



Expression of Interest (EOI)

Digital LG Profile and annual work progress and reporting portal development work.

National Consulting Service

Project Name : Household survey for Digital LG Profile, Development Digital LG Portal and Work Progress with reporting portal

EOI: *YRM/LG/Profile/EOI/079/080/01*

Office Name : Yasodhara Rural Municipality, Office of municipal executive

Office Address: *Baidauli, Kapilvastu, Lumbini Province, Nepal.*

Issued on: *2023.01.09*

Financing Agency: Yasodhara Rural Municipality.

Abbreviations

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

Contents

A. Request for Expression of Interest	4
B. Instructions for submission of Expression of Interest.....	5
C. Objective of Consultancy Services or Brief TOR	9
D. Evaluation of Consultant's EOI Application	10
E. EOI Forms & Formats	12
1. Letter of Application	13
2. Applicant's Information Form	15
3. Experience.....	16
4. Capacity	19
5. Key Experts (Include details of Key Experts only)	21

Yasodhara Rural Municipality

A. Request for Expression of Interest

Yasodhar rural municipality
Office of municipal executive

Date: 2023.01.09

Name of Project: Digital LG Profile and annual work progress and reporting portal development work

1. Yasodhara Rural municipality has allocated fund from *toward the cost of* Digital LG Profile and annual work progress and reporting portal development work 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.
 1. The **Yasodhar Rural Municipality** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services:
Household survey for Digital LG Profile and Development of Digital LG Portal and Work Progress with reporting portal.
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address *Yasodhara Rural Municipality, Baidauli, Kapilvastu, Lumbini Province* during office hours on or before 2023.01.24 or visit www.yasodharamun.gov.np
3. Consultants may associate with other consultants to enhance their qualifications.
4. Expressions of interest shall be delivered *manually to the address of officer or online through online by email* : info@yasodharmun.gov.np or ito.yaosharamun@gmail.com before 2023.01.24.
5. 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.
6. EOI will be assessed based on **Qualification 40, Experience 40, and Capacity 20** 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.
7. Minimum score to pass the EOI is 65.

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 5 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 or company or organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 3 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of financial year 079/080. Expected date of commencement of the assignment is **2079.12.30**
6. A Consultant will be selected in accordance with the *Qualification, work experiences and financial turnover in relevant area* 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 **Household survey for Digital LG Profile and Development of Digital LG Portal and Work Progress with reporting portal.** 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

Terms of Reference

1.0 BACKGROUND

1. According to the Constitution of Nepal, 2072 and Local Government Operation Act, 2074, data collection is also an important responsibility within the responsibility and authority of the local government. Although the economic, family/demographic situation, social situation, forest and environmental situation, physical development situation and institutional and good governance situation of this Yasodhara Rural Municipality have been collected, all the facts within the municipality such as the introduction of the municipality, population situation, social Conditions, forests and environment to increase the access of information to the citizens by adding the situation, the state of physical development and the state of institutional and good governance to the digital platform, as well as preparing the Digital LG Profile and annual work progress and reporting portal development for the purpose of keeping the data management and reporting agile and effective. For this purpose, the process of preparing this system has been advanced and along with this, the details of all the service receivers within the municipality have been linked with the digital profile and saved.

2.0 OBJECTIVES OF THE WORK

The consultant is required to perform the following jobs.

- ✓ Using information and communication technology to communicate information to customers in a fast and efficient manner.
- ✓ Including the digital resource map, the introduction of the municipality, economic situation, family details and population situation, social situation, forest and environmental situation, physical development situation, institutional and good governance situation and other details are collected through digital means and stored digitally.
- ✓ Interfacing with other systems and digital profiles of the municipality.
- ✓ The municipality shall enter the details of performance in the areas of development, construction, education, health, drinking water and sanitation, disaster management, youth sports and institutional development according to the financial year and issue reports accordingly.
- ✓ Elimination of duplication of subsidies and other facilities provided by the municipality according to the financial year.

3.0 Work area and tasks to be edited

The consultant shall perform the following tasks as mentioned below:

3.1

- To prepare a questionnaire to be collected through Mobile App in the format specified in Schedule 4 of Village/Town Status Statement Preparation Procedure (First Amendment), 2078.
- While preparing the objective description questionnaire, it should be prepared in such a way that the introduction of the municipality, economic situation, family details and population situation, social situation, forest and environmental situation, physical development situation, institutional and good governance situation are all detailed.
- Details according to the questionnaire through the mobile app should be collected in all the households of all the eight wards of the municipality.
- The details of all the educational institutions, government institutions and non-governmental organizations of this municipality should also be collected.
- Processing, analyzing the collected data and storing and publishing its details in digital media.

Yasodhara Rural Municipality

- Back end and front end system of LG Profile should be prepared.
- Data Backup of LG Profile should be kept on LG Server.
- The front end of LG Profile should be Web Based. Also, the system should be user friendly.
- GIS Based Map should be included while developing Front End System.
- In the GIS Based Map, there should be arrangements for household, institution, ward and municipality level details to be available after clicking on the system.
- The LG Profile system should have two dashboards, one public dashboard and one admin dashboard.
- In the Admin dashboard, it is necessary to make arrangements to create users according to the municipality's branch from the Admin login.
- In the next module of LG Profile, arrangements should be made to enter the progress details and reports according to the subject according to the financial year.
- In the work progress and reporting portal module, there should be a provision for entering the details of the sectoral goals (social development, economic development, good governance and institutional development, forest, environment and disaster management) taken by the municipality according to the financial year, and according to that, the report can also be issued. It should be.
- In the work progress and reporting module, arrangements should be made so that the details can be entered according to the thematic goals by creating separate users for each branch of the municipality and the report can be generated accordingly.
- When building and installing the system, it should be in accordance with the guidelines related to the construction and management of the website of the government agency, 2068.
- Developing a user manual in Nepali language and conducting training for staff and system administrators for content uploading, system maintenance and administrative work.
- Source Code Transfer: Complete source code including all developed libraries will be transferred to Yashodhara Rural Municipality Village Executive Office, Baidauli, Kapilvastu.
- Maintenance and support: The construction firm will provide training to the employees of the related organization and will provide service for 2 months from the date of installation of the system, maintenance and repair of the system as well as on the basis of needs and demands.

4) Job description :

4.1) Software :

This system should have the following features :

- a) **Centralized Web-based System** : This system should be centralized web based. Its operation and use should be able to be operated from any computer system connected to the Internet or a screen available in the place where the internal network and Internet facilities of the office are available.
- b) **Multi user/role and permission based** : In the system, there should be a provision for delegation of roles according to the branch as well as users. According to the hierarchical structure of the office, there should be a provision for the classification of users and delegation of roles accordingly.
- c) **Easy to use visually appealing interface** : The system to be connected should be based on the principles of popular web design. When building the system, it should be simple, easily navigable and searchable, grid-based layout, fast load time and attractively presented on large screens of 14"-20". Placement of content in the system), Tables, GIS Based Map and the system should be updated automatically in a certain period of time. Also, there should be an arrangement where the user can download data in excel format using filter as per requirement.

4.2) **Modules to be in the system** : All the materials visible in the LG Profile system should be able to be easily added, reduced and entered based on the needs through the Content Management System (CMS). There

Yasodhara Rural Municipality

should be a system to add, update and remove blocks. Also, there should be a system that can be navigated from the ward level of the municipality as well as the village/habitation level to the household by arranging navigation on the GIS Map.

4.3) The system should have the following blocks:

- a) **Homepage Title** : In this block, the logo, name, address, slogan of the office should be in both Nepali and English languages and the date and time should be dynamically updateable.
- b) **Navigable GIS Map** : There should be a Navigable GIS Map on the home page of the system in which the user can navigate on the map according to their needs and get details from ward level, village/habitation level to household level.
- c) **Graphical Buttons** : The home page of LG Profile system should have all 7 graphical buttons such as introduction of the municipality, economic situation, family details and population situation, social situation, forest and environmental situation, physical development situation and institutional and good governance situation.
- D) **Advance filter** : LG Profile system should have advance filter with the help of which the user can easily download the data system according to their needs by filtering it in Excel format.
- E) **Data upload** : In the admin dashboard of LG Profile, the office should have a provision to update the details of different areas from time to time. Also, arrangements should be made to upload the complete details in the database.

4.4)Progress Details Entry Module : In the next module of LG Profile, according to the financial year, according to the goals taken by the municipality and the ward, there should be a provision of the following headings to enter the performance details.

- A) **Economic development** : Under this title, make arrangements to enter the details by making the following sub-headings
 - i) **Agricultural Development Programme** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - ii) **Animal Development Programme** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iii) **Agriculture and cooperative program** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iv) **Tourism Development** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
- B) **Social Development** : Under this title, make arrangements to enter the details by making the following sub-headings
 - i) **Education, youth and sports programs** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the

Yasodhara Rural Municipality

progress of the work according to the target, and also arrange to keep photos or documents related to it.

- ii) **Heath services program** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iii) **Women, children and senior citizens program** : : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iv) **Gender equality and social inclusion** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - v) **Water and Sanitation Program** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
- C) Forest, Environment and Disaster Management Programme** : Under this title, make arrangements to enter the details by making the following sub-headings :
- i) **Forest, Environment** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - ii) **Disaster Management Programme** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
- D) Physical Infrastructure Development Programme** : Under this title, make arrangements to enter the details by making the following sub-headings :
- i) **Road construction** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - ii) **Bridge construction** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iii) **Building construction** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iv) **Construction of drains and culverts** : In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.

Yasodhara Rural Municipality

- v) **Land Management and River Erosion Management:** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
- vi) **Energy :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
- E) **Good Governance and Institutional Development Programme :** Under this title, make arrangements to enter the details by making the following sub-headings :
 - i) **Organization and Human Resources :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - ii) **Institutional Capacity Development :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iii) **Revenue mobilization :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - iv) **Financial management :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - v) **Citizen satisfaction survey and social responsibility :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - vi) **Internal and final audit :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - vii) **Service delivery :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - viii) **Use of information technology :** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.
 - ix) **Inter-Agency Coordination:** In this, the municipality should enter the target taken according to the financial year, as well as enter the details of the progress of the work according to the target, and also arrange to keep photos or documents related to it.

Yasodhara Rural Municipality

F) **Photo Gallery** : In the system, the administrator should be able to add, update and remove the photo gallery. When adding a photo gallery, names, photos and photo details etc. should be dynamically updatable.

- The work progress and reporting portal should have a system that can generate and print reports according to thematic and financial years.

4.5) **Hardware Support** : This system should have the following hardware support.

A) The specification of the internal server of the municipality should be as per below and this system should be supported on that server.

CPU	Up to one Intel® Xeon® E-2224G with up to 4 cores per processor
Controller	Software RAID: Intel® RSTe 4.7 or higher
RAM	At least 16 GB DDR4 2666 MHz, 64GB max Supports ECC DDR4 DIMMs
i/o ports	Network options: 1 x 1GbE Front ports: 2 x USB 2.0, 2 x USB 3.1 Rear ports: 2 x PS2, 2 x DisplayPort's, 1 x Serial, 1 x Audio, 2 x USB 2.0, 4 x USB 3.1 PCIe: 1 x Gen3 slot (x16) 2X Gen3 slot (x4) 1 X PCI
Security	Cryptographically signed firmware Intel® SGX (Software Guard Extensions) Secure Boot TPM 2.0

5) **Maintenance and assembly** : After the successful installation of the system, the system will be handed over to the Yashodhara Rural Municipality Village Executive Office. The consulting firm will provide training to the concerned staff and provide setup and configuration support (on demand and on demand support) for a maximum period of 2 months from the date of formal launch of the system.

For a period of 2 months the consultant has to issue bug fixes on time. Security Patch provided by Information and Communication Technology Institute, (ICTP) Lumbini Province. It should be implemented according to the IT Security Audit Report provided by In addition to regular system updates, configuration validations must be completed.

6) **Transfer requirements/submissions** : The system builder must deliver:

- According to the system mentioned above and adjusted based on the feedback and comments of the technical team, it will be submitted only if it is checked by the IT Section.
- To hand over the complete source code including all the developed libraries to the office of Yashodhara rural municipality village executive.

7) **Qualification of consulting firm** : The minimum qualification of the firm interested in setting up the Digital LG Profile and Work Progress and Reporting Portal should be as follows.

- Registered and renewed as per rules I
- A.B. Having paid taxes up to 2078.79 and having a payment certificate.
- At least 2 years of experience in computer software development and information technology system installation and also in household survey.
- Having manpower with experience working in related fields.

8) **Human Resources** : The following human resources are required for the development of Digital LG Profile and annual work progress and reporting portal development for Yashodhara Rural Municipality Village Executive Office, Baidauli, Kapilvastu.

S.N	Description /Title	Unit	Quantity	Qualification and experience
1	team leader	Person	1	passed graduation level in related subject and have at least 3 years of experience
2	Web Based System Programmers and Designers	Person	1	Graduate in Information Technology and having at least 2 years of experience in related fields
3	Data Analysts	Person	1	Graduate in related subject

Yasodhara Rural Municipality

				and having at least 3 years of experience in the related field
4	Enumerators	Person	8	Proficiency Level and have at least 1 year of experience in the relevant field.

- 9) Documents to be submitted by the consultant or firm : The consultant or firm shall submit the following documents:
- A) Copy of Firm Registration Renewal Certificate.
 - B) Copy of Value Added Tax Registration Certificate.
 - C) A.B. Copy of tax payment certificate up to 2078.79.
 - D) The method of performance, the effectiveness of the field conditions, the schedule and the work experience of the organization and the qualification and experience of the organization's manpower and the resume of the working manpower.
 - E) Detailed profile of the organization.
 - F) Details of similar work experience.
 - G) Financial proposal.
- 10) **Purchase method, offer selection and contract** : Purchase Method, Offer Selection and Agreement shall be as follows:
- A) According to the Public Procurement Act and Regulations, public procurement by publishing notices and asking for proposals,
 - B) To make a direct purchase agreement with the firm that offers the lowest amount in the financial proposal submitted from the firm that has reached the minimum qualification among the submitted proposals.
- 11) **work arrangement** : Terms of Reference (ToR) for the shortlisted firm will have to do the following:
- A) The selected firm participates in a debriefing session to understand the overall project, program areas and expectations.
 - B) Based on the brief evaluation session and this ToR, the development firm will develop a design concept for the system. The development firm will share a maximum of three proposals with the team.
 - D) Company adjusts concepts based on feedback and comments.
 - E) As set forth in the "Bunda (3) Software" section and technical fees build fully tested software adjusted based on team feedback and comments.
 - F) Final testing of the system by the Institute of Information and Communication Technology before going live.
 - D) Final approval by the Office of the Chief Minister and Council of Ministers.
 - E) All activities mentioned in this ToR shall be the responsibility of the consulting firm. The consultant firm shall itself be responsible for all expenses and field visits necessary for carrying out the activities mentioned in this ToR
- 12) **Deadline** : Within 90 days of signing the contract, data collection should be done and the system should be connected
- 14) **Payment Process** : A lump sum payment will be made according to the tax bill issued after the development of the Digital LG Profile and work progress and report portal for the Yashodhara rural municipality village executive office.
- 15) **Conclusion** : After the household survey and institutional survey in all the settlements within the municipality from the chosen firm under the mentioned working conditions, Digital LG Profile and work progress and reporting portal will be prepared and the fact-based plan will be prepared as well as the progress made by the municipality in various subject areas according to the financial year. It seems to be settled.
- 16) **Contact for more information** :

Shri Yashodhara Rural Municipality
 Village Executive Office, Information Technology Branch, Baidauli, Kapilvastu.
 Contact No : 9857051843, 9857054843

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 2078/079 (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	

ii) EOI Evaluation Criteria	Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	25	
<i>Experience of Key Experts</i>	15	
B. Experience		
<i>General of consulting firm</i>	10	
<i>Specific experience of consulting firm within last 5 years.</i>	20	
<i>Similar Geographical experience of consulting firm</i>	10	
C. Capacity		
<i>Financial Capacity</i>	15	
<i>Infrastructure/equipment related to the proposed assignment¹</i>	5	

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the

¹ This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment.

Yasodhara Rural Municipality

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.

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

Yasodhara Rural Municipality

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 **Yasodhara Rural Municipality** as Consultant for **Household survey for Digital LG Profile and Development of Digital LG Portal and Work Progress with reporting portal**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **Yasodhara Rural municipality** 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. **Yasodhara Rural municipality** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
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.

Yasodhara Rural Municipality

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):

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.)

Yasodhara Rural Municipality

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.						

Yasodhara Rural Municipality

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; 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: _____

Yasodhara Rural Municipality

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.			

Yasodhara Rural Municipality

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.)

Yasodhara Rural Municipality

4(B). Infrastructure/equipment related to the proposed assignment²

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

² Delete this table if infrastructure/equipment for the proposed assignment is not required.

Yasodhara Rural Municipality

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)