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Kageshwori Manohara Municipality Office

**Expression of Interest (Eoi) for Shortlisting of
Consulting Services
for**

**Preparation of Urban Base Map and Municipal GIS
of**

Kageshwori Manohara Municipality

January 2018



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Expression of Interest (Eoi)

Preparation of Urban Base Map and Municipal GIS of Kageshwori Manohara Municipality

Method of Consulting Service (QCBS, National)

Project Name: Preparation of Urban Base Map and Municipal GIS
of Kageshwori Manohara Municipality

Eoi: Basemap/C/03/074-75

Office Name: Kageshwori Manohara Municipality Office

Office Address: Danchi, Kathmandu, Province No. 3, Nepal

Issued on:



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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



कागेश्वरी मनोहरा नगरपालिका

नगर कार्यपालिकाको कार्यालय

डाँछी, काठमाडौं

३ नं. प्रदेश, नेपाल

आशय पत्र (Expression of Interest) सम्बन्धी सूचना

प्रथम पटक प्रकाशित मिति: २०७४/१०/०७

यस नगरपालिका क्षेत्रको निम्न लिखित कार्यहरू गर्न परामर्श सेवा लिने कार्यका लागि इच्छुक परामर्शदाता फर्म वा कम्पनीले यो सूचना प्रकाशित भएको मितिले १६ (सोह्र) दिन भित्र कार्यालय समयमा देहायका विवरण सहित "सार्वजनिक खरिद ऐन २०६३" को दफा ३० र "सार्वजनिक खरिद नियमावली २०६४" को नियम ७० बमोजिम आशयपत्र (Expression of Interest) पेश गर्नुहुन अनुरोध गरिन्छ । यस सूचनाको विवरण र अवधारणा पत्र (EoI Document) यस कार्यालयको website www.kageshworimun.gov.np मा उपलब्ध छ ।

देहाय:

- आशयपत्रको लागि आवश्यक कागजात:
 - नवीकरण भएको फर्म दर्ताको प्रमाण पत्रको प्रतिलिपि ।
 - मु.अ.कर दर्ता प्रमाण पत्रको प्रतिलिपि ।
 - आ.ब. ०७३/०७४ को कर चुक्ता प्रमाण पत्रको प्रतिलिपि ।
- गर्नुपर्ने कार्यको सम्क्षिप्त विवरण:
 - Preparation large scale urban base map.
 - Develop, establish and piloting metric addressing system.
 - Household level socio economic census.
 - Acquire cadastral land parcel digital data and integrate into the municipal GIS .
 - Preparation of thematic resource maps.
 - Develop municipal GIS database and information System, reporting and maps.
 - Capacitate and institutionalize municipality office.
- फर्म वा कम्पनीको विवरण र प्रस्तावित कार्यमा संलग्न हुने प्रमुख जनशक्तिको वैयक्तिक विवरण सहितको हस्ताक्षर भएको Bio-Data संलग्न गर्नुपर्ने छ ।
- फर्म वा कम्पनीको समूह, संगठन वा संयुक्त उपक्रमको रूपमा परामर्श सेवा दिने भए त्यस्ता फर्म वा कम्पनीको नाम, ठेगाना, विवरण तथा मुख्य भै काम गर्ने फर्म वा कम्पनीको नाम ।
- विगत सात वर्षमा सम्पन्न गरेको समान प्रकृतिको काम र स्थानको विवरण उल्लेख हुनुपर्नेछ ।
- आशयपत्र दाताको सम्पर्क ठेगाना, फोन नं. र सम्पर्क व्यक्ति उल्लेख गर्नुपर्ने छ ।
- आशय पत्र पेश गर्नु पर्ने स्थान:
कागेश्वरी मनोहरा नगरपालिका, नगर कार्यपालिकाको कार्यालय, थली, काठमाडौं ।
सम्पर्क नं.०१-४४५१२१२

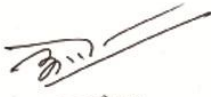
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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the **last 7 years** and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible **consulting firm**.
4. The assignment has been scheduled for a period of **six months**. Expected date of commencement of the assignment is 15 February 2018.
5. A Consultant will be selected in accordance with the QCBS method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - **EOI Form: Letter of Application (Form 1)**
 - **EOI Form: Applicant's Information (Form 2)**
 - **EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))**
 - **EOI Form: Capacity Details (Form 4)**
 - **EOI Form: Key Experts List (form 5).**
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Shortlisting for the **Preparation of Urban Base Map and Municipal GIS of Kageshwori Manohara Municipality**". The Envelope should also clearly indicate the **name and address of the Applicant**.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



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C. Objective of Consultancy Services or Brief TOR

1.1. Background

Kageshwori Manohara Municipality Office aims to develop the municipal region as a green and planned city following pathways of sustainable development goals. The municipality office aims to plan and develop the municipal region as model city through progressively following the concept of “Smart City” for improved urban services and governance, with active participation of “smart citizens”. The first step of this endeavour is to initiate “digitalization” and implementation of digital systems in day-to-day management and governance of the municipality. With this overarching aim, the municipality office seeks to develop digital information system through Geographical Information System (GIS) based Urban Base Map, Resource Maps and Municipal GIS. These GIS based information will enable application of spatial information technology for informed decision making, eco-friendly planning and development, efficient urban services delivery, transparent local governance and active participation of the citizens. Applications of smart technologies develop on top of the information platform will enable efficient service delivery, governance and active participation of the citizens in decision making. This process will be implemented through gradual and progressive transition ensuring sustainability.

As the first step, the municipal office seeks to develop and institutionalize detailed Urban Base Map, Resource Map and Municipal GIS to support sustainable planning in the municipality to achieve its goals.

1.2. Objectives

The main objective of this initiative is to develop Geographical Information System (GIS) based municipal information to enable informed decision making, sustainable planning, efficient service delivery and active engagement of the citizens in planning and its implementation. GIS based information system will include high resolution Urban Base Map, detailed Resource Maps and integrated Municipal GIS database required for various planning and development works.

Specific objectives of the assignment are:

- a. Preparation of large scale Urban Base Map of municipal area covering an area of 27.6 sq.km.
- b. Conduct household level socio-economic census required for various planning and social safeguard related works by the municipality office.
- c. Develop, establish and pilot Metric Addressing System in the municipality.
- d. Acquire cadastral land parcel digital data from relevant authorities (Dept. of Land Information and Archive), process and integrate into the Municipal GIS
- e. Preparation of thematic Resource Maps required for preparation of Master Plan of the Municipality.
- f. Develop Municipal GIS Database and Information System, integrating urban base maps, resource map, socio economic data, cadastral land parcel data.
- g. Capacitate and institutionalize municipality office to implement Municipal GIS.

1.3. Scope of works

Under the above objectives, the scope of works is defined hereunder.

1.3.1. Preparation of Large Scale Urban Base Map

- a. Large scale Urban Base Maps at 1:2,500 and 1:5,000 shall be prepared using latest available very high-resolution satellite imagery (0.5m resolution) to capture all the natural and manmade topographical features. These shall be verified in the field and updated based on field works. Urban Base Map shall include following themes and data layers (but not limited to):

SN	Themes/Thematic Layers
1	Topography and Terrain
1.1	Land Cover and land use (defined by National Land Use Policy 2072, Amendment)
1.2	Terrain (Digital Elevation Model and Contours at 1m interval)
1.3	Topographic Features (escarpment, pit, peak etc.)
1.4	Hydrography (river, stream, lake, pond, reservoir and other water bodies)
1.5	Others
2	Buildings
2.1	Building Footprints <ul style="list-style-type: none"> ▪ Residential ▪ Commercial and Retail ▪ Financial ▪ Public ▪ Institutional ▪ Religious ▪ Mixed ▪ Health Services ▪ Educational ▪ Security Services ▪ Utility Services ▪ Cultural/Archaeological/Heritage ▪ Others
3	Road/Street Network
3.1	Road Centreline
3.2	Road Edge
3.3	Road Polygon
4	Administrative
4.1	Municipal Area
4.2	Ward Area
4.3	Designated Areas
4.4	Locations
5	Utility Services
5.1	Water Supply System
5.2	Sewerage System
5.3	Electricity System




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5.4	Telecommunication and Mobile Communication
6	Urban Services
6.1	Municipal Information Center
6.2	Public Transportation Route and Stops
6.3	Taxi Stop/Stand
6.4	Tourism Information Center
6.5	ATM/Money Exchange
6.6	Hospitality Services (Hotel, lodges, restaurants etc.)
6.7	Others

- b. Very-high resolution (VHR) satellite imagery (0.5m resolution) will be acquired from the recent archive through authorized reseller in the country.
- c. VHR satellite imagery shall be orthorectified using Ground Control Points from necessary Differential GPS Survey works.
- d. Extraction of features using recent very high-resolution satellite imagery shall follow best practices and shall comply with national/international accuracy standards.
- e. Topographical survey shall be done to generate contours at 1m vertical accuracy.
- f. Data model of the base map features shall follow data model used/recommended by Department of Urban Development and Building Construction (DUDBC) for large scale Urban Base Mapping for municipal areas. Required attribute data shall be collected during field surveys, reliable secondary data from relevant sources, participatory mapping and in consultation with the municipal authorities.
- g. Proper documentation of the methodology applied, metadata catalogue and accuracy assessment report shall be prepared.
- h. Base Map shall be printed in 1:2500 and 1:5000 scale following appropriate cartographic standards followed by DUDBC.

1.3.2. Household Level Socio Economic Census

- a. Household level socio-economic census survey shall be carried out covering all the residential households, businesses, institutional households and others (including temporary residents, rented households in the municipality) to assess the socio-economic status and develop social plans in the municipality. The household level information shall contain these (but not limited to)

SN	Themes/Thematic Layers
1	Demographics <ul style="list-style-type: none"> ▪ Gender ▪ Ethnicity and religion ▪ Age composition ▪ Education level ▪ Occupation/Profession/Income Sources ▪ Income and Expenditure levels ▪ Marital status ▪ In-migration/Out migration ▪ Skill level ▪ etc.
2	Building Usage and Occupancy <ul style="list-style-type: none"> ▪ Building usage ▪ Building structure type

	<ul style="list-style-type: none"> ▪ Building age ▪ Building wall type and roof type ▪ No. of storeys ▪ Rented/Leased ▪ Owner's Name ▪ Visible structural damages (if any) ▪ Photograph of front façade ▪ Road accessibility ▪ Others
3	Access to Water Supply and Sanitation
4	Solid Waste Management
5	Access to Internet Connectivity
6	Access to Banking Services and Finances
7	Women Empowerment and Inclusion
8	Travel Time to Work and Mode of Travel
9	Access to Municipal Services
10	Awareness to earthquake response and evacuation drills
11	Openness and readiness to technological/IT based services

- b. The themes and parameters of socio-economic census survey shall be defined in close consultations with the municipal authorities and relevant experts incorporating the information needs for future planning of the municipality and efficient service delivery. Census survey shall be done using structured questionnaire (preferably using mobile devices). Census survey shall be done in coordination with the ward offices, involving the ward secretaries and potential qualified enumerators from the municipal region.
- c. Field enumerators shall be trained and the questionnaire checklist pre-tested prior to the enumeration.
- d. Public notice shall be issued through local FM, newspaper or pamphlet prior to the census survey in coordination with the municipality office. The Municipal office shall issue such public notice to facilitate the census survey works.
- e. The household level data shall be incorporated with building level GIS layers and analyzed.
- f. Detailed municipal socio-economic and demographic report and spatial profile shall be prepared.

1.3.3. Develop, Establish and Pilot Metric Addressing System

- a. Metric Addressing System shall be designed and developed for the municipal region following similar addressing system in other municipalities of the country. The metric addressing system shall incorporate street naming, house addressing using GIS methods.
- b. A detailed Metric Addressing System Guideline shall be prepared in Nepali Language for the municipality authority to follow.
- c. Street naming shall be done in consultation with municipal authority, participation of local citizens and political representatives and shall be formally endorsed by the municipally office.
- d. House numbering shall be done in the field with metric measurement of the main entrance using accurate measuring instruments such as odometer or tape.



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- e. Specifications of house number plate, street signage plates, location of street signage etc. shall be developed along with the cost estimate for contract outsourcing for fabricating and installation of the plates and signages.
- f. Sample fabrication and instalment shall be done for all the houses and street signages in a pilot Ward 9 area of the municipality.
- g. Municipal technical personnel shall be trained in developing, assigning and installation of addressing system.
- h. Metric addressing system shall be integrated into GIS database of buildings and street network.
- i. A detailed action plan for installation of house number plates and street signage shall be prepared with cost estimate and financial mobilization plan.
- j. Metric addressing street maps, brochure, flex map and advertisement shall be designed for sensitization of the Metric Addressing System in the municipality.

1.3.4. Acquire Cadastral Land Parcel Digital Data and Integrate into the Municipal GIS

- a. Digital cadastral maps in GIS format can be acquired from Dept. of Land Information and Archive (DoLIA) following administrative channel. These cadastral data shall be acquired with the support of municipality office and integrated in the Municipal GIS database.
- b. Necessary geo-referencing and adjustments shall be done wherever required generate a seamless cadastral land parcel data.
- c. Cadastral land parcel data shall be overlaid with the developed land use data and per-parcel land use data shall be analyzed.

1.3.5. Preparation of Thematic Resource Maps

- a. Thematic Resource Maps are prerequisite for development of any plans in the municipality. These are required for preparation of land use and building bye-laws, master plan or any local area plan. Resource Maps shall be prepared using the developed Municipal GIS database and performing various spatial analysis to generate different thematic information as under (but not limited to):

SN	Themes/Thematic Layers
1	Existing Urban Form
1.1	Land Use
1.2	Built-up Pattern
1.3	Internal Road Connectivity
1.4	Land Parcels
1.5	Urban Greenery
1.6	Open Space
1.7	Building Typology
2	Regional Scenario and Connectivity
2.1	Regional Urban Nodes
2.2	Hinterland Area and Linkages
2.3	Road Network Connectivity
2.4	Economic Connectivity
3	Terrain Morphology, Land Form and Hydrology
3.1	Land Form and Soil
3.2	Geology




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3.3	River System
3.4	Lakes/Ponds (Water bodies)
4	Cultural and Archaeology
4.1	Existing Archaeological Sites/Monuments
4.2	Archaeological Excavation Sites
	Culture aspects (tangible/intangible)
4.3	Cultural and Religious Sites (mosques, graveyard, temple, church etc)
5	Public Facilities and Infrastructure
5.1	Health Services
5.2	Education
5.3	Security Services
5.4	Administrative Services
5.5	Utility Services
6	Commercial and Financial
6.1	Commercial Services
6.2	Financial Services
6.3	Hospitality/Tourism Services
6.4	Market Center/Haat Bazar
6.5	Central Business District (CBD)
7	Socio-Economic and Demographics
7.1	Population Distribution and Density
7.2	Population Growth Trend and Projection
7.3	Population Ethnicity
7.4	Economically Active Population
7.5	Source of Income
8	Climate Data
8.1	Temperature (Monthly average, maximum and minimum for last 30 years)
8.2	Precipitation (Monthly total for last 30 years)
8.3	Wind direction

- b. These thematic Resource Maps shall be published as Municipal Spatial Profile in appropriate scales following appropriate cartographic principles.
- c. These thematic Resource Maps and GIS datasets shall also be incorporated in the Web-GIS application developed under Municipal GIS Database and Information System

1.3.6. Develop Municipal GIS Database and Information System

- a. Integrated Municipal GIS Database shall be developed incorporating base map themes, utility themes, street network theme, socio-economic theme, environment theme, cadastral theme.
- b. Online Web-GIS application system and information portal shall be developed and installed in existing computer system in the municipality to be used internally as a pilot.



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- c. The hosting and support service of the web application shall be done in further consultation with the municipality office.

1.3.7. Capacitate and Institutionalize Municipality Office

- a. Institutional capacity building in using the Municipal GIS in urban planning and development shall be done in conjunction with the development of the GIS data. The municipality office shall depute technical personnel (preferably civil engineer/geomatics engineer/architect/surveyor) in part time basis to be attached with the consulting team for field surveys and mapping works as on-the-job-training.
- b. A five days Municipal GIS and Planning training shall be conducted for 3-4 technical personnel appointed by the municipal office.
- c. A one-day orientation/sensitization workshop shall be conducted for the Mayor and decision makers of the municipal office also including the local elected representative, civil society, media representative and other to disseminate the importance and usage of the information system.
- d. The programs for the training and workshop shall be discussed and planned in consultation with the municipal office.

1.4. Deliverables

The output of the assignment shall include the following deliverables in due dates.

SN	Deliverables	Duration
1	Inception Report	Within 2 weeks of commencement of the assignment
2	Field Report <ul style="list-style-type: none"> ▪ Field Base Map ▪ Socio-Economic Data ▪ Metric Addressing Manual 	Within 3 months of the assignment
3	Draft Final <ul style="list-style-type: none"> ▪ Draft Base Maps and Report ▪ Socio-economic Profile ▪ Municipal GIS Database ▪ Resource Maps 	Within 4 months of the assignment
4	Final Reports Submission <ul style="list-style-type: none"> ▪ Final Base Maps and Report ▪ Final Municipal GIS Database ▪ Socio-economic Profile ▪ Final Resource Maps ▪ Final Municipal Addressing Manual, Specifications, Street Map Designs, Cost Estimate 	Within 5 months of the assignment
5	Fabrication and Installation of Metric House Numbering in Ward 9	Within 6 months of the assignment



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1.5. Time Schedule

The total work period shall be of six (6) months after the issuance of the work order. However, the final reports, maps and GIS database shall be completed within five months of the commencement of the works. Fabrication and installation of metric number plates shall be completed within the final sixth month.

1.6. Human Resources

These key experts with relevant academic qualifications and extensive experience in developing Urban Base Map and Municipal GIS are required for undertaking the assignment.

SN	Experts	Person	Man Months	Eligibility Criteria
A	Key Personnel			
1	GIS/Urban Mapping Expert (Team Leader)	1	5	Minimum master's degree in Geo-Informatics/Geo-information/GIS having minimum of 7 years of relevant experiences (in Urban Base map, municipal GIS, Metric Addressing, resource mapping, urban hazard mapping, municipal socio-economic survey etc.) after master's degree
2	Urban Planner	1	2	Minimum master's degree in Urban Planning/Regional Planning/City having 5 years of relevant experiences after master's degree
3	GIS Engineers	2	4	Minimum bachelor's degree in Geomatics Engineering/GIS/Remote Sensing having minimum of 3 years of relevant experiences (in Urban Base map, municipal GIS, Metric Addressing, resource mapping, municipal socio-economic survey etc.) after bachelor's degree
4	Socio-Economist	1	3	Minimum master's degree in sociology/anthropology/economics/rural development having 5 years of relevant experiences (in Urban Base map, municipal GIS, Metric Addressing, resource mapping, municipal socio-economic survey etc.) after master's degree
5	Senior-Surveyor	2	3	Minimum Bachelors in Survey Engineering/Geomatics Engineering/Senior Survey Training Course from recognized institution and having 5 years of relevant experiences (in Urban Base map, municipal GIS, Metric Addressing, resource mapping, etc.)
6	Web GIS System	1	2	Minimum master's degree in Information Technology/Computer Science/Computer Engineering having 5 years of relevant



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	Developer			experiences in WebGIS after master's degree
B	Non-Key Personnel			
7	Junior Surveyor	4	3	Minimum diploma in Survey Engineering/ Junior Survey training from recognized institution and having 3 years of relevant experiences / diploma in civil engineering with 5 years' experience in surveying
8	Field Coordinator	2	3	Minimum bachelor's degree in sociology/anthropology/economics/rural development or other relevant field having 3 years of relevant experiences
9	Statistician	1	1	Minimum master's degree in statistics or relevant field having 5 years of relevant experiences after master's degree
10	Web Developer	1	2	Minimum bachelor's degree in Information Technology/Computer Science/Computer Application or relevant subject having 2 years of relevant experiences after master's degree



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)	
Copy of Tax Clearance certificate of FY 2073/074 or tax submission letter of FY 2073/074	
Minimum Years of Standing 10 years (single or lead firm of Joint Venture (JV))	
JV Agreement in case of joint venture of firms	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		[20+20=40%]
Qualification of Key Experts	As per ToR	20
Experience of Key Experts	As per ToR	20
B. Experience		[5+35+10=50%]
General experience of consulting firm	Experience in preparation of strategic urban development plan/integrated development plan/land use plan/risk sensitive land use plan/long term development plan/physical development plan/comprehensive master plan/periodic plan/GIS mapping based works in urban sector completed successfully in last 10 years with value higher than NRS 2 million	5
Specific experience of consulting firm within last 10 years.	Experience in Urban Base Map, Municipal GIS, Municipal Resource Mapping, Metric Addressing, Census Survey, Land Use Mapping etc. in last 10 years	35
Similar Geographical experience of consulting firm	Experience in similar geographic area of urban municipality in hilly regions, preferably in Kathmandu	10



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	Valley	
C. Capacity		[5+5=10%]
Financial Capacity ¹	Annual average turnover less than NRS 5 Million will not be considered	5
Infrastructure/equipment related to the proposed assignment ²		5

¹ Average turnover required shall not exceed 150% of cost estimate

² Infrastructure/equipment must demonstrate availability of adequate units/numbers of survey equipment (DGPS, Total Stations, etc.- owned/hired), licensed digital photogrammetry software system, GIS software system, computer workstations, large format colour printer and scanner, socio-economic data collection equipment, metric addressing equipment, field vehicle (owned/hired) and other office support etc.



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E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts



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1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: _____

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **Kageshwori Manohara Municipality Office** as Consultant for Preparation of Urban Base Map and Municipal GIS of Kageshwori Manohara Municipality.
2. Attached to this letter are photocopies of original documents defining:
 - a. the Applicant's legal status;
 - b. the principal place of business;
3. **Kageshwori Manohara Municipality Office** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **Kageshwori Manohara Municipality Office** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
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

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



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- 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):



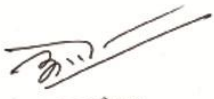
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2. Applicant's Information Form

(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 Experience

(Details of assignments undertaken in last 10 years related to mapping. Each consultant or member of a JV must fill in this form.)

SN	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



3(B) Specific Experience

Details of similar assignments undertaken in the previous seven years (related to Urban Base Map and Municipal GIS, Metric Addressing System, Household Census Survey, Resource Mapping, Capacity Building Trainings for Municipalities etc.)

(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) ¹ :
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: _____

¹ 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)

SN	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1			
2			
3			
4			
5			
6			
7			



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

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

No	Infrastructure/equipment Required	Requirements Description
1		
2		
3		
4		
5		
6		
7		



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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)
1					
2					
3					
4					
5					

(Please insert more rows as necessary)

CV of each professional key experts shall be submitted with signature of professional and authorized representative of the firm/JV. Scanned CV shall cause to rejection of CV for EOI evaluation.