

Expression of Interest (EOI)

Consulting Services for Detailed Interior Design and Construction Supervision of Muktinath Bikas Bank Central Office Building Project, Lazimpat, Kathmandu, Nepal.

**Project Name : Muktinath Bikas Bank Central Office Building.
EOI : 01/2078-79
Office Name : Muktinath Bikas Bank Ltd (MNBBL).
Office Address : Kamaladi, Kathmandu, Nepal.
Funding agency : Bank Internal Source
Issued on : 2079-1-12**

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Section – I

Request for Expression of Interest

Muktinath Bikas Bank Ltd (MNBBL)
Kamaladi, Kathmandu, Nepal

Invitation of Expression of Interest (EOI)
For
Interior Design Consultancy Services
(EoI – 1/ 078/079)
(Date of Publication: 2079-1-12)

1. **Muktinath Bikas Bank Ltd (MNBBL)**. is constructing its Central Office Building at its premises at Lazimpat and intends to prepare separate lists of competent local consulting firms for the preparation of Interior Planning, Conceptual Designs, Preparation of Detail Interior Design, Animation, Cost Estimation, Tender Document and Supervision of the same. This invitation of expression of interest (EOI) is made to invite applications from interested and eligible National Consulting firms registered in Nepal under GON rules and regulation.
2. The EOI document could be obtained free of cost during office hours on all government working days within 15th days of first published of this notice from **Muktinath Bikas Bank Ltd (MNBBL)**. The instructions to applicants, prescribed formats, evaluation criteria, and detail information as well as the indicative Terms of Reference for the job is provided in Annex along with EOI.
3. Fully completed EOI documents in hard copy should be submitted for this job to the address mentioned below clearly mentioning the name of the job in sealed envelopes before 1.0 pm within 16th day of first publication of this notice.

The CEO,
Muktinath Bikas Bank Ltd. (MNBBL)
Kamaladi, Kathmandu, Nepal.

4. If the deadline specified herein falls on a government holiday, then deadline shall be extended automatically to the next working day at the same hour. Fully completed EoI documents received after the due date & time, shall be considered late, summarily rejected and returned un-opened.
5. The completed EoI documents received by the due date and within the specified time shall be opened at 2:30 PM on the 16th day of first date of publication of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EoI in any way.
6. The EoI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EoI application will be done in cumulative basis. Only three -six top ranked consulting firm obtaining specified marks in EoI evaluation process will be shortlisted as qualified firms.
7. Request for proposal (RFP) for each job will be issued to qualified short listed firms for respective Job for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
8. MNBBL reserves the right to accept or reject any or all EoI applications with or without giving any reason whatsoever.
9. Further information on this EoI can be obtained from above address of MNBBL during office hours in all working days prior to the deadline of submission of EoI.

Address:

Name of the Client : **Muktinath Bikas Bank Ltd (MNBBL).**
Address : **Kamaladi, Kathmandu, Nepal.**
Telephone : 01-4168683
Facsimile:
E-mail : info@muktinathbank.com.np
Website : www.muktinathbank.com.np

Section - II

Instructions for Submission of Expression of Interest

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or with sub-consultants or a joint venture of consulting firms.
2. The Consultant must accomplish the Expression of Interest Application in its letterhead duly signed by authorized representative in the format given in the EOI Document. The application should contain following information:
 - (i) Applicants shall provide the following information in the respective formats given in the EOI document:
 - Letter of Application(Form1)
 - Detail Information of the Applicant (Form 2)
 - Technical Competencies(Experiences) (Form 3)
 - a) General Experiences in last five years.
 - b) Specific experiences in similar assignments undertaken in the previous three years.
 - c) Geographical Competencies with details of work experience of working in similar geographic region/country
 - d) Availability of staffs with suitable qualification
 - Management Competence with firm's capacity, established mechanism to ensure quality of services, timely response to complaint, and retaining competent staff (Form 4)
 - (ii) 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.
 - (iii) The EOI document will be available from the address given below from 12-01-2079 10:00 free of cost
 - (iv) The Expression of Interest (EOI) document either collected from the "Client's Office" or downloaded from "Client's website" must be duly completed and submitted hardcopy.
 - (v) The completed EOI Document must be submitted on or before the date mentioned in the "Request for Expression of Interest" must be submitted hardcopy. 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 expression of interest shall not be considered for evaluation.

Address

Name of the Client : Muktinath Bikas Bank Ltd (MNBBL).
Address : Lazimpat, Kathmandu, Nepal.
Telephone : 01-4168683
Facsimile:
E-mail : info@muktinathbank.com.np
Website : www.muktinathbank.com.np

Section - III

Objective of Consultancy Services or Brief TOR

3. TERMS OF REFERENCE (TOR)

3.1 BACKGROUND

MUKTINATH BIKAS BANK LTD (MNBBL). Has allocated funds towards the cost of consulting Services for Detailed Interior Design and Supervision of Muktinath Bikas Bank Ltd (MNBBL) building Project and intend to apply a portion of this fund to eligible payments under this contract.

3.2 OBJECTIVE OF THE ASSIGNMENT

The main objective of hiring the consulting firm's service is to prepare detail Interior design drawings with working details and construction supervision of the proposed Muktinath Bikas Bank Ltd (MNBBL) Building. The specific objectives of the assignment are:

- i. To Conduct the Conceptual, Detailed Interior Design of the Muktinath Bikas Bank Building at Lazimpat, Kathmandu, Nepal.
- ii. To prepare Interior design drawings with working details, & animation.
- iii. To assist MNBBL for procurement.
- iv. Interior Construction Supervision works up to Defect liabilities period
- v. Periodic meeting & report to MNBBL

3.3 SCOPE OF WORK

The scope of consulting services is divided in three major Phases namely,

Phase I: Detailed Interior Design Phase

Phase II: Procurement Phase

Phase III: Construction Supervision Phase

The scope of work to be carried out by the consultant shall include but not limited to the following:

PHASE I: DETAILED INTERIOR DESIGN PHASE

3.1.1 Desk study

A desk study should be carried out, collecting all trending data, previous drawings and information relevant to the Muktinath Bikas Bank Ltd (MNBBL). Modern conceptual design of the trending bank interiors and its requirements, drawings for further investigation works as well as detail design works. The desk study also includes the review and assessment of the existing Muktinath Bikas Bank Ltd (MNBBL). Requirements of office structures, discussion and meetings with officials of MNBBL and other stakeholders.

3.1.2 Detailed Interior Survey and Design.

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

- ❖ To prepare Interior master plan for Muktinath Bikas Bank Ltd (MNBBL) building newly constructed at its Lazimpat premises.
- ❖ To exercise and prepare requirements for Central Banking Office for Muktinath

Bikas Bank Ltd (MNBBBL).

- ❖ To prepare as Interior design and drawings with plan and elevation of the existing floor of building of Muktinath Bikas Bank Ltd (MNBBBL) with actual field measurement.
- ❖ Prepare 3D of all floors and walk through of the Interior design.

3.1.3 Master Plan and Conceptual:

Consultant shall:

- i. Prepare and submit conceptual Interior plan, Interior design and other related design as well as cost estimation of the project for approval by Client
- ii. Prepare and submit preliminary design and cost estimate incorporating the Clients' suggestions and comments

3.1.4 Detailed Interior design, quantity/cost estimates, BOQ, Specification, Tender document.

Based on the collected information and results of the discussions mentioned above the consultants should design the Interior of the building for Muktinath Bikas Bank Ltd (MNBBBL), following the standard codes of practice, norms and guidelines. The relevant codes for the design Nepal National Building Code (NBC: 1994), Revised NBC: 2015, IS Codes, and health regulation for building and infrastructures 2070 and other relevant Rule and Regulation shall be followed. The consultant shall also prepare the cost estimate of the same for Furniture and Fixtures, Civil Works, Toilet decoration, air-conditioning, flooring wall decoration and electrical fixtures. The consultants shall collect information on price of materials and prepare rate analysis, rate schedules and cost estimates based on the standard norms and prevailing district rates of Kathmandu.

The Consultants shall: -

- i) Prepare detailed design and drawings for:

1. Detailed Interior Design and working Drawings

- ❖ Floor plans (1:100)
- ❖ Finishing schedule plans (1:200)
- ❖ Four side Elevations (1:100)
If the plan is L, C or H Shape, Sectional elevations of the faces (1:100)
- ❖ Longitudinal sections (at least from two direction)
- ❖ Door (with shutter and moldings) details and window (curtain and blinds) schedule with counts and detail drawings and specification.
- ❖ Blow up Details (Staircase finishing; toilets finishing; wall sections with blow up details of handrail;
- ❖ Interior floor plans and detailing.
- ❖ 3D views of relevant space.

Civil Works:

- ❖ Vault/Locker and other necessary infrastructure
- ❖ Sanitary design and detailing

4. Detailed Electrical/ Mechanical Design and Drawings

- ❖ Power distribution system.
- ❖ Lighting layout plan

- ❖ Power layout plan
- ❖ Telecommunication layout plan
- ❖ Specify the standard dimension and position for the placement of the switches, plug sockets, height hanging light or wall light.
- ❖ Computer Networking.
 - ❖ Security system design (including but not limited to: CCTV, fire, Access, Intrusion detection, PA, etc)
 - ❖ HVAC design and detailing

5. Detailed Sanitary Design and Drawings

- Toilets wall tile design with toilet planning of sanitary fixtures layout plan
- Blowup sections showing fixtures specifying height from the floor and floor slopes.

6. Detail Cost and quantity estimate

Detail Cost and quantity estimate including bill of quantity (BOQ) and technical specification.

- ❖ Detail Quantity estimate and abstract of cost of each components
- ❖ Consolidated abstract of cost
- ❖ Bill of Quantities.
- ❖ Rate of items are to be used from the District Rate analysis collecting them from the related division offices. If there are any items which are not included in that rate analysis, consultant has to prepare rate analysis for those items based on prevailing norms. Rate analysis of relevant items.
- ❖ Technical specification for all BOQ items
- ❖ Prepare Bidding Documents following PPMO standard Bidding Document (Method of procurement shall be decided in consultation with MNBBL).
- ❖ Any other document necessary for the bidding process & construction permit.

PHASE 2: PROCUREMENT PHASE

3.2.1 Bidding and Award of Contract

The consultant shall prepare Bidding Documents including Technical Specifications Drawings, Bills of Quantities covering all Interior works of Building complex. The consultant will assist MNBBL in the bidding process including the preparation of procurement plan, inviting bids, bid opening and evaluation. Upon receipt of bids, the Consultant shall guide the evaluation committee in the evaluation of the bids as when required and assist and preparing bid evaluation report as when necessary as per the request of the client in accordance with the GON procurement procedures and guidelines. After the approval of the Bidder(s) selection, the consultant shall prepare and facilitate the contract agreement to be signed between the winning bidder and the MNBBL as per the specified agreed conditions.

Deliverable of this item of work include: -

- a) *Bid invitation.*
- b) *Record of clarifications, pre-bid meetings.*

PHASE 3: CONSTRUCTION SUPERVISION PHASE

The consultant shall be responsible for all supervision work of construction of interior work of MNBBL Building and other infrastructures including the followings but not limited to.

3.3.1 Contract Administration The consultant shall take responsibility of contract administration in accordance with the provisions of the contract between the MNBBL and the interior Contractor and ensure the quality of works executed by the Interior Contractor as per the contract. The Consultant shall be responsible for construction supervision to ensure timely completion of the contract, Quality assurance checks and tests, preparing and recommendation of variation order if required, providing working drawings and instructions to the Interior Contractor, checking and approving Interior Contractor's shop drawings, laying out the interior on floor as per the Plan, measurement and billing of works executed by the Interior Contractor, certification for payments for the works executed in conformity with the contract requirements.

3.3.2 Supervision of Construction Works

- > The Consultant should provide the necessary supervisory staff to be employed during the period of implementation in executive and supervisory capacities in respect of the interior contracts. The Consultant will be delegated with all normal duties and powers of the "Residential Engineer as a project manager" for the implementation of the project.
- > The Consultant will check, approve, reject and record, as the case may be, inter alia, the following:
 - Interior Contractor(s)' fabrication machines and equipment
 - Interior Fabrication Materials
 - Review and approve all methods proposed by the Interior Contractor(s) for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.
 - Re-design if any parts or element requires so.

3.3.3 Issue of Instructions to the Interior Contractor(s)

These services will relate to the fulfillment of the Interior Contractor(s)' duties from drawing up and approval of the work program till the completion of works. The services will include issuing field instructions in writing as required relating to:

- Quality of materials used in the works and quality of construction work
- Equipment and methods of construction
- Supervision, checking and testing of works carried out.
- Clarification of drawings and specifications.
- Progress of works to ensure that the work program is adhered to.

The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of the MNBBL

3.3.4 Advice to the MNBBL on Progress of Works

It is of utmost importance that the progress of the works is in accordance with the programmed implementation schedule since the timely implementation of the project

necessitates the strict adherence to the approved timetable. The Consultant will keep advised the MNBBL Continuously as to work progress. If any deviation from the implementation schedule occurs, the Consultant will inform the MNBBL about the necessary measures to be taken to avoid dalliance of the project.

3.3.5 Inspection and Testing of Works

- > At all stages of implementation, the consultant shall carry out regular inspection of materials and workmanship and acceptance tests. The frequency of test shall be as per Norms and specification approved by MNBBL to ensure compliance with the specifications. Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall remove or rectified immediately.
- > Carry out inspection at time of substantial completion of the works and arrange for issue of the Initial Hand-Over Certificate in coordination with the MNBBL
- > Undertake periodic inspections during the Defects Liability Period and notify the MNBBL and Interior Contractor of any defect on the construction works, and supervising their repair. Following the expiry of the Defects Liability period, arrange for issuing the Final Hand-Over Certificate in coordination with the MNBBL

3.3.6 Approval of Payment Certificates

- > The consultant shall check, verify the measurements of works done by the Interior Contractor and submitted through interim/ final payment certificates and certify payments due to the Interior Contractor to the MNBBL for approval and payments.
- > Certify all of the Interior Contractor(s)' monthly statement and final statement within the time specified in the contract and forward to the MNBBL for arranging payment.
- > The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Interior Contractor(s), and all materials and equipment supplied to the site.
- > The consultant shall check and certify for approval the as built drawings submitted by Interior Contractor to the MNBBL

3.3.7 Inspection of Defects and Preparation of Project Closure report

- > The consultant shall check, verify and issue order for correcting the defects that arises during the defect liability period in each three months from the date of issue of work acceptance letter.
- > Certify for final payment including release of retention money after defect liability period.
- > The consultant shall make a project closure report including work acceptance certificate, final contract bill along with the as built drawings submitted by the Interior Contractor.

3.3.8 Defect Liability

3.3.8.1 Responsibility for survey and design

Submission of the final reports does not relieve the consultant from their responsibility to the design. They shall bear full responsibility for:

- i. Correctness of the design and all the calculations (except for the Standard Design, if used)
- ii. Correctness of the drawings

iii. Correctness of any other details related to construction as per the Condition of Contract.

3.3.8.2 Acceptance of responsibility

The Consultants may be asked to submit signed Statement of Acceptance of Responsibility as per MNBBL requirement.

3.3.9 TIME SCHEDULE

If not indicated otherwise in the contract documents the consultant shall complete the assigned works as per the following schedule:

Phase I: Detailed Engineering Design

- 1) Inception Report within 2 (Two) weeks from the date of signing of the contract
- 2) Preliminary Design Report within 1 (one) months from the date of signing of the Contract.
- 3) Draft Report within 3 (Three) months from the date of signing of contract.
- 4) Final Design Report within 4 (Four) months from the date of signing of contract.

Phase II: Procurement Phase

Bidding and Award of Contract for construction within 4 (Four) weeks after the completion of first Phase

Phase III: Construction Supervision

Supervision of Interior Fabrication of MNBBL Building and Infrastructure project work until completion of Defect Liability period (expected time 24 months). The construction work is estimated to be completed in 12 months from the date of issue of letter of commencement to the Interior Contractor and defect liability period will be 1 year from the date of issue of work acceptance certificate.

3.3.10 PAYMENT SCHEDULE

The contract will be lump-sum cum based contract. For design and procurement phase the consultant will be paid on lump-sum based whereas for Construction Supervision Phase the consultant will be paid based on lump-sum based agreed amount. The reimbursable expenses will be paid on actual expenditure basis on submission of invoices/bill and receipt.

3.3.11 AGREEMENT

The Consultant will be required to enter into an agreement with MNBBL. The terms and condition of the agreement shall be given with Request for Proposal if the firm shortlisted.

3.3.12 INDEMNITY

The consultant shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

3.3.13 TAXATION

The Consultant shall be fully responsible for all taxes including VAT applicable as per the rules and regulations of Government of Nepal and for that the taxes except VAT shall be deducted at the source at the time of payment.

Section - IV

Evaluation of Consultant's EOI Application

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. A maximum of 6 consultants shall be short listed

4.1 Eligibility Criteria

S. No.	Criteria Title
1	Valid Corporate Registration
2	Tax Clearance or on the process of tax clearance at least up to fiscal year 2077/078
3	Valid VAT registration
4.	Audited report of last five years & minimum of 10.00 million NRS. Turnover in average in last 5 year
5.	10 years standing of company registration

ii) Evaluation Criteria Technical Competence:

S. No.	Description	Score
1	General experience of consultant	15.00
2	Specific Experienced in Institutional (Office) project	30.00
3	Experiences in similar geographic area	5.00
4.	Key staff with required qualification	35.00

Total Score: 85.0

Management Competence:

Sl. No.	Description	Score
1	Financial capability	5.00
2	Availability of equipment and facilities	6.00
3	Commitment for Code of ethics	2.00
4	Commitment for adherence to anti-corruption policy	2.00

Total Score: 15.0

4.2 Minimum score to pass the EOI is: 70

4.3 Joint Venture

JOINT VENTURE FOR TWO FIRMS ALLOWED FOR THIS PROJECT.

4.4 Detail information about Consulting Firms

The Consulting Firm(s) are required to submit the details about their firms in the given formats

4.5 Other information

Location, office space, organization chart, total technical staffs and other supporting staffs and other matters related to the job shall be provided in EOI.

4.6 Adherence to code of Ethics and Anti-Corruption Policy

It is mandatory to provide the firms' commitment on Codes of Ethics and Anti-Corruption Policy. Upon failing to do so, the firm will be disqualified for the evaluation. Mechanism to monitor the adherence to these policies also should be stated.

4.7 Instruction to the Consultant.

EOI proposal shall be evaluated on the basis of information dully provided by the consultant. Information must be supported by relevant evidence such as certificates, official letters, bills vouchers and necessary commitments wherever applicable otherwise that proposals shall be non-responsive.

The consulting firm must include a team leader and other having minimum qualification mentioned in the evaluation criteria that he/ she must have degree and qualification mentioned above. Failing to provide a team leader and other these minimum qualities will result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases of the key staff designed for the proposed assignment, if the consultant proposal meets the minimum criteria, consultant's proposal shall still be considered valid and shall dully be evaluated. However, in such case where the proposed staff quality lacks the minimum criteria the firm's proposal in that case shall be awarded zero score.

Section - V

EOI Forms and Formats

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,

Muktinath Bikas Bank Limited

Kamaladi, Kathmandu

Telephone No.: 01-4168683

Email Address: info@muktinathbank.com.np

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 **Muktinath Bikas Bank Limited(MNBBL)** as Consultant for Consulting Services for **Detailed Interior Design and Construction Supervision of Muktinath Bikas Bank Central Office Building Project**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **Muktinath Bikas Bank Limited (MNBBL)** 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. **Muktinath Bikas Bank Limited (MNBBL)** 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]

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

[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any 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. Detail Information of Applicants

(In case of joint venture of two 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. Consultant's Organization Chart:
9. List of Personnel in Company

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Technical Competencies (Experiences)

3 (A) General Experience of the Firm during Last Ten years

2.1. General experiences of the firm, List of Architectural/ Engineering/ Interior Design and Supervision Project of any other project, Design of School, Offices, Hotels, Recreation center, Shopping Mall and Other interior Project Completed Successfully. (Completion of work of each job: Project Cost more than Rs.5 Cores and Consulting Fee of 10 Lakhs within last 10 years or list of works completion 20,000 Sq.Ft. and above.

S.No.	Project Name /Client/Funding Agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involvement (Single or JV)
1							
2							
3							
4							

(Attach letter/ certificate issued by client, such letter must mention the contract amount, and completion year, Attested Experience Certificate)

3 (B) Specific Experience of the firm in dedicated Institutional projects (Corporate Building) of the firm during last ten years

S.No.	Project Name /Client/Funding Agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involvement (Single or JV)
1							
2							
3							
4							
5							
6							
7							

(Attach letter/ certificate issued by client, such letter must mention the contract amount, and completion year, Attested Experience Certificate)

3 (C) Experience in Similar Geographic Region of the firm in similar nature projects of the firm during last Seven years

S.No.	Project Name /Client/Funding Agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involvement (Single or JV
1							
2							
3							
4							
5							
6							
7							

(Attach letter/ certificate issued by client, such letter must mention the contract amount, and completion year, Attested Experience Certificate)

3(D) Availability of Staffs with suitable Qualifications (CV and Certificates must be attached)

Staff Member	Number		
	Required Minimum Qualification and General Experience	Name(s) of the Persons	Date of Appointment
Team Leader/Coordinator	Masters in Architect or Masters in Engineering with 5 years' experience in Building/ Interior Design. Or Bachelor in Architect with at list 10 years' experience		
Architect	Masters in Architect with 5 years' experience in design. Or Bachelor in Architect with at list 8 years' experience		
Detailing Architect	Bachelor of Architecture with at least 8 years in detailing.		
Civil Sanitary Engineer	Master in Sanitary Engineering and 5 years' experience after master. Or Bachelor's in civil engineering with 10 years of experience.		
Electrical Engineer	ME in Engineering 7 years' experience after master or BE in engineering with 10 years' experience		
Quantity Surveyor	BE in Civil with 5 years after graduation		
Quality Control Engineer	BE in respected field with 10 years' experience		
HVAC Engineer	ME in respected field with 5 years' experience		
Computer Networking & communication specialist	BE in respected field with 10 years' experience		
Procurement Contract Engineer	Master in Construction Management with 5 years' experience after ME		
Resident civil Engineer	ME in Construction Management with fifteen years' experience or Bachelor		

	in Civil Engineering with 5 years of experience		
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4. Management Competencies

4(A) Financial Capacity

Annual Turnover of Last 5 years

Fiscal Year	Turnover(NRs.)
2077-78	
2076-77	
2075-76	
2074-75	
2073-74	

Attested Tax Clearance certificate and audited reports must be attached

4(B) Equipment and Facilities

S.No.	Description	Quantity	Working condition	Ownership(Own/hire)
1	Laptop computers i5-i7	10		
2	A1 Plotters	1		
3	Leveling instruments	1		
4	Total Station	1		
5	Vehicle	1		
6	Office set up	1000 sft * 1		
7	Multimedia projector	1		

Attested copy of bill & other supporting document must be attached.

Appendix-1

Eligibility and Qualifying Criteria

Job: Consulting Services for Detailed Interior Design and Construction Supervision of Muktinath Bikas Bank Central Office Building at Lazimat, Kathmandu, Nepal.

1. Eligibility Criteria:

S.N.	Eligibility Criteria	Compliance	Status
1	Corporate Registration	Yes/No	Pass/Fail
2	Minimum of 10.00 million Turnover in average in last 5 years.	Yes/No	Pass/Fail
3	Tax Clearance/Renewal of Tax/PAN certificate of 2077/78	Yes/No	Pass/Fail
4	VAT/PAN Registration	Yes/No	Pass/Fail
5	Minimum Ten Years of Standing	Yes/No	Pass/Fail
6	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail

2. Details of Criteria

2.1 The EOI must secure the marks as following

Total marks as a whole 70% of the total maximum points
 Total marks for individual item 40% of the total maximum points
 for individual item

2.2 Financial Capability

Maximum marks (up to last five year) ----- 5

Average Annual Turnover of last 5 year	Marks
In Average of below 20 Million of turnover	2
In Average of 20 Million of Turnover	3
In Average of 30 Million of Turnover	4
In Average of above 50 Million of Turnover	5

2.3 GENERAL EXPERIENCE OF THE FIRM & RESOURCES OF THE CONSULTANT

Maximum marks -----**15.0**

Work experience	As consultant
Completion of Projects	3 X 5 for 5 projects

2.4 EXPERIENCE IN SPECIFIC JOBS (Dedicated Specific Experience in Institutional Office building project) Maximum marks -----30.00

Work experience	As consultant
Completion of the Interior Design and supervision of Institutional Office building project (2 interior projects of area above 20,000 Sq.Ft.)	2 X 15.00 points

2.5 EXPERIENCE IN SIMILAR GEOGRAPHIC Region (General multi storied Building) Maximum marks -----5.0

Detail Architectural, structural drawing design with analysis, cost estimate along with Construction Supervision of Construction of multi-story Corporate Building Project. (Two no of Project)

Work experience	As consultant
Multistory Corporate Building area more than 50 thousand Sq.Ft. Project Completion of work	2.5 X2 5.0

2.6 Marks for AVAILABILITY OF STAFF

Maximum marks -----35.0

(CV with authorized signature of key personnel and Notarized certificates should be attached)

	No's	Max Marks
Team Leader/Coordinator	1	Total =6 PHD with 20 years Ex= 6 ME 5 years Ex= 4 BA 10 years Ex= 3
Architect	2	Total =9

Detailing Architect	2	Total =4
Geo Tech Engineer	1	Total =2
W/s Sanitary Engineer	1	Total =1
Electrical Engineer	1	Total =1
Quantity Surveyor	1	Total =1
Quality Control Engineer	1	Total =1
HVAC Eng.	1	Total =2
Computer Networking & communication specialist	1	Total =1
Procurement Contract Engineer or Officer	1	Total =4
Resident civil Engineer	1	Total =3

* Notarized Certificate of Additional Qualification must be attached.

2.7 Marks for LOGISTICS

Maximum marks 6.0

S.No	Name of Equipment	No's	Total Marks
1	Laptop computers i5-i7	10	1
2	A1 Plotters	1	1
3	Levelling Instruments	1	0.5
4	Total station	1	1
5	Vehicle	1	1
6	Office Setup	1000 sft X1	1
7	Multimedia Projector	1	0.5

Notarized Copy of Purchased VAT Bills or supporting document must be attached.

2.8 Marks for Commitments Maximum Marks.....4

Adherence to code of Ethics marks -2

And

Anti-Corruption Policy marks ---2

It is mandatory to provide the firms' commitment on Codes of Ethics and Anti-Corruption Policy. Upon failing to do so, the firm will be disqualified for the evaluation. Mechanism to monitor the adherence to these policies also should be stated.