Provide a detailed User Manual for the Municipality Office of the Information System integrated with MIS including GIS data and maps.
- Conduct presentation and orientation with all the stakeholders of the municipality and ward offices making them familiar with the system and its utilization.
- Conduct several training sessions as per the requirement so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed.

Facilitate the municipality with extensive reporting of households, institutions, landmarks and geo spatial information:

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- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, landmarks and all other digitalized data.
- Dynamic info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.

A fully scalable information system that can be used for each household to register and update information on their own at later stage:

- The Municipality Information System must be scalable so that in future all residents can login to the system to view their details and update or request for update accordingly.
- The system must be able to take 60,000 or more user accounts.

6. Study methodology

The study method constitutes the following phases.

- Preliminary overall preparation and planning for field mobilization and questionnaire finalization.
- Organization of Municipal level orientation meeting and field level meeting.
- Preparation of Compatible mobile application for household/ Institutional data collection and training for enumerator as well as municipal coordinators.
- Preparation of Maps for Field Visit/appraisal and field work.
- Collection of Primary data using Tab/GPS in each household within the municipality.
- Design and Development of application for different hierarchy of users.
- Presentation and collection of feedback from the concerned agencies.

7. Roles & Responsibilities

Role of the Consultant

- ☐ Consultant shall be responsible to supply technical personnel and complete consulting work as stipulated in ToR. and work under the team leader. Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader. The fieldwork among other things includes data gathering, ward and municipal level meetings as per requirement.
- ☐ Consultant shall be responsible for making available of logistics including computers, printer, scanner photocopier, and vehicle as stipulated in ToR for use in the field.
- ☐ Consultant shall be responsible for undertaking necessary training programs to municipal as well as departmental technical personnel on data collection, management and other relevant computer skills that are required in connection to profile preparation.

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- iv. Keep appropriately the records and minutes of the meetings/ workshops.
- v. Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation.
- vi. Undertake the task of preparing digital profile in complete as described in this TOR, under the supervision of the team leader.
- vii. The consultant shall accomplish the work in close contact and guidance with the Office of Municipal Executive.
- viii. Consultant shall be responsible for Annual Maintenance (AMC) for the first year.

Role of the Municipality

- i. Municipality shall depute its senior official preferably from the Technical section to coordinate internally and externally in the entire process till the completion of preparation profile. Municipality shall also depute the full-time technical officer/ personnel to be associated with the study team.
- ii. Municipality shall help the team to provide and gather data. It may also raise specific issues and provide suggestions separately to the team.
- iii. Municipality should have its own server to handle its data after completion of hosting period of the consultant
- iv. Municipality shall make the payment of contract amount to the consultant.

8. Expected outputs

The consultant shall prepare a complete profile comprising of relevant data and information

Demographic like population chart, migration trend, growth trend etc.

Socio economic like health and educational, gender, income, and occupation.

Physical and Social Infrastructures like road, electricity, telecommunication, water supply drainage and sewerage etc.

Existing Land use pattern/classification Agriculture, Forest, road, residential areas, urban areas, commercial, institutional, open spaces. Play grounds, rivers, lake, pond, religious centers/areas.

Environmental status like sanitation, solid waste, pollutions.

Maps as per necessary

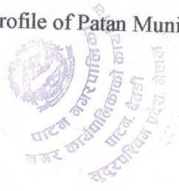
Analysis of collected data should be presented in charts, diagram and graphs as per requirements.

Development of user-friendly application for different hierarchy of users.

An up to-date profile shall be prepared comprising of base-line information of the existing physical, social, environment financial and organizational state of the municipality. Apart from the key statistics, such base line information shall also include textual descriptions, maps, and key problems prevailing in the wards and the municipality.

9. Composition of Study Team

Proposed personnel for the Preparation of the Digital Profile of Patan Municipality.



SN	Description	Quantity	Person Month	Remarks
	Key Expert			
K-1	Team Leader	1	4.0	Master degree in Computer Application/ Sociology /Urban Planning/GIS with minimum 7 years of work experiences in related field.
K-2	System Designer	1	3.0	Master degree in Computer Application with minimum 7 years of work experiences in related field.
K-3	Urban Planner	1	3.0	Master degree in Urban Planning with minimum 5 years of work experiences in related field.
K-4	GIS Expert	1	3.0	Master's Degree in Geo-information/ RS/ GIS with minimum 5 years of work experience in related field.
K-5	Web-Application Developer	1	3.0	Master degree in Information Technology with minimum 7 years of work experiences in related field.
K-6	Sociologist	1	1.5	Master degree in sociology/ Anthropology with minimum 5 years of work experience in related field.
K-7	Economist	1	0.75	Master degree in Management/Economic with minimum 5 years of work experience in related field.
K-8	Quality Assurance Engineer	1	2	Master degree in Technology with minimum 3 years of work experiences in related field.
K-9	Statistician	1	2.0	Master degree in Statics/Mathematics with minimum 5 years of work experience in related field.
K-10	Database Designer	1	3.0	Bachelor degree in Computer Engineering with minimum 7 years of work experiences in related field.
K-11	Android App Developer	1	2.0	Bachelor degree in any field with minimum 5 years of work experiences in related field.
K-12	Mobile App IOS Developer	1	2.0	Bachelor degree in Computer Engineering with minimum 4 years of work experiences in related field.
K-13	Civil Engineer	2	2.0	Bachelor in Civil Engineering with minimum 3 years of work experience in related field.
K-14	Field Co-Ordinator	1	2.5	Bachelor in Sociology/Economist/Civil Engineering with minimum 3 years of work experience in related field

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K-15	Field Supervisor	10	2.0	Bachelor in Sociology/Economist/Civil Engineering with minimum 1 years of work experience in related field
	Supporting Staff			
S-1	Computer Operator	5	2.5	Intermediate/10+2 in any subject with minimum 2 years of work experience in related field.
S-2	Field Enumerators	30	2.0	Intermediate/10+2 in any subject with experience in related field.
S-3	GIS/Cad Operator	5	2.0	Intermediate/10+2 in any subject with GIS/Cad experience in related field.

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10. Work Schedule

S. N	Activities	Weeks															
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th	16 th
1	Preliminary overall preparation and planning (questionnaire finalization and central level meetings)																
2	Preparation of mobile application and training for enumerator as well as municipal coordinators																
3	Data Collection from Household and relevant institutions																
4	Data Processing and analysis																
5	Development of Application/Software																

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11. Report submission Format and Schedule

Consultant shall submit the report in following format and time schedule.

S.N.	Report	Time period	Content	Format & Number of copies of report
1	Inception Report	within 2 weeks of Agreement Date	<ul style="list-style-type: none"> • Thoroughly understanding of ToR. • Crystallize the Detail Methodology. • Study Team Interacts with expert and concerned stake holders. • Sample Questionnaire and Check list. 	3 hard copies
2	Field Report	At the end of 2.0 month from the date of the agreement	<ul style="list-style-type: none"> • Collection of Primary and Secondary Data in Hard copy. • Analyze the data of various sector. 	3 hard copies
3	Draft Report	At the end of 3.0 month from the date of the agreement	<ul style="list-style-type: none"> • Draft Digital Profile of the municipality • Software Application 	3 hard copies
4	Final Report	At the end of fourth month	<ul style="list-style-type: none"> • Final Digital Profile incorporating the comments on draft report. • Software Application 	5 hard copies and a soft copy

12. Payment Schedule

Consulting fee shall be released based on the deliverable. Installment of payment shall be as follows.

S. No	No. of installments	Time Period (from the date of the agreement)	Payment in % of agreement amount
1	Inception Report	2 weeks	20
2	Field Report	2.0 month	30
3	Draft Report	3.0 month	30
4	Final Report	4.0 month	20

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Evaluation of Consultant's Sealed Bid Application

Technical Proposal

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Evaluation of Consultant's Application

Consultant's sealed 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	Copy of Registration of the company/firm	
2	Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission[F/Y 2075/076]	
3	VAT/PAN Registration	
4	Form 1: Letter of Application	
5	Form 2: Applicant's Information Form	
6	Form 3: Experience (3(A) and 3(B))	
7	Form 4: Capacity	
8	Form 5: Qualification of Key Experts	

ii) Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As per TOR
2	Experience of Key Experts	As per TOR

Score: 30.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Projects including mapping and profile preparation, database administration & security implementation having consulting value more than 1 Million (exc. VAT).
2	Specific experience of consulting firm within last 5 years. In case of person, specific experience of the person within last 3 years.	Preparation of rural/ municipal profile, development plan, GIS related projects, Addressing System, MIS, web application development, mobile application development, infographic report development completed within last 7 years.
3	Similar Geographical experience of consulting firm	Projects relevant to similar geographical region.

Score: 50.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity. [Average turnover required shall not exceed 150% of cost estimate]	The Average Annual Turnover of best 3 years within last 5 years shall be 15 million.
2	Infrastructure/equipment related to the proposed assignment. [This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	Vehicle (4 wheels and 2 wheels), office space, GIS, GPS, DGPS, photocopy, printer, computer/laptop

Score: 20.0

Minimum score to pass the technical proposal is: 70

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E. Forms & Formats

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E. 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


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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 three 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:	

Firm's Name: _____

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

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[Official stamp and signature of the organization]

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.		

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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						







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