

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: DoA/CS/QCBS-  
03/2075/76**

**Method of Consulting Service: National**

**Project Name : Agriculture Management Information System (AMIS) Software  
Development and Staff Training**

**EOI : DoA/CS/QCBS-03/2075/76**

**Office Name: Department of Agriculture, Lalitpur**

**Office Address: Lalitpur Lalitpur**

**Funding agency : Government Budget**

## 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**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Department of Agriculture, Lalitpur

Date: 27-02-2019 00:00

Name of Project: Agriculture Management Information System (AMIS) Software Development and Staff Training

1. Government of Nepal (GoN) has allocated fund toward the cost of Agriculture Management Information System (AMIS) Software Development and Staff Training and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Department of Agriculture, Lalitpur now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Agriculture Management Information System (AMIS) Software Development and Staff Training
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Department of Agriculture, Lalitpur, Department of Agriculture, Lalitpur  
Lalitpur  
Lalitpur  
Nepal during office hours on or before 13-03-2019 17:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website <http://doanepal.gov.np/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) only e-bidding on or before 13-03-2019 17:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 40.0 %, and Capacity 20.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

## **B. Instructions for Submission of Expression of**

# 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/company.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 2 months. Expected date of commencement of the assignment is 01-05-2019.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
    - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Agriculture Management Information System (AMIS) Software Development and Staff Training. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. 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 (TOR) prepared for consulting Services**  
**"Development of Agriculture Management Information System (AMIS) Software"**  
**Contract ID No: DoA/CS/QCBS-003/2075/76**  
**Source of Budget: Government of Nepal**

## **1. Background**

After the promulgation of new constitution, Nepal has followed the federal republic system. There are three tiers of government, i.e., Central government, Provincial government and Local government. As per constitution, agriculture extension and most of the agriculture development works has been assigned to local government. Agriculture Service Centers, District Agriculture Development Offices, Regional Agriculture Directorates has been dissolved and some of their responsibilities has been assigned to local government and provincial government. Previous system of collecting agriculture statistics has been nonfunctional and new system yet to establish.

In the recent past, the administrative unit 'districts' were considered the lower level of statistical unit and aggregated to regional and national level. Now, every local government is a statistical unit. However, all kinds of statistics including agriculture statistics is almost lacking at the local level. Because of this, it is likely that the loss of agriculture statistical information in whole system. Thus, there is an urgent necessity to establish a reliable statistics collection and management system in all local level, district level, province level and national level.

## **2. Project Objectives**

The overall objective of this assignment is to develop an Online Agriculture Management Information System(AMIS)software for agriculture statistics collection and management.

The specific objectives are:

- To create/develop AIMS (Online Agriculture Information management System) for agriculture data collection and management as per federal structure
- To train and capacity development staffs on handling of software for data recording, compilation, validation and data uniformity
- Data analysis
- Report Printing individual and group in single report according to multiple user

## **3. Project Scope:**

The scope of the work is as followed,

- Development of appropriate software for all required data feeding from rural municipalities/municipalities/sub-metropolitan cities/Metropolitan cities and Krishi Gyan Kendra and compile and validate and overall management of data at Krishi Gyan Kendra, Provincial level and federal level in a subsequent orders.
- Train the staffs of rural municipalities/municipalities/sub-metropolitan cities/Metropolitan cities and Krishi Gyan Kendra Provincial level and federal level data handling and data management
- Statistical management of overall agricultural data in federal system

#### 4. Tasks/activities to be accomplished:

##### A. AIMS System Concept

- 1.1 Create multiple user like super admin, sub admin, multiple department, multiple user for municipality, multiple user for rural municipalities/municipalities/sub-metropolitan cities/Metropolitan cities, multiple user for Krishigyan Kendra and Provincial Ministry.
- 1.2 Access management like create, delete, view and data entry permission for only selected user.
- 1.3 Data entry by multiple users should be seen and print by multiple department, multiple municipality etc. as per their access and control.
- 1.4 The super admin, sub admin can control and analysis the data as per their requirement. (Reference e.g.,Google analytic tools).
- 2.1 Develop the prototype of the system with minimum 50 type of agriculture form.
  - i. Rural municipalities/municipalities/sub-metropolitan cities/Metropolitan cities information: Introductory information of Municipalities regarding total area, agriculture land, fallow land, irrigation status, farming status etc.
  - ii. District information: Introductory information of district regarding total area, agriculture land, fallow land, irrigation status, farming status etc.
  - iii. Pockets of Major Crops: The pocket information will cover special agri-product for that area, area coverage by that crops, numbers of farmers involved, value chain or processed product, road, electricity, irrigation, market and input supply situation in the pocket.
  - iv. Area, Production and Yield by Major Cereal Crops: This form will provide information regarding the area, production and yield of the rice, maize, wheat, millet, barley, oat, buckwheat, kinno, kaguno and other minor cereals.
  - v. Area, Production and Yield by Major cash Crops: This form will provide information regarding the area, production and yield of the sugarcane, tobacco, rubber, Jute, cotton etc.
  - vi. Area, Production and Yield by Major Oilseed: This form will provide information regarding the area, production and yield of the mustard, sarsoo, rayo, sunflower, sesame, linseed, Niger etc.
  - vii. Area, Production and Yield by Major pulses: This form will provide information regarding the area, production and yield of the lentil, mung bean, chick pea, Pigeon pea, Black gram, horse gram, soybean, etc.
  - viii. Area, Production and Yield by Major Spices: This form will provide information regarding the area, production and yield of the cardamom, ginger, turmeric, chilli, garlic etc.
  - ix. Area, Production and Yield by Major Vegetables: This form will provide information regarding the area, production and yield of fresh vegetables as main season, off season etc.
  - x. Area, Production and Yield by major root crops: This form will provide information regarding the area, production and yield of yam, sweet potato, Cassava, etc.
  - xi. Area, Production and Yield by Major flowers crops: This form will provide information regarding the area, production and yield of cut flower and ornamental plants etc.
  - xii. Area, Production and Yield by Major Fruits: This form will provide information regarding the area, production and yield of all kinds of fresh and dry fruits in Nepal.

- xiii. Information about Honey bee: This form will provide information regarding number of bee hives, honey production and yield fresh honey, number of farmers involved in honey production, honey resource centers etc.
- xiv. Information about mushroom: The information about fresh mushroom production, number of mushroom sheds, farmers involve in the mushroom production etc. will be provided.
- xv. Information about silk: This form will provide information regarding mulberry area, silk production, numbers of farmers involved in sericulture, annual sell volume etc.
- xvi. Information about coffee: This form will provide information regarding coffee area, production, number of farmers involved in coffee, annual fresh coffee sell volume, processed volume etc.
- xvii. Information about Tea: This form will provide information regarding tea area, tea production, number of farmers involved in tea, annual fresh tea sell volume etc.
- xviii. Seed Production Information: This form will provide information regarding different kind of seed production area of different crops, seed production, number of farmers involved in seed production, annual seed sell volume etc.
- xix. Farmers' Group information: This form will provide information on group address, formation date, activeness of group, number of members, major activities, time of meeting interval, group fund collection system, use of fund etc.
- xx. Agricultural Cooperatives information: This form will provide information on cooperatives address, formation date, activeness of cooperatives, number of members, major activities, time of meeting interval, fund collection system, use of fund etc.
- xxi. Agri-input Suppliers' Information by types and categories: This for will give insight view regarding input supply system in the district, name of input suppliers, types of input supplied, volume of input sold, amount in NRs. input sold etc.
- xxii. Agri-Credit Institutions and credit disbursement information: This for will give insights regarding agricultural credit suppliers by types and categories, credit supply system in the district, name of credit suppliers, types of agri-loan, volume of loan disbursement, repayment situation etc.
- xxiii. Major markets and Monthly trade volume: This form will give information on types of agriculture markets placed in the districts/local levels. Monthly volume of trade of ofagri-products, market facilities, number of traders, price broadcasting system
- xxiv. Daily/Monthly wholesale Price of Major Commodities: This form will provide information regarding the daily wholesale price of agri-commodities by markets and Monthly wholesale price by gyankendra and municipalities.
- xxv. Daily/Monthly retail Price of Major Commodities: his form will provide information regarding the daily retail price of agri-commodities by markets and Monthly wholesale price by gyankendra and municipalities.
- xxvi. Monthly Border Price of Major Commodities: This form will provide information regarding the monthly border price of agri-commodities by respective gyankendra and municipalities.
- xxvii. Monthly Farm gate Price of Major Commodities: This form will provide information regarding the monthly farm gate price of agri-commodities by gyankendra and municipalities.
- xxviii. Irrigation by types and area coverage: This form will provide information about the overall irrigation situation of the district, such as, irrigated area, seasonal irrigated area, irrigation by types of irrigation means and so on.
- xxix. Commercial Farmers Information: The form will give picture on commercial farming situation of the district covering the number of commercial farmers/farms, grown commodities, annual sale volume and value, value addition if any and others.

- xxx. Farm Equipment and machineries Statistics: This form will give idea on situation of farm mechanization, use of modern machines and equipment by types and categories. Use of the machines in different crops/purposes etc.
- xxxii. Monthly Crop Loss Information: The form will give information on different crop loss by biotic and abiotic factors, such as heavy rain/drought, flood, landslide, hailstone, storms, wild animals, disease and pest. This will provide area of loss, loss severity, total amount of loss in quantity and in value, numbers of farmers affected etc.
- xxxiii. Agriculture Insurance Information: Insured area, crops/commodity, number of farmers that bought insurance, total value of insured crops/commodity, loss and indemnity received will be explained in this form.
- xxxiiii. Cost and Benefit analysis of Major crops: This form will give a brief picture about the costs need for a crop and its income and other economic analysis.
- xxxv. Organic Farms and Production Information: This form will give information on organic area and IPM area of the district, number of farmers involved, organic crops/commodity, produced volume, sale volume and value and others.
- xxxvi. Agro Industries information: This form will give picture on availability of agro-industries, such as sugar factory, tobacco factory, organic manure factory and agro-processing industries etc. their volume of processing and volume of processing and total value of sold etc.
- xxxvii. Urban Farming information: In this category, the form will provide number of household doing urban farming, technologies used for farming, fresh vegetable and other commodities produced, supporting organization for urban farming etc.
- xxxviii. Cold Storage information: This form will give idea on numbers of cold storage in the districts and their location, capacity of cold storage, commodities to be stored, investment in cold storage, cost for storing commodities etc.
- xxxix. Plastic Tunnel and Precision Farming information: The form will give the picture about high tech used in commercial farming. This form will collect information about different types precision agriculture used, area coverage, number of farmers involved, total fresh product production, investment in this technology etc.
- xl. Private and Public Resource Centers and labs: The information regarding nurseries, tissue culture centers, private and public labs, seed production centers; production capacity of quality seed and sapling by categories, varieties, numbers of farmers involved, quantity of seed and sapling sold and in stock, bee hives production, farm power and machineries repair centers, training centers etc.
- xli. Food Security Monitoring Information: This gives the picture of district level estimated cereal production, estimated food requirement based on daily requirement, project of net food availability and estimation of food security situation etc.
- xlii. Major Disease and Pest Outbreaks information: This information provide the major disease and pest out break by months in different crops, affected area, estimated loss, number of farmers affected etc.
- xliii. Subsidized loan disbursement information: This form provides information on subsidized loan disbursement in the district, number of farmers utilized subsidized loan, crops and commodities grown using this loan, repayment situation etc.
- xliiii. Successful Farmer information: The form will provide information about the most successful farmers in the district. It will provide types of farming business she/he operates, area or capacity of the business, annual transaction volume/value, employment generation, neighbouring effects etc.
- xliv. Monthly Crop Situation information: The form will provide information about cultivation situation of major crops by months, growth and development situation of different crops at different months, projection of crop harvest and so on.

- xliv. Model Farms and Agro-Tourism Farm Information: This form will give picture of new concept of farms and farm house, i.e. integration of home stay, eco-tourism, restaurants etc. Their establish date, investment, service provided etc.
- xlvi. NGOs/INGOs Working in Agriculture Development: The information regarding NGOs/INGOs will be explained in this form. Name of NGOs/INGOs working in the agriculture development, tentative programs and budget, area and numbers of farmers to be covered and so on will be explained.
- xlvii. Local Level Budget Allocation for Agriculture Development: This form will give brief picture about the budget allocation in agri-development by each local level in the districts, major programs, budget expenditure etc.
- xlviii. Local Resource Persons including Gramin Krishi Karyakartas' Information: This form will give brief over view about the roster of agriculture technician, professional, their education level, years of experience etc.

xlix. ...

1. ...

3. Prepare a software operating manual
4. Train staffs about 180 numbers of rural municipalities/municipalities/sub-metropolitan cities/metropolitan cities and Krishi Gyan Kendra and provincial level located in six provinces

#### **5. Expected Output/deliverables:**

The Expected outputs of the consulting services are as follows

- User case and data Flow diagram of purpose AMIS System.
- A data collecting AMIS software to be handled/managed by all local levels, all Gyan Kendra, Provincial Ministry and Department of Agriculture.
- Algorithm of the system and system architecture design of the purpose system.
- Conduct training to the staffs of local level agriculture technicians, Gyan Kendras, Provincial Ministry and Agriculture Development Directorates in 6 provinces
- Identification of different actors who have various roles in agriculture data acquisition, processing, reporting, or use/decision.
- An important output of the web based AMIS will be a modern Agriculture Information for all kind of agriculture data collection and data management system.
- Train staffs about 180 numbers of rural municipalities/municipalities/sub-metropolitan cities/metropolitan cities and Krishi Gyan Kendra and provincial level in seven provinces ( Data entry, edit, recording, verify and publish)
- Prepare software handling manual

#### **6. Methodology and approach of the assignment:**

- The major components and methods of the work will be as follows:
  1. Develop AMIS Software for all kinds of information/statistics management
  2. Train or equip staffs for the software operation and all process of data management and
  3. Prepare AMIS software user manual

For this the service provider should consult the concern government official for the information and also review the past agriculture data management system to make software appropriate for the upcoming data management in federal system. Moreover, the consulting firm should go to the provincial capital to conduct staff training on handling software and data management.

#### **7. Time Frame for the work:**

The total period of this assignment will be about 2 months but the period for the software development specified will be 4 weeks from the day of signing the agreement. Likewise, the training component of the work will be completed in 4 weeks after the software development. It will be the responsibility of the consulting firm to present the breakdown of the allotted timeframe for major activities. Service provider should compulsory develop the prototype of software using different tools like system algorithm, system architecture, use case diagram, DFD (data flow diagram), local host server etc. to clarify the vision of the project.

#### **8. Team Composition:**

The consulting firm should have study team as shown below (excluding junior level and administrative level).

##### **Team:**

- i) **Team leader-1** at least BIT/CS/CE with five years of experience
- ii) **ICT Expert-2**  
At least Bachelor degree IT/Computer science or Computer Engineer and two years' experience in related field
- iii) **Data base designer-3**  
At least Bachelor Degree and 1 years' experience in related field.
- iv) **Programmers- 3**  
Bachelor's Degree and at least two years' experience in related field
- v) **Quality Assurance (QA) engineer-2**  
At least bachelor's Degree and two years' experience in related field
- vi) **Agriculture Expert-3**  
At least bachelor's Degree and two years' experience in agriculture related field

#### **9. Monitoring and Supervision:**

During the working phase Department of Agriculture (DOA) will monitor and supervise the fieldwork and will provide necessary instructions regarding progress and work quality. It will also provide other necessary instructions during the training and manual preparation.

#### **10. Training Venue and Participants:**

The training work will conducted in 6 provinces; there will be at least 6 training programs will be organized. Each training program will be of two full day.

## **11. Mode of Payment:**

The payment will be made in three stages to make the assignment both smooth and pragmatic so that quality of report could be highly maintained with the given amount of resource. The following are such stages:

Stage I. 25% of the total sum after the submission and acceptance of final inception report.

Stage II. 25% of the total sum after 50% software development work finish

Stage III. 50% after the final work submission along with manual and final report.

## **12. Final report:**

It will be the responsibility of the consulting firm to submit five copies of the final report with manual in binding-form and an electronic copy.

## **13. Terms and Conditions**

The consulting form shall be responsible for all taxes and duties including income tax applicable as per GoN rules and regulations.

## **14. Counterpart facilities**

### **i. In puts to be provided by client**

DoA will provide the following support to the consultant

- DoA can provide data/information, reports, reference material as per availability upon request from the consultant.
- Official from DoA will facilitate, guide for the task up to their availability of time and resources
- DoA may provide space for discussions and meeting upon request from the consulting form.

### **ii. The consulting firm should arrangements all the logistic support such as, remuneration, allowance of the expert, renting of equipment, cost of training, transportation cost, stationary and other inputs require as per the requirement of the terms of reference.**

## **15. Intellectual Property rights:**

All documentation/software related to the assignment shall remain the sole and exclusive property of DoA.

## **D. 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.

## i) Eligibility & Completeness Test

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicant's Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	Audit Report of Last Five years	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	
2	Experience of Key Experts	

Score: 40.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	
3	Similar Geographical experience of consulting firm	

Score: 40.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	
2	Infrastructure/equipment related to the proposed assignment.[This Evaluation criteria should be deleted if infrastructure/equipment are not the part of the proposed assignment]	

Score: 20.0

Minimum score to pass the EOI is: 60

**Minimum score to pass the EOI is: 60**

## **E. EOI Forms & Formats**

## **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

**Standard EOI Document**

**1. Letter of Application**

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

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

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

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

**Standard EOI Document**

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):**

**Standard EOI Document**

**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.)*

**Standard EOI Document**

**3. Experience**

**3(A). General Work Experience**

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

<b>S. N.</b>	<b>Name of assignment</b>	<b>Location</b>	<b>Value of Contract</b>	<b>Year Completed</b>	<b>Client</b>	<b>Description of work carried out</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						



**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract

**Standard EOI Document**

**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)*

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			

**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover**

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

**Standard EOI Document**

**4(B). Infrastructure/equipment related to the proposed assignment<sup>3</sup>**

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

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<sup>3</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

**Standard EOI Document**

**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)*

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)