

Expression of Interest (Eoi)

For

Short listing of Consulting Firms

For

Preparation of Detail Engineering Report of Office

Complex of Town Development Fund

National

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Issued on: January, 2018

नगर विकास कोष



TOWN DEVELOPMENT FUND

Invitation for Expression of Interest (EoI)

Town development Fund
Baneshwor, Kathmandu

REQUEST FOR EXPRESSION OF INTEREST (EoI) FOR CONSULTING SERVICES (Firms)

(First Date of Publication: 3rd January, 2018)

Town Development Funds (TDF) is an autonomous financing institution established by the Government of Nepal (GoN) in 1989 with a long term institutional objective of becoming a self-sustaining and complementary part of intergovernmental fiscal transfer system. The TDF is the only financial autonomous intermediary institution in the country presently providing debt financing to local governments. Several donor agencies, including the GiZ, the KfW, the ADB, and the World Bank have worked with TDF since its inception. Local governments in Nepal, especially municipalities and fast growing emerging towns, are its main clients. The GoN, especially, the MoF and the NPC, view it as a key institution that has an important role to play in the urban infrastructure development of the country.

TDF finances long-term urban infrastructure development projects through its loan and grant funding. Town Development Funds Invites the sealed Expression of Interest (EOI) for the short listing the qualified, eligible and interested consulting firms for Engineering Survey, Detail Design, Cost Estimate and Construction Supervision of Office Building of Town Development Funds.

Interested consulting firms are requested to submit their Expression of Interest (EOI) with relevant information: (a) Copies of currently valid firm registration, PAN/VAT registration certificates, tax clearance at least up to 2073/74 and nomination of authorized representatives with Power of Attorney demonstrating their eligibility, (b) General Experiences of the Firm; and Sector Specific Experiences (with similar nature of projects- for study and/or for supervision works) of the firm, organizational capacity, major logistic resources and financial status.

The consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) set out in the Public Procurement Act 2063 (Amendment 2073) and Public Procurement Regulation 2064 (Amendment 2073). Only short listed consulting firms shall be invited to submit the Request for Proposal (RFP) for the above mentioned work.

The shortlist shall be valid only for design and supervision of commercial complex, Hotels, Bank buildings, office complex and multipurpose building. TDF reserves all the right to short list or not to short list any firm partially or in full without assigning any reason whatsoever.

Expressions of interest must be delivered to the address below by 16th day from the first date of publication of this notice. In case deadline for submission of EoI falls on a Government holiday, the deadline shall be extended automatically to the next working day.

Further information can be reached at TDF Website: www.tdf.org.np

Project Director
Project Monitoring and Technical Assistance
Town Development Fund

Tel : 01- 4464874/4465651/4493866/4484977
Fax : 01- 4471227



1. Introduction

Town Development Funds (TDF) is an autonomous financing institution established by the Government of Nepal (GoN) in 1989 with a long term institutional objective of becoming a self-sustaining and complementary part of intergovernmental fiscal transfer system. The TDF is the only financial autonomous intermediary institution in the country presently providing debt financing to local governments. Several donor agencies, including the GiZ, the KfW, the ADB, and the World Bank have worked with TDF since its inception. Local governments in Nepal, especially municipalities and fast growing emerging towns, are its main clients. The GoN, especially, the MoF and the NPC, view it as a key institution that has an important role to play in the urban infrastructure development of the country.

TDF, in spite of its properties in the prime location was enforced to stay in rented building due to different administrative reasons. TDF has allocated fund from its own source toward the cost for hiring a Consultancy Service of the office building of TDF for Detail Architectural and engineering design and drawings.

The site is located in the prime commercial location of the city with high commercial value.

In the view of current load of TDF, Assets Management Department, it has been decided to hire renowned consultancy firm to carry out Conceptual design, detail Architectural and engineering (i.e., structural, sanitary and water supply system, electrical and networking) design, drawing, site verification and topographical survey, geo-technical soil investigation, preparation of detail estimate, BOQ and tender documents and construction supervision work of all the engineering works for the commercial Buildings/Office/Hotels/ bank building .

2. Scope of Works:

The scope of services for this assignment includes both pre and post contract consulting services for the construction of office buildings of TDF at

. As a result, the consultant will be expected to

PHASE 1- Study and Design

- Undertake the Soil test, detail cost estimate, BOQ and tender documents of the office building

PHASE 2 - Construction Supervision

- Supervision and other post contract services
- Provide other post construction services

The Consultant shall, under these Terms of Reference, carry out activities and deliver services and documents as follows:




3. Criteria for Short listing

The following criteria will be applicable for evaluating the submitted Expression of Interests for preparing a list of qualified Consulting Firm(s) to whom the Request for Proposal (RFP) will be made available at a later stage. There are two parts of Short Listing Criteria: (1) Eligibility Criteria (Pass/Fail); (2) Ranking Criteria (according to PWD).

Eligibility Criteria (Pass/Fail) (Mandatory)

All Consulting Firm(s) must fulfill the following eligibility criteria to be considered for short listing.

1	Corporate Registration	Yes/No	Pass/Fail
2	VAT Registration Certificate	Yes/No	Pass/Fail
3	Tax Clearance or/ Tax submission evidence form FY 2073/74	Yes/No	Pass/Fail
4	Adherence to Code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail
5	Minimum years of Standing (Lead Partner of JV must have minimum 10 years of standing)	Yes/No	Pass/Fail
6	Average Annual Turnover NRS 25 Million (Applicable to lead partner in case of JV)	Yes/No	Pass/Fail
The Firm can form a JV with maximum of two other firms for the qualification enhancements and clearly mention the Lead Firm with financial liabilities.			

4. Ranking Criteria

The Consulting Firm(s) submitting the Expression of Interest will be selected on the basis of the information on the following ranking criteria:

SN	Particulars	Allocated Max. marks
1	General Experience of the firm(s) in consulting services in Civil Engineering works	10
2	Work experience of the firm(s) in Similar Projects	30
3	Experiences of Works in Similar Geographical Region/Area.	5
	Financial Capacity	10
4	Availability of Professional Key Staff with Suitable Qualifications	10
5	Technical Manpower (Human Resources with qualifications and experiences)	25
6	Office set up and Logistics	5
7	Self-Declaration and Code of Ethics	5
	Total	100

The firms shall be short-listed (ranked) according to the above criteria. The Firm/JV must score minimum 50% on each criteria and at least 70% on the overall ranking criteria as mentioned above. Only a minimum three number and maximum six top rankings shall be qualified for short listing.




5. Information to the Firms

The Consulting Firm(s) are required to complete the following forms in addition to other information regarding their organization. Information submitted need to be supported with necessary proving documents. In case of a JV please complete these forms individually for each partner, putting their forms together in sequence. A firm can have JV with only one another firm.

1. General Experience of the Firm(s) in Consulting Services in Civil Engineering Works during the last 7 years*

Feasibility Study, Detailed Survey and Design, Geotechnical Study of Road or Bridge or Water Supply and Sanitation or Building works.

S. No	Name of the Project (Consulting services)	Contract Amount of Consulting Services	Year of Completion

* Should be supported by work Completion Certificates Provided by the Clients and project Data Sheets.

2. Work Experience in similar projects during the last 7 years*

DPR, Master Planning, Detailed Survey and Design, Construction Supervision, Retrofitting Study/ Design and other study of Building Complexes, Conservation Related Structures, Historical Monuments, Temples and other structures related to the building related studies of any type of Projects

S. No	Name of the Project (Consulting services)	Contract Amount of Consulting Services	Year of Completion
1			
2			
...			

* Should be supported by work Completion Certificates Provided by the Clients and project Data Sheets.

3. Experiences in Geographical Region/Area*

Experience in different Geographical area or region during the last 7 years.

S. No	Name of the Project	Location of the project	Year of Completion	Contract Amount of Consulting Services

* Should be supported by work Completion Certificates Provided by the Clients and Project Data Sheets.

4. Availability of Technical, Administrative and Supporting Staff with Suitable Qualifications

The Technical, Administrative & Supporting Staffs should be permanent at least 3 years.

Type	Name	Designation	Qualification	Experience in years
Key Technical staff:				
Team Leader (Urban Planner /Procurement Expert)	(1)....			
Architect	(2)....			
Structural Engineer				
Geo Technical Engineer				
Interior designers				
Electrical Engineer				
Computer Engineer/IT Engineer				
Water Supply and Sanitary Engineer				
Procurement Expert				
Surveyor				

Note: This staffs are not necessarily among the key personnel for the particular project. The firm(s) shall submit the CVs of the key personnel to be involved in the project at a later stage if selected in first stage.



5. Financial Capacity

Annual Turnover of the Firm(s) for the previous Five Fiscal years.

S.No.	Year	Annual Turnover (NRs.)
1	2073/74	
2	2072/73	
3	2071/72	
4	2070/71	
5	2069/70	

Note: the above information should be supported by the auditor's reports/tax clearance certificate of the corresponding fiscal year.

6. Office Equipment and Facilities

List the office equipment, vehicles & facilities available with and owned by the firm(s)

S. No	Equipment/Facility	Quantities	Specifications
1	Office Space		
2	Computer + Printer + Scanner + Photocopy + Plotter Facilities		
3	Vehicle Facilities		
4	Survey Equipment		
5	Software (CAD, ETAB, SAP, SATPRO)		

Note: In case of Office Equipment and Facilities ownership certificate should be attached.

The Proposal must fulfill all the requirements mentioned in the notice and the followings.

A successful Firm or JV shall secure minimum 70% of the total marks and minimum qualifying marks for Experience in Similar jobs during the last 10 years shall 60% of that segment.

7. Self-Declaration and Code of Ethics

Self-Declaration

The Applicant shall submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Regulation, 2064 mentioning that the consulting firm/firms are not ineligible to participate in this procurement process, that the consulting firm/firms does not have any conflict of interest in the proposed assignment, and that the consulting firm/firms has not received any punishment while doing consulting business and litigation history (if any). In case of JV and/or association, each individual consultant shall submit Self Declaration separately or they can submit the Self Declaration jointly by signing each member of JV and/or association mentioning information requested in Self Declaration. The self-declaration letter shall be signed by an authorized person of the consulting firm/firms and shall be stamped by the company's seal.

Commitment of Code of Ethics and Anti-corruption Policy

The applicant shall submit a statement stating that the Consultant shall abide by the code of ethics and anti-corruption policy.

