



Standard Expression of Interest (EOI) Document for Shortlisting of Consulting Services

Procurement of Consulting Services
“Preparation of Detailed Project Report (DPR) and
Brief Environmental Study (BES) of
Administrative Building of Kanakasundari Rural
Municipality, Jumla.”
(For National Consulting Services)

Issued By:
Kanakasundari Rural Municipality
Birat, Sinja, Jumla

September 2026



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PREFACE

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.



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Expression of Interest (EOI)

For

**“Preparation of Detailed Project Report (DPR)
and Brief Environmental Study (BES) of
Administrative Building of Kanakasundari Rural
Municipality, Jumla.”**

**Method of Consulting Service
QCBS, National**

Project Name : Preparation of Detailed Project Report (DPR) and Brief Environmental Study (BES) of Administrative Building of Kanakasundari Rural Municipality, Jumla.

EOI: DPR-PKG-KRM-01/2083/84

Office Name : Kanakasundari Rural Municipality

Office Address: Birat, Sinja, Jumla

Issued on: 23 September 2026

Financing Agency: Government Budget



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Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax



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A. Request for Expression of Interest

Government of Nepal
Kanakasundari Rural Municipality
Birat, Sinja, Jumla

Date: 23 September 2026

Name of Project: *Preparation of Detailed Project Report (DPR) and Brief Environmental Study (BES) of Administrative Building of Kanakasundari Rural Municipality, Jumla. (DPR-PKG-KRM-01/083/84)*

Financing Agency: Government Budget

1. Kanakasundari Rural Municipality has allocated fund toward the cost of Preparation of Detailed Project Report (DPR) and Brief Environmental Study (BES) of Administrative Building of Kanakasundari Rural Municipality, Jumla. 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.
2. The Kanakasundari Rural Municipality, Municipal Executive Office now invites Expression of 2. Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: Preparation of Detailed Project Report (DPR) and Brief Environmental Study (BES) of Administrative Building of Kanakasundari Rural Municipality, Jumla.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Kanakasundari Rural Municipality, Jumla** during office hours on or before 25-09-2026 12:00pm or ito.kankasundarimun@gmail.com.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered via email ito.kankasundarimun@gmail.com or Hard Copy or Currier to the office before 30-09-2026 12:00pm.
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 [40%], Experience [50%], 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. Minimum score to pass the EOI is **60 Marks**.



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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
 2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
 3. This expression of interest is open to all eligible national consulting firms.
 4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.¹
 5. The assignment has been scheduled for a period of 2 Months.
 6. A Consultant will be selected in accordance with the QCBS method.
 7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
 8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
 9. The Expression of Interest (EOI) document must be duly completed and submitted **by mail / by hand / by courier in sealed envelope**.
 10. The sealed envelope shall be clearly marked as "EOI Application for Short-listing for the Preparation of Detailed Project Report (DPR) and Brief Environmental Study (BES) of Administrative Building of Kanakasundari Rural Municipality, Jumla. The Envelope shall also clearly indicate the name and address of the Applicant.
 11. 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 of Consultancy Services or Brief TOR

Kanakasundari Rural Municipality

Office of Municipal Executive

Birat, Sinja, Jumla

Terms of Reference

for

Preparation of Detailed Project Report (DPR) and Brief Environmental Study (BES) for Construction of Administrative Building of Kanakasundari Rural Municipality, Jumla.



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Backgrounds

In the past, building design tended to be a more stable practice that evolved slowly, with each new building slightly modifying previous versions. The actual 'creative' element of the design process was considered by some to be one without methodology, but an intuitive process of 'learning by doing' that could not be described.

However, this has been criticized as being unsatisfactorily vague, particularly as buildings have become more complex, building types are evolving faster, larger numbers of people are involved, design managers have emerged and there is a requirement for greater accountability.

As a consequence, various attempts have been made to formally describe the process. Early suggestions proposed that the design methodology was one of decomposing a problem, solving the components of the problem and then composing these solutions back into a whole. More recently, the same essential analytical standpoint has described design as a process of; analysis, synthesis and evaluation.

A more detailed description might propose a process of:

Definition → Preparation → Incubation → Creation → Evaluation → Implementation

However, design is rarely carried out in such a conscious, systematic, discrete, linear way, and not all ideas emerge as a result of analysis. Design might be better described as a process of simultaneous assessment and interaction, where increasingly clear associations are formed as the designer moves continuously from one part of the process to another and back again.

Construction activities may generate temporary environmental and social impacts, including dust, noise, construction waste, soil disturbance, occupational and community safety risks, traffic/access obstruction, wastewater and sanitation issues. The Brief Environmental Study will identify these impacts and establish practical mitigation and monitoring measures.

○ **Types of Administrative Buildings as per usage**

Administrative Building:

Administrative Building are designed to accommodate services, including offices and working spaces for administration, human resources and facilities management.

The Prime Minister's Rozgar Yojana (PMRY) is designed to create self-employment opportunities that are sustainable to 1 million unemployed youth who are educated. The scheme provides funding assistance for economically viable activities that are inclusive of agricultural and allied activities (except direct agricultural operations such as crop raising, manure purchase).

Rural Municipality (Gaunpalika) is the newly formed lower administrative division in Nepal. The Ministry of Federal Affairs and Local Development (Nepal) dissolved the existing village development committees and announced the establishment of this new local body. There are currently 460 rural municipalities. These Rural Municipalities are formed by combining wards inside Rural Municipality territory. All these wards are provided by their representative selected directly by local people through election. They are provided by a working building for administrative works of offices Building.

The main purpose of an administrative Building is designed to accommodate services, including offices and working spaces for administration, human resources and facilities management.

Main and Specific Objectives of the Work

The main objective of the consulting work is to prepare **DPR for Construction of Administrative Building of Kanakasundari Rural Municipality.**

The specific objectives of preparing the DPR is to carry out the Topographical Survey, Soil Investigation, Detail Architectural Design, Structural Analysis, Cost Estimate, Technical Specification, Tender Document and Report Preparation.



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Scopes of Works

The Consulting service is required for the preparation of architectural design, structural design, drawing, detail cost estimate, specification and bid documents of Administrative Building, with multistorey and parking facilities. The new building should be safe, reliable, cost effective, energy saving (aiming zero energy loss), well-ventilated with adequate light, environment friendly, seismic resistant, differently-able people friendly, well-equipped with CCTV & fire fighting, parking, plumbing, drainage, boundary wall and communication facilities. Design will consider on Vastu-Sastra.

Methodology

Desk Study

A desk study should be carried out, collecting data and information relevant to the building design near substations for further investigations and detail design works. Desk study also includes review and assessment of existing buildings near substations, discussion and meeting with officials of Rural Municipality.

Detailed Engineering Design

It should include collection, review and analysis of all field data but not limited to

- Prepare Detailed Project Report for the Office building.
- Carry out Geo-technical investigation and analysis of the site.

The basic requirement of proposed building is as follows:

- Development of DPR of administrative building and other infrastructure
- Space for official purpose and design work
- Meeting hall
- Parking
- Access road to Grid Sub station
- Landscaping and exterior design work

Topographical Survey

The Topographical map of the proposed site covering the existing sub-station plot shall be prepared in 1:250 scale. The map should contain levels with respect to BM (Bench Marks) on existing permanent structure, contour lines at 0.5 m interval, traverse points, reference lines, roads and other existing facilities like water supply, sewer drainage, electricity and telecommunication lines and existing structure.

Soil Investigation

The consultant should carry out the following works:

- Take the sample of soil from two places up to minimum 15 m depth.
- Carry out the following tests for determining the soil properties.

SN	Type of Test	Frequency
1	Undisturbed Soil Sampling	at least four in each borehole
2	Standard Penetration Test	as required but interval not less than 1.5m
3	Grain size analysis	at least four in each borehole
4	Hydrometer analysis	at least four in each borehole
5	Moisture content	at least four in each borehole
6	Bulk and dry density	at least four in each borehole
7	Unconfined compression test	at least four in each borehole
8	Consolidation test	at least four in each borehole
9	Direct shear test	at least four in each borehole

If necessary, as per field condition, consultant shall conduct other types of tests. Similarly, the frequency of the above tests can be increased if required.

Master Plan and Conceptual

Consultant shall:

- a) Prepare and submit conceptual Master plan, Architectural design, Structural design, other



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infrastructural design as well as preliminary cost and estimation of project for approval by client.
b) Prepare and submit preliminary design and preliminary cost estimate incorporating client's suggestion and comments.

Detailed design and quantity/cost estimates

Based on the collected information and results of the discussions mentioned above consultants should design the building following standard codes of practice, norms and guidelines. The consultant shall also prepare cost estimate of building, sanitary and electrical works. The consultant shall collect information on sources of materials and their lead distances and prepare rate analysis, rate schedules and cost estimates based on standard norms and district rates.

The consultant shall:

I. Prepare detailed design and drawing for

a) Detailed Architectural design and Working Drawings

- Floor plans (1:100)
- Finishing schedule plans (1:200)
- Four side elevations (1:100)
- Sectional Elevation (at least from two directions cutting staircase)
- Opening schedule, detail drawing and specification.
- Blow up details (Staircase, toilets, wall sections with details of sill and lintel, parapet, handrail, flooring, roofing etc.)

b) Detailed Structural Design and Drawings

- Structural Model
- Structural report including design philosophy, design parameters, load calculations, calculation and design of structural components like column, beam, slab, foundation, staircase, shear wall, etc.

c) Detailed Electrical Design and Drawings

d) Detailed Sanitary Design and Drawings

e) Detail Exterior Design and Landscape Design Work

f) Detailed Cost and Quantity Estimate

II. Detailed cost and quantity estimate including bill of quantity (BOQ) and technical specification.

- Detailed Quantity estimate and abstract of cost of each component
- Bill of Quantities



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Kanakasundari Rural Municipality

Office of Municipal Executive

Birat, Sinja, Jumla

Terms of Reference

for

Brief Environmental Study (BES) for Construction of Administrative Building of Kanakasundari Rural Municipality, Jumla.

2083, Ashwin



1. Background

Kanakasundari Rural Municipality, Jumla proposes to construct an **Administrative Building** to provide adequate, safe, accessible and functional office facilities for the delivery of public services and administration.

The proposed project will involve construction activities such as site preparation, excavation, foundation works, structural construction, installation of electrical and plumbing systems, construction of access and drainage facilities, landscaping and other associated works.

The project is located within **Kanakasundari Rural Municipality, Jumla District, Karnali Province, Nepal**. Kanakasundari is one of the rural municipalities of Jumla District.

Construction activities may generate temporary environmental and social impacts, including dust, noise, construction waste, soil disturbance, occupational and community safety risks, traffic/access obstruction, wastewater and sanitation issues. The Brief Environmental Study will identify these impacts and establish practical mitigation and monitoring measures.

The environmental assessment will be undertaken in accordance with applicable environmental legislation of the Government of Nepal, particularly the **Environment Protection Act, 2076** and **Environment Protection Rules, 2077**, together with relevant local/provincial policies, standards and guidelines. The Government of Nepal provides the Environment Protection Rules, 2077 as the principal regulatory framework for environmental assessment procedures.

2. Nature and Objectives of the Project

The proposed project is a public-sector building construction project intended to:

- Provide a permanent and adequate administrative office facility.
- Improve the delivery of municipal/rural municipal services.
- Provide appropriate working facilities for elected representatives and employees.
- Improve accessibility and efficiency of public services.
- Provide safe and resilient infrastructure for administrative functions.
- Improve the overall institutional capacity of Kanakasundari Rural Municipality.

3. Objectives of the Brief Environmental Study

The major objectives of the BES are to:

1. Collect baseline information on the physical, biological, socio-economic and cultural environment of the project area.
2. Identify potential environmental and social impacts associated with construction and operation of the administrative building.
3. Assess the significance and magnitude of identified impacts.
4. Recommend practical measures to avoid, minimize, mitigate or compensate adverse impacts.
5. Identify measures to enhance beneficial impacts.
6. Prepare an Environmental Management Plan (EMP).
7. Develop an environmental monitoring framework with responsibilities and estimated costs.
8. Consult potentially affected communities, local stakeholders and relevant authorities.
9. Ensure that environmental safeguards are incorporated into project design, construction and operation.
10. Facilitate environmental approval in accordance with applicable Government of Nepal requirements.

The BES approach is consistent with Nepal's framework in which development projects are screened according to their scale and potential environmental effects to determine whether a BES, IEE or EIA is



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required. Tilottama Municipality

3. Scope of the Study

The study shall cover the following major areas.

3.1 Project Description

The consultant shall provide a detailed description of:

- Project location and accessibility.
- Geographical coordinates and elevation.
- Existing land use and site condition.
- Land ownership and acquisition status.
- Total land area and construction footprint.
- Proposed building area and number of floors.
- Building design and major components.
- Foundation and structural systems.
- Water supply and sanitation facilities.
- Electrical facilities.
- Drainage facilities.
- Parking and access roads.
- Boundary wall/fencing, if applicable.
- Landscaping/open spaces.
- Construction materials.
- Sources of construction materials.
- Construction methodology.
- Construction period and work schedule.
- Estimated project cost.
- Labour requirements.
- Operation and maintenance arrangements.

A location map, site map and conceptual site layout shall be included.

4. Description of the Existing Environment

The study shall establish baseline environmental conditions within the project area and appropriate surrounding influence area.

4.1 Physical Environment

The study shall cover:

- Topography and slope.
- Geology and soil.
- Land use/land cover.
- Climate and meteorology.



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- Surface water and drainage.
- Groundwater, where relevant.
- Existing air quality conditions.
- Existing noise environment.
- Soil erosion and landslide susceptibility.
- Flood and drainage risks.
- Seismic condition/hazard.
- Existing infrastructure and utilities.

Particular attention shall be given to slope stability, drainage and erosion because of the mountainous setting of Jumla.

4.2 Biological Environment

The study shall identify:

- Existing vegetation.
- Trees within or adjacent to the site.
- Terrestrial flora and fauna.
- Birds and other commonly occurring wildlife.
- Sensitive habitats, if any.
- Protected areas or environmentally sensitive locations within the relevant area.
- Potential requirement for tree cutting or vegetation clearance.

If tree removal is required, the number, species, size and applicable permission/compensation requirements shall be documented.

4.3 Socio-economic and Cultural Environment

The study shall assess:

- Population and settlement pattern.
- Local economic activities.
- Employment and livelihood.
- Existing public services.
- Local infrastructure.
- Road and transportation conditions.
- Health and sanitation.
- Vulnerable groups.
- Gender and social inclusion.
- Community health and safety.
- Cultural, religious and archaeological sites.
- Existing land-use practices.
- Potentially affected households or institutions.

5. Legal and Institutional Framework

The study shall review and apply relevant legislation, regulations, standards and policies, including, as



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applicable:

- Constitution of Nepal.
- Environment Protection Act, 2076.
- Environment Protection Rules, 2077.
- Local Government Operation Act, 2074.
- Forest Act and applicable regulations.
- Land-related legislation.
- Solid Waste Management Act, 2068 and relevant rules.
- Labour Act, 2074.
- Child Labour-related legislation.
- Public Health Service Act, where relevant.
- Building Act and applicable Nepal National Building Code.
- Water-related legislation.
- Disaster Risk Reduction and Management Act, 2074.
- Applicable occupational health and safety requirements.
- Relevant policies, guidelines and standards of the Government of Nepal.
- Relevant policies, bylaws and environmental procedures of Kanakasundari Rural Municipality.

The Environment Protection Rules, 2077 specifically provide the framework for environmental assessment and associated approval procedures.

6. Identification of Environmental Impacts

Potential impacts shall be identified for both **construction and operation phases**.

6.1 Construction-phase impacts

The assessment shall consider:

- Land-use change.
- Site clearance and vegetation removal.
- Excavation and earthwork.
- Soil erosion.
- Slope instability.
- Dust and air pollution.
- Construction noise and vibration.
- Generation of construction waste.
- Disposal of excavated material.
- Water pollution.
- Sanitation and wastewater.
- Traffic and transportation impacts.
- Occupational health and safety.
- Community health and safety.



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- Worker accommodation and sanitation, if applicable.
- Construction material sourcing.
- Risk from hazardous materials such as fuel, oil, paints and chemicals.
- Fire and electrical hazards.
- Impacts on existing utilities.
- Disturbance to nearby households and institutions.
- Chance finds of archaeological/cultural materials.
- Impacts associated with construction equipment and machinery.

6.2 Operation-phase impacts

The study shall assess:

- Domestic wastewater generation.
- Solid waste generation.
- Water consumption.
- Energy consumption.
- Noise and traffic.
- Fire and emergency risks.
- Occupational health and safety.
- Accessibility for persons with disabilities.
- Drainage and stormwater management.
- Building maintenance.
- Disaster resilience.
- Community safety.
- Environmental sustainability of the building.

7. Alternative Analysis

The study shall briefly examine feasible alternatives, including:

7.1 Site alternative

Comparison of the proposed site with feasible alternative locations, where relevant.

7.2 Design alternative

Consideration of alternative building layouts, orientation, height, structural arrangements and use of open space.

7.3 Technology/material alternative

Consideration of locally available, durable and environmentally preferable construction materials and technologies.

7.4 Waste-management alternative

Assessment of options for reducing, reusing, recycling and safely disposing of construction waste.

7.5 No-project alternative

The likely consequences of not implementing the proposed project shall be briefly described.

8. Public Consultation and Stakeholder Engagement



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Meaningful consultation shall be undertaken with:

- Local residents.
- Ward representatives.
- Rural municipality representatives.
- Community groups.
- Women and disadvantaged/vulnerable groups.
- Local institutions.
- Relevant government offices.
- Utility/service providers.
- Other potentially affected stakeholders.

The consultation shall identify:

- Local environmental concerns.
- Community expectations.
- Potential impacts.
- Suggested mitigation measures.
- Construction-related concerns.
- Local employment opportunities.
- Safety and access concerns.

The concerns and recommendations received shall be incorporated into the BES and EMP where relevant.

9. Environmental Management Plan

The consultant shall prepare an Environmental Management Plan containing, at minimum:

Environmental issue	Mitigation measure	Location	Responsibility	Timing	Monitoring indicator	Estimated cost
Dust	Water sprinkling and covering of material	Construction site/access road	Contractor	Construction	Visible dust	Included in BOQ
Noise	Restrict noisy activities and maintain equipment	Site	Contractor	Construction	Noise complaints	Included in BOQ
Construction waste	Segregation, reuse and approved disposal	Site	Contractor	Construction	Waste properly managed	Included in BOQ
Excavated soil	Proper storage/reuse/disposal	Site	Contractor	Construction	No uncontrolled dumping	Included in BOQ



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Worker safety	PPE, safety training and signage	Site	Contractor	Construction	PPE compliance	Included in BOQ
Community safety	Barricades, warning signs and controlled access	Site	Contractor	Construction	No unsafe public access	Included in BOQ
Sanitation	Toilets and wastewater management	Site	Contractor	Construction	Sanitary facilities available	Included in BOQ
Drainage	Temporary and permanent drainage	Site	Contractor	Construction / operation	No waterlogging / erosion	Included in BOQ
Tree/vegetation	Avoid unnecessary clearance and obtain approval where required	Site	Proponent/ Contractor	Construction	Vegetation retained/compensated	As applicable
Fire safety	Fire extinguishers and emergency procedures	Building/site	Proponent/ Contractor	Both phases	Fire equipment available	As applicable

10. Occupational Health and Safety

The BES shall include a site-specific Occupational Health and Safety plan covering:

- Personal protective equipment.
- Worker induction and safety training.
- Safe excavation and scaffolding.
- Electrical safety.
- Machinery and equipment safety.
- Material handling.
- Working at height.
- Fire prevention.
- First-aid facilities.
- Emergency contact arrangements.
- Sanitation and drinking water.
- COVID-19 or other public-health measures if applicable.
- Safe access for visitors and the public.

11. Disaster Risk and Climate Resilience



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Considering the geographical setting of Jumla, the study shall assess relevant natural hazards, including Earthquake, Landslide, Soil erosion, Flood/flash flood, Extreme rainfall, Snowfall/freezing conditions, where relevant, Fire and Other locally identified hazards.

The building shall incorporate applicable **Nepal National Building Code** requirements and appropriate disaster-resilient design measures.

12. Waste Management Plan

The study shall establish arrangements for:

Construction waste

- Excavated soil.
- Concrete and masonry waste.
- Scrap metal.
- Timber.
- Packaging materials.
- Plastics.
- Hazardous materials and contaminated waste.

Operational waste

- Paper.
- Plastics.
- Food/organic waste.
- Sanitary waste.
- E-waste, where applicable.

The principles of **reduce, reuse, recycle and safe disposal** shall be followed.

13. Environmental Monitoring Plan

The consultant shall develop a monitoring plan covering:

- Air/dust.
- Noise.
- Waste management.
- Water and sanitation.
- Soil erosion.
- Drainage.
- Occupational safety.
- Community safety.
- Vegetation/tree management.
- Compliance with mitigation measures.

The monitoring plan shall specify:

- Parameters.
- Location.
- Frequency.



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- Method.
- Responsible agency/person.
- Estimated cost.
- Reporting mechanism.

14. Environmental Management Cost

The BES shall estimate the costs associated with:

- Environmental mitigation.
- Occupational health and safety.
- Waste management.
- Dust/noise control.
- Drainage and erosion control.
- Tree/vegetation management.
- Environmental monitoring.
- Awareness and training.
- Emergency preparedness.
- Other environmental measures.

Environmental costs shall be incorporated into the project cost estimate/BOQ wherever practicable.

15. Institutional Responsibility

The report shall clearly identify responsibilities of:

Proponent – Kanakasundari Rural Municipality

- Overall environmental compliance.
- Environmental monitoring and reporting.
- Coordination with government agencies.
- Ensuring implementation of mitigation measures.

Contractor

- Implementing construction-phase mitigation.
- Occupational health and safety.
- Waste management.
- Site housekeeping.
- Environmental protection measures.

Consultant/Environmental Expert

- Conducting the BES.
- Environmental assessment.
- Preparation of EMP.
- Consultation and field verification.
- Environmental monitoring recommendations.

16. Study Methodology



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The consultant shall use the following methodology:

Desk study

Review:

- Project proposal and design.
- Relevant maps and plans.
- Existing municipal/rural municipal profiles.
- Census and socio-economic information.
- Relevant legislation and guidelines.
- Available environmental information.

Field survey

Field verification shall include:

- Site inspection.
- GPS/location verification.
- Photographic documentation.
- Physical environment assessment.
- Biological observation.
- Socio-economic assessment.
- Identification of sensitive receptors.
- Identification of potential hazards.

Consultation

Conduct consultations with affected and interested stakeholders.

Impact assessment

Identify and assess impacts based on:

- Magnitude.
- Extent.
- Duration.
- Reversibility.
- Probability.
- Significance.

Mitigation planning

Develop technically feasible and locally appropriate mitigation measures.

17. Expected Outputs

The consultant shall submit:

1. Draft Brief Environmental Study Report.
2. Final Brief Environmental Study Report incorporating comments.
3. Environmental Management Plan.
4. Environmental monitoring plan.



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5. Consultation records.
6. Photographic documentation.
7. Location and site maps.
8. Impact-mitigation matrix.
9. Environmental management cost estimate.
10. Other documents required by the competent authority.

18. Proposed Structure of the BES Report

The final report should generally contain:

Executive Summary

Chapter 1 – Introduction

- Background
- Project rationale
- Objectives
- Scope
- Methodology
- Limitations

Chapter 2 – Description of the Proposed Project

- Location
- Site condition
- Design
- Construction activities
- Materials
- Water and energy requirements
- Waste generation
- Project schedule and cost

Chapter 3 – Existing Environmental Condition

- Physical environment
- Biological environment
- Socio-economic and cultural environment

Chapter 4 – Legal and Institutional Framework

Chapter 5 – Alternative Analysis

Chapter 6 – Environmental Impacts and Mitigation Measures

Chapter 7 – Environmental Management Plan

Chapter 8 – Environmental Monitoring Plan

Chapter 9 – Public Consultation and Grievance Redress Mechanism

Chapter 10 – Environmental Management Cost

Chapter 11 – Conclusion and Commitment



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References

Annexes

- Maps
- Drawings
- Photographs
- Consultation records
- Field data
- Checklist
- Attendance sheets
- Recommendation/approval documents
- Other supporting documents

19. Tentative Work Schedule

The study team shall complete the BES within an agreed period, for example:

Activity	Duration
Desk review and preparation	2 days
Field survey	3–5 days
Stakeholder consultation	1–2 days
Data analysis and impact assessment	3 days
Draft BES preparation	5 days
Review and incorporation of comments	2–3 days
Final report	2 days

The actual schedule shall be adjusted according to site accessibility, project complexity and the requirements of the approving authority.

20. Required Expertise

The study team should include suitably qualified professionals with experience in environmental assessment and infrastructure/building projects, such as:

- Environmental specialist/team leader.
- Civil/building engineer.
- Sociologist or socio-economic specialist.
- Forestry/biodiversity specialist, where relevant.
- Other specialists as required by the project characteristics.

The team composition shall comply with the applicable requirements of the Government of Nepal and the competent approving authority.

21. Conclusion

The Brief Environmental Study shall provide a concise but sufficiently detailed assessment of the environmental and social implications of the **Construction of the Administrative Building of Kanakasundari Rural Municipality, Jumla**. The study shall focus particularly on construction-phase impacts, occupational and community safety, waste and wastewater management, soil erosion/drainage, vegetation, disaster risks and the protection of sur



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Eligibility for Overall Project

The consulting firm should have work experience in the preparation feasibility study and a detail report related to the industry sector. A team composed of the following experts is required to carry the anticipated task.

Position	Qualification/Experience	Required No.
Key Personnel		
Team Leader	The team leader should have a Masters' Degree in Civil engineering / Structural Engineering / Urban Planning with minimum 5 years of professional, research and report writing experience in the building design and construction field.	1
Geotechnical Engineer /Geologist	The Geotechnical Engineer / Engineering Geologist should have a Master's degree in Geotechnical engineering / MSc. Geology and have 5 years professional experience in building design and construction works.	1
Structural Engineer	The Structural Engineer should have a Master's degree in Structural / Earthquake engineering and have 5 years professional experience in building design and construction works.	1
Architect	The Architect should have a Bachelor's degree in Architectural engineering and have 5 years professional experience in building design and construction works.	1
Civil Engineer	The civil engineer should have a Bachelor's Degree in civil engineering and minimum 5 years' professional work experience in the building design and construction works.	1
Water Supply and Sanitary Engineer	The Water Supply and Sanitary engineer should have a Bachelor's Degree in civil engineering and minimum 5 years' professional work experience in the building design and construction works.	1
Electrical Engineer	The Electrical engineer should have a Bachelor's Degree in electrical engineering and minimum 5 years' professional work experience in the building design and construction works	1
Team Leader (Environmental)	The Environmental should have a Master's degree in Environmental Science, Environmental Management, Environmental Engineering, Natural Resource Management, or a related field and minimum At least 5 years of relevant experience in environmental assessment, BES/IEE/EIA, and preparation of environmental management plans	1
Sociologist	Master's degree in Sociology, Anthropology, Rural Development, Social Sciences, or a related field and At least 3 years of relevant experience in socio-economic surveys, stakeholder consultation, public consultation and environmental/social studies	1
Hydrologist	Master's degree in Hydrology, Water Resources, Water Resources Engineering, Civil Engineering (Water Resources), or a related field and At least 3 years of relevant experience in hydrological assessment, drainage, watershed/water-resource studies and infrastructure projects	1
Non-Key Personnel		
Surveyor	The surveyor should have a Diploma/Bachelor's Degree in geomatics/civil/survey engineering and minimum 2 years of surveying and data analysis experience.	1

(CV is required for Key Personnel only)

Deliverables, Expected Outputs and Time Frame

The deliverable reports, outputs and time frame are as follow:



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Deliverables	Expected Outputs	Submission Date/Time
Inception Report	1. Identify, collect and organize all required information and data. 2. Develop detail methodology of the work and design a structure of the report. 3. Develop a detail work plan.	• Within 15 days from the contract award date.
Draft Report	1. Draft report covering all scope of work. 2. Presentation of summary report to the steering committee.	• Within 25 days from the contract award date.
Final Report	1. Final report after incorporating feedbacks and suggestions provided by the steering committee. 2. Soft copy of raw data, processed data, maps and report.	• Within 20 days from the contract award date.

Payment

The terms of payment will be divided in four phases:

1. After completion of **Agreement Signing and Submission of an Inception Report**: Payment equivalent to no payment of the contract amount.
2. After submission of **Draft Report**: Payment equivalent to 40 % of the contract amount.
3. After completion of **Final Report**: Payment of remaining 60 % of the contract amount.



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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 FY 2082/83 (for National consulting firm only)	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
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	

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
Qualification of Key Experts	As per ToR	Mark Allocated 40
Experience of Key Experts	As per ToR	
B. Experience		
General Experience of consulting firm	Should have at least 7 years of experience in the field of Study and Survey of consultancy Services	Mark Allocated 50
Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	Experience in Detailed Engineering Survey Design/ DPR of Administrative building/institutional building at least within last 7 years.	
Similar Geographical experience of consulting firm	Experience in Preparation of any engineering consultancy service successfully completed within last 7 years in the Similar Geographic Region.	
C. Capacity		
Financial Capacity	Minimum Average annual turnover of best three year = 30.0 Lakhs Of last seven years	Mark Allocated 10
Infrastructure/equipment related to the proposed assignment ²	Office Spaces, Survey Equipment, Vehicles, software, etc.	

PASS MARK: 60 Marks

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of



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the firm/institution/company or any partner of JV, such Natural Person or Board of Director of the firm/institution/company or any partner of JV such firm's or JV Eol shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

Adherence to Code Of Ethics and Adherence to Anti-Corruption policy

Commitment for code of ethics

We follow the following code of ethics and committed for:

- We consider humankind as a family; hence we do not discriminate any one by religion, cast and gender.
- As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairly with all, avoiding prejudice and hatred.
- As a business entity, topmost priority is given on confidentiality of data, works, analysis, result or information and without proper authority of the respective client, will not publish or given or made available to anyone.
- We fully abide by the work done by us undertaking full responsible about the authenticity and accuracy of our service.
- Being a legal entity, the company understand, respect and comply with all of the laws, regulations, policies and procedures that apply in the Nepal.

.....
Authorized Signature in blue ink:

Name and Title of Signatory:

Name Of Consulting Firms:

Seal of Consulting Firm:

Address:

Note: If you agree on the above statement, please sign to indicate your commitment.



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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 (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.³
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

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



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and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):



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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 seven years

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ⁴ :
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: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

⁴ Consultant should state value in the currency as mentioned in the contract



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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 of Best of 3 Fiscal Year Of Last 7 Fiscal Years

--

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



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4(B). Infrastructure/equipment related to the proposed assignment⁵

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

⁵ Delete this table if infrastructure/equipment for the proposed assignment is not required.



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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						

(Please insert more rows as necessary)