Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services
(For National Consulting Services)

Issued By:
Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL)
Babarmahal, Kathmandu, Nepal

October 2017

Expression of Interest (EOI)

Procurement of Consulting Services
For
Design, Development, Implementation and Support of Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL) Enterprise Resource Planning (ERP) Solution

Project Name   : Enterprise Resource Planning (ERP) Solution of HIDCL
EOI   : *2074/75-01*
Office Name   : Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL)
Office Address   : Babarmahal, Kathmandu, Nepal
Tel   : +977-1-4257024/25
Email   : info@hidcl.org.np
Issued on   : 2074-06-23

Abbreviations

ERP	-	Enterprise Resource Planning
HIDCL	-	Hydro Electricity and Development Company Limited
PMIS	-	Project Management Information System
EOI	-	Expression of Interest
FMIS	-	Financial Management Information System
CMIS	-	Contract Management Information System
PCMIS	-	Procurement Management Information System
HRMIS	-	Human Resource Management Information System
QCBS	-	Quality and Cost Based System
GEA	-	Government Enterprise Architecture
GIF	-	Government Interoperability Framework
DRS	-	Disaster Recovery System
WAN	-	Wide Area Network
PAN	-	Permanent Account Number
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Contents

A. Request for Expression of Interest

Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL)
Date: 2074/06/23
Name of Project: **Enterprise Resource Planning (ERP) Solution of HIDCL**

1. Hydro Electricity and Development Company limited (HIDCL) officially registered as Jalvidhyut Lagani Tatha Bikas Company Limited invites Expression of Interest (EOI) from eligible national consulting firms ("consultant") to provide the following consulting services:

   - Development of web enabled integrated Enterprise Resource Planning (ERP) solution for supporting HIDCL regular operations which include Project Management Information System (PMIS), Financial Management Information System (FMIS), Contract Management Information System (CMIS), Procurement Management Information System (PCMIS) and Admin and Human Resource Management Information System (HRMIS).

   - Establish and maintain a robust Online, Real-time, Web Based, Database Monitoring System (ORDBMS) that enables to get real time data and statistics available for timely decision, policy making, monitoring and project implementation for the HIDCL related activities and service delivery.

   - The ERP solution should integrate all independent software modules that are supporting operation of HIDCL.

2. Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL) has allocated the fund to install **Enterprise Resource Planning (ERP) Solution** and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service.**

3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL), Babarmahal, Kathmandu, Nepal during office hours on or before 2074/07/06 time 5:00 pm or visit the client's website *www.hidcl.org.np*

4. Consultants may associate with other consultants to enhance their qualifications.

5. Expressions of interest shall be delivered *manually to the address Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL), Babarmahal, Kathmandu, Nepal* before 2074/07/06 4:00 pm**.**

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%, Experience 60% and Capacity 10%* 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. The firm securing at least 60% in evaluation will be shortlisted and best 3-6 firms will be selected for RFP.

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.

2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).

3. This expression of interest is open to all eligible **consulting firm/company.**

4. The assignment has been scheduled for a period of 15 days date 2074/07/06 5 pm. Expected date of commencement of the assignment is 15 days after the deadline.

5. A Consultant will be selected in accordance with the **QCBS** procurement method.

6. 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).*

7. 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.

8. 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 **Enterprise Resource Planning (ERP) Solution.** The Envelope should also clearly indicate the **name and address of the Applicant**.

9. The completed EOI document must be submitted on or before the date and address mentioned in the **"Request for Expression of Interest"**. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Scope of Services

The consultant needs to conduct and carryout the following activities to achieve the objectives and produce the deliverables and outputs. In this context scope of services of this consulting service consists (but not limited to) of the following:

C.1. Study the objectives of HIDCL, its activities, Projects, Financing, Donors etc. define /determine the monitoring and progress performance activities as per the Institutional functions, Monitoring Indicators and Norms etc.: The consultant need to understand thoroughly the business process of HIDCL at operational level and its activities inside and outside, Monitoring Procedures, Data collection formats/form, reporting process, Different Norms of Regulation etc. Based on the study, the consultant needs to develop and deliver an ERP system that facilitates online processing of data of projects, finance, donors, monitoring, and periodic progress of loan and repayments.

C.2. Consultation with the concerned authorities of the HIDCL: The consultant should consult with the concerned officials/ divisional chief of HIDCL after signing the agreement. The consultant needs to have consultative meetings with the technical team of HIDCL for the time schedule, planning and other implementation.

C.3 HIDCL Input: HIDCL will assign a staff as project coordinator of the developing software project who will communicate with the Consultant for various inputs. Under the identification of the necessity of the Consulting firm, HIDCL can allocate a certain space and environment within a HIDCL office for consulting personnel to carry out developing activities if required. In development of the ERP, consulting firm will get support from the concerned divisional personnel on required input, clarity and expected result from a particular module and integration.

C.4. Design and Development of Management Information System: After determining the appropriate forms, formats and information the consultant needs to design and develop the (HIDCLMIS) for the required information to cater the needs for monitoring, administration and reporting of the HIDCL project and related activities. The HIDCLMIS should be able to produce and maintain the volume, storage and speed for instant online data entry, recording, retrieving, producing and analyzing the data and its contents. However, the system should have the following features and must satisfy the system requirements. The HIDCLMIS and its operation need to have the following features:

- **A web-based System:** The MIS developed by the consultants should run smoothly in all web browsers with equal performance. The system should accommodate all the web-based system features. The users should be able to make entry in the forms or formats developed for information capture from the concerned offices and institutions such as HIDCL office and Districts Project unit office well.

- **Data Forms, Formats and Related Information:** The consultant need to determine the data contents, forms, formats and other information system after analyzing all the

requirements of the HIDCL with the technical team as well as concerned division officers. However, as general guideline it may contain the following:

Project Related Information: HIDCL has investment on 11 hydro projects in Nepal having calculated total capacity of 458.1 MW on completion, which promised the financing of NRs. 438.6 billion under the company alone. The ERP should keep track of all project related information and generate the required result if needed. The projects related information should be filled by the projects if necessary. Proper mechanism of data entry request and response should be managed well enough to run the system efficiently. The security, data verification and approval system is required.

Financial Information: All financial cost of the projects should be monitored well such as project cost, investment and contribution from various agencies, donors, community contribution, loan sanctioned and installment released as well as financial progress of each project. The system should generate various required financial report like vouchers, balance sheet, reconciliation statement, trial balance, ledgers and other standard financial reports proposed by HIDCL during inception period. The system should also track all the office financial activities too, like travel cost, vehicle hire, staff salaries, tax deduction, etc. Consultant should consult with finance department of HIDCL for financial related information.

HIDCL HR and Admin related Information: The ERP should have modules/functionalities to track HR related information like staff personal information, qualifications, training related information and more. Consultant should consult with HIDCL HR division to determine required information, input format as well as reporting formats.

Project Evaluation and Analysis: The Project Analysis and Evaluation Module of the proposed system will simplify these activities and assist in handling all reports and document, correspondence related to the hydropower projects and the information related to investment decisions. The main activity of the Project Evaluation and Analysis Department and the Project Analysis Section within it is to assist in making investment decisions by carrying out appraisal of projects that have approached the Company for investment. The ERP should facilitate project evaluation and produce analysis report based on indicators selected and set during the entire process of project start and end.

- **Data Entry or Uploading Functions:** The ERP should have both features of data entry online as well as uploading filled form where necessary which will be identified during the system analysis phase. It should also ensure the adequate safety/security mechanism while making entry or uploading the forms, formats or other required

information. This system should also contain the sample forms or formats which can be downloaded and filled offline and uploaded to the system, populating the concern database tables.

- **Access Control:** The ERP system should have different access control features as per user levels and user privileges or user roles. This access control feature should be dynamic in nature so that rights of a particular module may be assigned to any user apart from his/her level.

- **Parameterization:** The ERP software system should be dynamic to adopt the parameters as defined in related acts, rules, directives etc. This will facilitate any update in parameters like interest rates, project types, numbers, training types, and holidays etc. in future.

- **Audit Trail System:** The ERP system should have the facility of Audit Trail. The system should be able to examine the periodic information on real time basis. It should generate the report required by the authorities to test the accuracy of the data and the system should able to produce reliable information. The audit trail system should be inbuilt in the system.

- **Maker and Checker System:** While making entry or uploading the data entry and feeding the forms or formats the system should have the facility of maker and checker as separate authority. The check and balance through the maker and checker system need to be the integral part of the software.

- **GEA/NGIF Compliance:** The system should follow Nepal Government Enterprise Architecture (GEA) and Nepal Government Interoperability Framework (GIF). Compliance of these features by any government software system will facilitate the data interchange among different government agencies. System should support Nepali Unicode as well as English/Nepali dates. System should have Nepali User Interface where required and can be switched with a single click of a button at any level of its operation.

- **Security:** The ERP needs to be secured through layers of security system. The software security system should enable the smooth operation of the system without hacking or other security lacking. The system should have an integral security system. The security features should include the following:
  - *Coding level security*- security issue should be taken into account while coding.
  - *Access level security*: various session monitoring/tracking, password encryption, etc.
  - *Database level security*: access to database and their roles, read/write permission, access to database, session monitoring, etc.
  - *Network level security*: access of system inside/outside HIDCL, IP and port filtering, etc.

- **Data Storage and Back-up System:** The consultant should be able to identify and recommend to HIDCL for proper data storage mechanism including necessary hardware change required to support software services efficiently.

- **Disaster Recovery System (DRS):** The consultant should also suggest the DRS for the database safety and possible loss from natural disaster as well. It needs to include the DRS plan and the client needs to take a *precautionary and correcting mechanism* under disaster occurrence. It also should contain the *alternative solutions* for DRS, if any.

- **Data Export System:** The database system should be able to export the data to other application program such as SPSS and STATA, Excel, PDF or other useful application programs for analysis and generation of analytical report as and when required.

- **Data Analysis/Graph generation Program:** The database need to be developed based on the financial and operational fields from the entered data that is necessary to carry-out any analysis. It should also be able to calculate and analyses the indicators from the data and indicator content, percentage and cut offs values, average and able to generate various analysis charts/graphs wherever required.

- **System Integration:** The designed system should fully integrate or compatible with other HIDCL existing system for easy data synchronization and auto data update among the various systems. In addition to this, HIDCL is organizing its operational data in several distributed and desktop applications which run and support core business activities independently. Though the MIS software run independently, they have several linkages with one another for supporting another program/component. The web based ERP solution will have to integrate all software systems, enhance the MIS capability and eliminate the existing loopholes by increasing the security system.

- **Data Migration and Transfer:** HIDCL currently uses few independent software systems to support operation of the company and Financial and Accounting System for keeping track of financial related data. The consultant should successfully transfer data from the old system to the newly designed system using proper migration plan. If the migration does not succeed, the consultant should produce convincing evidence of data migration failure and submit a report to HIDCL.

- **Network Analysis and Network System Development:** The consultant should analyze available network technology in HIDCL and suggest with appropriate action to be taken in order to run the system well in intranet, internet and WAN.

- **Support and Maintenance:** After successful implementation of ERP solution and Project Completion Report accepted by HIDCL, the system should be kept under warranty period for three months. On completion of warranty period, the system will stay under maintenance period for two additional years where a regular support, maintenance and regular updates should be carried out by the consulting firm. HIDCL will have to pay the consultant for the annual maintenance of ERP. The support level depends upon the complexity of the task which should determine the service should either be remote support, on call support or stationed support.

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.

i) **Eligibility & Completeness Test**	**Compliance**
Copy of Registration of the company/firm	
VAT/PAN Registration *(for National consulting firm only)*	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission *[insert Fiscal year] (for National consulting firm only)*	
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	

ii) **EOI Evaluation Criteria**	**Insert Minimum Requirement if Applicable**	**Score** **Qualification of Export=30% Experience of Export=30% Experience of Firm=30% and Capacity of firm=10%**
A. Qualification		
Qualification of Key Experts	At least Master's Degree in the field of IT/Software/ IS/ Engineering or equivalent	Marks allocated for minimum qualification of technical person is 3 and non-technical person is 2 and additional 1 marks would be provided for additional qualification. Marks allocated for experience of export and firm is provided as;
A.1. Experience of Key Experts	Team Leader: more than10 years of experience in web based ERP/MIS/DSS solution development/implementation and management. Should have specific experience as Project Manager (Team Leader) in at least three project related to ERP/MIS/DSS/database management, etc. within last five years. Should have the trainings and certification related to IT/Project Management. PMP/ITIL training is preferred.	4
	Team Leader: 7-10 years of experience in web based ERP/MIS/DSS solution	

	development/implementation and management. Should have specific experience as Project Manager (Team Leader) in at least three project related to ERP/MIS/DSS/database management, etc. within last five years. Should have the trainings and certification related to IT/Project Management. PMP/ITIL training is preferred.	3
	Team Leader: 5-7 years of experience in web based ERP/MIS/DSS solution development/implementation and management. Should have specific experience as Project Manager (Team Leader) in at least three project related to ERP/MIS/DSS/database management, etc. within last five years. Should have the trainings and certification related to IT/Project Management. PMP/ITIL training is preferred.	2
Qualification of System Analyst System Analysis/ Design	At least Master's degree in IT/Software/IS/Engineering or equivalent.	
A.2. Experience of Qualification of System Analyst System Analysis/ Design	More than 7 years of experience in system reengineering/module integration/analysis/designing and system development. Should have experience in designing database of ERP/MIS/DSS using MS SQL Server, CSPro (Census/Statistics), JAVA/PHP/.Net. Preference will be given on the basis of experience gained on web based application analysis/design and successfully in operation till the date. Should have training/certificate on system analysis/designing.	4
	5 to 7 years of experience in system reengineering/module integration/analysis/designing and system development. Should have experience in designing database of ERP/MIS/DSS using MS SQL Server, CSPro (Census/Statistics), JAVA/PHP/.Net. Preference will be	3

	given on the basis of experience gained on web based application analysis/design and successfully in operation till the date. Should have training/certificate on system analysis/designing.	
	Five years of experience in system reengineering/module integration/analysis/designing and system development. Should have experience in designing database of ERP/MIS/DSS using MS SQL Server, CSPro (Census/Statistics), JAVA/PHP/.Net. Preference will be given on the basis of experience gained on web based application analysis/design and successfully in operation till the date. Should have training/certificate on system analysis/designing.	2
Qualification of Programmers/Devel opers	At least bachelor's degree in IT/Software/IS/Engineering or equivalent.	
A.3. Experience of Qualification of Programmers/Devel opers	More than 7 years of experience in computer programming, preferably having experience in development of data management system, MS SQL Server, CSPro, JAVA, PHP, .Net. The programmers must have demonstrated experience of developing web based applications. Should have training/certificates on software development. Preference will be given to the training/certificate on web-based programming, database management and statistical tools.	4
	5-7 years of experience in computer programming, preferably having experience in development of data management system, MS SQL Server, CSPro, JAVA, PHP, .Net. The programmers must have demonstrated experience of developing web based applications. Should have training/certificates on software development. Preference will be given to the training/certificate on web-based programming, database management and statistical tools.	3

	5 years of experience in computer programming, preferably having experience in development of data management system, MS SQL Server, CSPro, JAVA, PHP, .Net. The programmers must have demonstrated experience of developing web based applications. Should have training/certificates on software development. Preference will be given to the training/certificate on web-based programming, database management and statistical tools.	2
Qualification of Database Administrator/Datab ase design	At least bachelor's degree in Computer/IT Engineering or related field	
A.4. Experience of Database Administrator/Datab ase design	More than 7 years of experience in database administration preferably having experience in MS SQL Server. The Database Administrator must have demonstrated experience of design, development, implement and maintenance of databases including data recovery, security, scalability and disaster recovery. Should have training/certification in database administration.	4
	5-7 years of experience in database administration preferably having experience in MS SQL Server. The Database Administrator must have demonstrated experience of design, development, implement and maintenance of databases including data recovery, security, scalability and disaster recovery. Should have training/certification in database administration.	3
	5 years of experience in database administration preferably having experience in MS SQL Server. The Database Administrator must have demonstrated experience of design, development, implement and maintenance of databases including data recovery, security, scalability and disaster recovery. Should have training/certification in database administration.	2

Qualification of Network Engineer	At least Master's degree in Computer/IT Engineering or related field	
A.5. Experience of Network Engineer	More than 7 years of experience in network designing/development, preferably having experience in designing/development of network system of web based data management systems. Having network design related certificates will be added advantages.	4
	5-7 years of experience in network designing/development, preferably having experience in designing/development of network system of web based data management systems. Having network design related certificates will be added advantages.	3
	Minimum 5 years of experience in network designing/development, preferably having experience in designing/development of network system of web based data management systems. Having network design related certificates will be added advantages.	2
Qualification of Hydro Electricity Development Engineer	At least Master's degree in Hydro Engineering	
A.6. Experience of Hydro Electricity Development Engineer	More than 10 years of experience in Hydro project development. Should have training/certificate related to Hydro power development or directly involved as a trainer on the field of Hydro Electricity. Should have knowledge and working experience on Hydro power investment, planning, designing, development, implementation and maintenance.	4
	7-10 years of experience in Hydro project development. Should have training/certificate related to Hydro power development or directly involved as a trainer on the field of Hydro Electricity. Should have knowledge and working experience on Hydro power investment, planning, designing, development,	3

	implementation and maintenance.	
	7 years of experience in Hydro project development. Should have training/certificate related to Hydro power development or directly involved as a trainer on the field of Hydro Electricity. Should have knowledge and working experience on Hydro power investment, planning, designing, development, implementation and maintenance.	2
Qualification of Admin Expert	At least Master's degree in Business Administration or equivalent	
A.7. Experience of Admin Expert	More than 10 years of experience in handling administration of corporate business, investment companies, banks and large scale private companies. Should have training/certificate related to administration management and proven skill of transferring knowledge into software instructions.	3
	7-10 years of experience in handling administration of corporate business, investment companies, banks and large scale private companies. Should have training/certificate related to administration management and proven skill of transferring knowledge into software instructions.	2
	7 years of experience in handling administration of corporate business, investment companies, banks and large scale private companies. Should have training/certificate related to administration management and proven skill of transferring knowledge into software instructions.	1
Qualification of Finance/Account Expert	At least Master's degree in Business Administration/ Finance or equivalent	

A.8. Experience of Finance/Account Expert	More than 10 years of experience in handling Finance and Account of corporate business, investment companies, banks and large scale private companies. Should have training/certificate related to financial management and proven skill of transferring knowledge into software instructions.	3
	7-10 years of experience in handling Finance and Account of corporate business, investment companies, banks and large scale private companies. Should have training/certificate related to financial management and proven skill of transferring knowledge into software instructions.	2
	7 years of experience in handling Finance and Account of corporate business, investment companies, banks and large scale private companies. Should have training/certificate related to financial management and proven skill of transferring knowledge into software instructions.	1
B. Experience		
General of consulting firm	More than 12 years of documented experience of system software design and web based applications design, development and implementation of similar projects types for corporate business, investment companies, banks, government, NGOs, INGOs and similar others.	20
	10-12 years of documented experience of system software design and web based applications design, development and implementation of similar projects types for corporate business,	15

	investment companies, banks, government, NGOs, INGOs and similar others.	
	At least 10 years of documented experience of system software design and web based applications design, development and implementation of similar projects types for corporate business, investment companies, banks, government, NGOs, INGOs and similar others.	10
Specific experience of consulting firm within last 10 years. In case of person, specific experience of the person within last 4 years.	More than 6-web based ERP/MIS/DSS projects development in last 10 years of worth at least 50 lacs each.	10
	6-web based ERP/MIS/DSS projects development in last 10 years of worth at least 50 lacs each.	08
	5-web based ERP/MIS/DSS projects development in last 10 years of worth at least 50 lacs each.	06
C. Capacity		
C.i. Financial Capacity	Having documented evidence of average financial turnover of more than 120 lacs annually for last three years.	08
	Having documented evidence of average financial turnover of 90-120 lacs annually for last three years.	07
	Having documented evidence of average financial turnover of at least 90 lacs annually for last three years.	06
C.i.a. Working capital	More than 10% of total annual turnover should be maintained has working capital.	02
	At least 10% of total annual turnover should be maintained has working capital.	01

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

1. Letter of Application

<div align="right">Date: ……………..</div>

To,
Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL)
Babarmahal, Kathmandu, Nepal

Dear Sirs,
We, the undersigned, offer to provide the procurement of consulting services for **"Design, Development, Implementation and Support of Jalvidhyut Lagani Tatha Bikas Company Limited (HIDCL) Enterprise Resource Planning (ERP) Solution"** in accordance with invitation for Expression of Interest dated 2074/6/23 in Gorkhapatra newspaper and we hereby submit our Expression of Interest.

We are submitting our interest declaring that all the information and statements made in this EOI are true and accept that any misinterpretation contained in it may lead our disqualification.

This application is made in the full understanding that:

- All decisions by HIDCL related to this EOI are final, binding and not subject to review.

- HIDCL shall not be liable for any decisions or actions related to this EOI and shall be under no obligation to inform the applicant of the reasons for its decisions or actions. Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

Yours Sincerely,

Authorized signature:
Name and title of signatory/authorized representative:
Name of firm/JV:
Address:
Phone No.:
Fax:
Email:
Firm stamp (lead firm):

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. It is also requested to submit all the related documents.

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.						

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):
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: **Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.**	

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.			

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, financial statements for Average Turnover should be submitted for the above.

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

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

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

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

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

(Please insert more rows as necessary)