




Government of Nepal
Gokarneshwor Municipality Office

Expression of Interest (EOI)

For
Short listing of Consulting Services
For

Household Metric System
For
Gokarneshwor Municipality


प्रमुख प्रशासकिय अधिकृत
दिपक कोइराला

Project Name : Development of Household Metric System
EOI ID : 002 / 2074 / 75
Office Name : Gokarneshwor Municipality
Office Address : Jorpati, Kathmandu

February 2018

Abbreviations




CV	-	Curriculum Vitae
DP	-	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

प्रमुख प्रशासकिय अधिकृत
दिएक कोइराला

Contents



A. Request of Expression of Interest	4
B. Instructions for submission of Expression of Interest	5
C. Objective and Scope of Consultancy Services	6
D. Evaluation of Consultant's EOI Application	11
E. EOI Forms & Formats	12
1. Letter of Application	13
2. Applicant's Information Form	15
3. Experience	16
4. Capacity	19


प्रमुख प्रशासकिय अधिकृत
दिपक कोइराला



Government of Nepal
Gokarneshwor Municipality
 Jorpati, Kathmandu
 Province No. 3, Nepal



प्रमुख प्रशासकिय अधिकृत
 दिपक कोइराला

A. Request of Expression of Interest

EOI ID: 002 / 2074 / 75

(First Publication Date: 25/10/2074)

यस नगरपालिका क्षेत्रको लागी तपसिल बमोजिमको कार्य परामर्शदाता संस्थाबाट गराउनु पर्ने भएकोले यो आशयपत्र आह्वान गरिएको छ। ईच्छुक परामर्शदाता संस्थाले सुचनाको मितिले १५ दिन भित्र नविकरण सहितको ईजाजत पत्र, मु.अ.कर दर्ता प्रमाण पत्र र आ.व.२०७३/२०७४ को कर चुक्ता प्रमाणपत्र सम्बन्धि कागजातहरुको नोटरी पब्लिकबाट प्रमाणित प्रतिलिपी संलग्न राखी सार्वजनिक खरिद ऐन, २०६३ को दफा ३० र नियमावलीको नियम ७० बमोजिम प्रस्ताव सम्बन्धि कागजात १६ औं दिनको १२:०० बजे सम्म दर्ता गराउन सकिनेछ। दर्ता हुन आएका आशयपत्रहरु सोही दिनको १४:०० बजे खोलीनेछ। यस सुचनाको विवरण यस कार्यलयको web site www.gokarneshwormun.gov.np मा उपलब्ध छ।

१. गर्नुपर्ने कामको संक्षिप्त विवरण
 - 1 Conduct socio-economic census of individual households and institutions
 - 2 Develop and establish household metric system for each household
 - 3 Prepare thematic resource maps
 - 4 Prepare large scale urban base map
 - 5 Acquire cadastral land parcel digital data
 - 6 GIS data digitization and attribute entry
 - 7 Design and develop Municipal Information System
 - 8 Integrate of Information System with GIS Data and all Maps (Geo Portal).
 - 9 Capacitate and institutionalize the municipality office
 - 10 Facilitate the municipality with extensive reporting of households, institutions, landmarks and geography
 - 11 Prepare the information system for individual wards of the municipality
 - 12 A fully scalable information system that can be used for each households to register and update information on their own at later stage
२. फर्म वा कम्पनिको समुह, संगठन वा सयुक्त उपक्रमको रुपमा परामर्श सेवा दिने भए त्यस्ता फर्म वा कम्पनीको नाम, ठेगाना, विवरण तथा मुख्य भै काम गर्ने फर्म वा कम्पनीको नाम।
३. विगत पाँच वर्षमा सम्पन्न गरेको समान प्रकृतिको काम र स्थानको विवरण उल्लेख हुनु पर्दछ।
४. फर्म वा कम्पनिको विवरण र प्रस्तावित कार्यमा संलग्न हुने प्रमुख जनशक्तिको वैयक्तिक विवरण सहितको हस्ताक्षर भएको Bio Data संलग्न गर्नु पर्ने छ।
५. आशयपत्र पेश गर्नु पर्ने स्थान: गोकर्णेश्वर नगर कार्यपालिकाको कार्यालय, जोरपाटी, काठमाडौं।
 स्मर्क नं. ४९१४११५



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B. Instructions for submission of Expression of Interest

1. The Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms (not exceeding 3 separately registered firms as JV).
2. All interested consultants must provide documentary evidence proving that they are qualified to perform the services. Failure to do so will result in rejection.
3. Total duration of the assignment has been estimated for SIX months starting from the day contract is signed.
4. A Consultant will be selected in accordance with the QCBS method.
5. The Expression of Interest should contain following information / documents:
 - i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by the authorized signatory.
 - ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - **EOI Form 1: Letter of Application**
 - **EOI Form 2: Applicant's Information**
 - **EOI Form 3: Work Experience Details (Forms 3(A), 3(B) & 3(C))**
 - **EOI Form 4: Capacity Details (Forms 4(A) & 4(B))**
 - **EOI Form 5: Key Experts List**
6. 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.
7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Development of Household Metric System". The Envelope should also clearly indicate the name and address of the Applicant.
8. 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. Objective and Scope of Consultancy Services

Background of Municipality:

Gokarneshwor Municipality is located in the northeast side of the capital city, Kathmandu. It was declared as municipality by the council of ministers on 2nd December, 2014. It consists of the then VDCs viz Sunadarijal, Nayapati, Baluwa, Gokarneshwor and Jorpati having center at Jorpati.

This municipality consists of diverse geography, historically important religious places and holy river Bagmati. The Budanilkantha Municipality and ward no 06 of Kathmandu lies in the east of this municipality. It is bordered by Kageshwori Manohara municipality in the south as well as west, Shivapuri National Park and Nuwakot district in the north. The area of Gokarneshwor municipality is 58.5 sq km and according to the census of 2011 AD the population is 107,351 but because of migration it is assumed that the population is around 2 lakhs.

Though very young, Gokarneshwor Municipality Office is taking the initiative to digitalize the whole municipality office and the first step to this being the data collection and digitalization of households, residents and institutions of the municipality. With the digital data backed up by intensive Geographical Information System (GIS) covering urban base map, cadastral map and thematic resource map, the municipality intends to take initiatives necessary towards the concept of "Smart City". With short term and long term visions in sight, the municipality seeks to take this step to facilitate informed decision making, policy formulation and sustainable development.

Objectives:

The main objective of this assignment is to digitalize the detailed socio-economic data of the **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. Gokarneshwor Municipality intends to prepare house hold metric system incorporated in Municipal Information System along with the Geographical Information System. 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.

Gokarneshwor 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. In addition, the municipality intends to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax system.

Scope of the assignment:

13 Conduct socio-economic census of individual households and institutions:

- Use paper based questionnaire to collect data from every household
- Collect details of residents with pictures as well
- Use paper based questionnaire to collect data from every institutions
- Collect details of institution with pictures as well
- The data to be collected (minimum) will be outlined in the Request for Proposal Document and will be further discussed with the appointed consultant /s.



14 Develop and establish household metric system for each household:

- Provide a unique household ID for each house in the municipality.
- Facilitate in Physically Numbering the households in later stage.

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दिपक कोइराला

15 Prepare thematic resource maps:

- 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 map must include but not be limited to climatic information, land parcel and use, heritage sites, hydrology, greenery (parks / community forests), open spaces, cultural and religious places, connectivity (roads / streets), infrastructures, facilities for public, private / public institutions, demographics, social segregation, economic segregation.

16 Prepare large scale urban base map:

- Large scale urban 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.

17 Acquire cadastral land parcel digital data:

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

18 GIS data digitization and attribute entry:

- All acquired digital data from the Department of Land Information and Archive as well as field surveyors 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.

19 Design and develop Municipal Information System:

- A fully matured and bug free system to be handed over to the Municipality Office with complete source code and database.
- Hosting and Maintenance for the first year must be included in the quotation.
- User friendly interface with high security and speed must be delivered.

20 Integrate Information System with GIS Data and all Maps (Geo Portal):



- All the maps (cadastral, resource and urban, 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.
- Reports having both the maps and data need to be generated from the system after integration.

21 Capacitate and institutionalize the municipality office:

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दिपक कोइराला

- Provide a detailed User Manual for the Municipality Office of the Information System integrated with 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 as many training sessions as required so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed

22 Facilitate the municipality with extensive reporting of households, institutions, landmarks and geography:

- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, landmarks and all other digitalized data.
- More than 20 customized reports need to be generated for decision making purposes.
- Info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.

23 Prepare the information system for individual wards of the municipality:

- The Municipality Information System will also be used by Ward Offices with limited privileges and features.
- The system must be able to handle multiple levels of User Accounts and user groups for simultaneous use and with different privileges and hierarchy.

24 A fully scalable information system that can be used for each households 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 50,000 or more user accounts.



१. २. ३. ४. ५. ६. ७. ८. ९. १०. ११. १२. १३. १४. १५. १६. १७. १८. १९. २०. २१. २२. २३. २४. २५. २६. २७. २८. २९. ३०. ३१. ३२. ३३. ३४. ३५. ३६. ३७. ३८. ३९. ४०. ४१. ४२. ४३. ४४. ४५. ४६. ४७. ४८. ४९. ५०. ५१. ५२. ५३. ५४. ५५. ५६. ५७. ५८. ५९. ६०. ६१. ६२. ६३. ६४. ६५. ६६. ६७. ६८. ६९. ७०. ७१. ७२. ७३. ७४. ७५. ७६. ७७. ७८. ७९. ८०. ८१. ८२. ८३. ८४. ८५. ८६. ८७. ८८. ८९. ९०. ९१. ९२. ९३. ९४. ९५. ९६. ९७. ९८. ९९. १००.

Minimum Human Resource Requirement:

The consultant must have the following human resources to complete the assignment. The number of human resources will be finalized before field operation on the basis of work load and time constraint.

S.N	Position	Qualification	Experience	Person
1	Team leader	Master's Degree in social sciences / management / urban development / civil engineering.	Minimum seven years of experience of such types of field survey projects	1
2	Sociologist/Researcher	Master's Degree in Sociology and Anthropology	Minimum five years of experience of such types of field survey	1
3	Economist	Master's Degree in economics	Minimum five years of work experience as economist in quantitative / qualitative surveys	1
4	Statistician	Master's Degree in statistics or any social science	Minimum five years of experience of statistical analysis	1
5	IT Project Manager	Master's Degree in Information Technology / MIS / MSc CSIT / Computer Engineering	Minimum five years of experience software development life cycle as a project manager	1
6	Geographer / GIS Expert	Master's Degree in Geography / Geomatics Engineering / GIS	Minimum five years of experience of such types of field survey projects with good knowledge of geographical distribution and variation of Nepal, experience of GIS Mapping, and cadastral land parcel digital data and thematic / urban base maps	1
7	Civil engineer	Bachelor Degree in Civil Engineering, having with minimum five years of work experience in engineering field,	Minimum five years of experience	1



1.2.2.4

8	GIS Engineer	Bachelor's Degree in Geography / Geomatics Engineering / GIS	Minimum two years of experience of such types of field survey projects with good knowledge of geographical distribution and variation of Nepal, experience of GIS Mapping, and cadastral land parcel digital data and thematic / urban base maps	1
9	Database Analyst	Bachelor's Degree in Information Technology / BIS / BSc CSIT / Computer Engineering	Minimum three years of experience as database engineer / analyst	1
10	Software Engineer	Bachelor's Degree in Information Technology / BIS / BSc CSIT / Computer Engineering	Minimum three years of experience as software engineer / software developer	2
11	User Interface Designer	Bachelor's Degree in Information Technology / BIS / BSc CSIT / Computer Engineering	Minimum three years of experience of designing user interface of software	1
12	Field Supervisor	Bachelor's Degree in any subjects,	Minimum three years of experience of supervision, data entry, validation and monitoring of field survey	9
13	Field Enumerators (CVs are NOT required with EoI)	High School Diploma in any discipline (CVs are NOT required with EoI)	At least one year experience of data collection and survey (CVs are NOT required with EoI)	24

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Reports / Documents to be delivered during the assignment

- Inception Report
- Finalized Questionnaire
- Urban Base Map
- Thematic Resources Map
- Field Report (Draft)
- Field Report (Final)
- User Manual for MIS and GIS

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The Municipal Information System must be able to generate 20+ requested reports in digital formats (word, excel, PDF and images)

D. Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance of 2073/74	
Minimum years of standing 5 years (single and for each firm of the JV)	
JV Agreement of firms if applicable	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A), 3(B) and 3(C))	
EOI Form 4: Capacity (4(A) and 4(B))	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Score
A. Experience	55
General experience of consulting firm= 10	
Specific experience of consulting firm within last five Years = 35	
Similar Geographical experience of consulting firm =10	
B. Qualification of experts	10
C. Experience of Expert	15
D. Financial Capacity	10
E. Infrastructure and Equipment	10

Notes:

1. In case of Joint Venture (JV) the consulting firms must mention the name of the leading firm with financial liabilities.
2. Maximum number of JV firm is 3

3. Same firm is not allowed to submit EOI individually and in JV.


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३ नं. प्रदेश, नेपाल
२०७३

E. EOI Forms & Formats

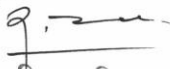
Form 1. Letter of Application

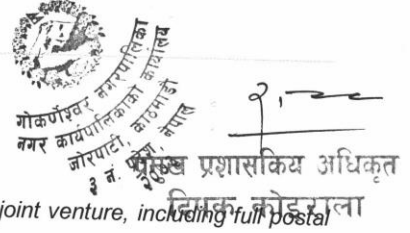
Form 2. Applicant's information

Form 3. Experience (General, Specific and Geographical)

Form 4. Capacity

Form 5. Qualification of Key Experts


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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 (hereafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **Gokarneshwor Municipality Office** 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. **Gokarneshwor Municipality Office** 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.



प्रमुख प्रशासकिय अधिकृत
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4. **Gokarneshwor Municipality Office** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information¹.

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 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 ensuring 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 statement 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):

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the application



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 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. Consultant's Organization:
9. Total number of staff:
10. 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.)

3. Experience

3 (A) General Work Experience

(Detail of assignments undertaken. Each consultant or members of a JV must fill in this form separately.)

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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३ नं. प्रदेश, नेपाल
मुख्य प्रशासकिय अधिकृत
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3 (B) Specific Experiences

Details of similar assignments undertaken in the previous 5 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)
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 partners or sub-Consultants, if any:	Narrative Description of Project:
Description of actual services provided in the assignment:	
<p><i>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</i></p>	

Firm's Name:



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3 (C) Geographic Experiences

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)



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दिपक कोइराला

No.	Name of the project	Location (Country/Region)	Execution Year and Duration
1			
2			
3			
4			
5			
6			
7			
8			

4. Capacity

4 (A) Financial Capacities

(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) Infrastructures / Equipment

Include all relevant details including but not limited to office space, capacity, equipment like computers or tablets related to the assignment.

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

Details of Office Infrastructure and Equipment	
Particular	Numbers and Units
EG: Laptops	5 sets



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

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

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						
6						