



Government of Nepal  
Ministry of Agriculture and Livestock Development  
Department of Agriculture  
Center for Agricultural Infrastructure Development and Mechanization Promotion  
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## Request for Expression of Interest for Consultancy Services

1. The Center for Agricultural Infrastructure Development and Mechanization Promotion (CAIDMP) invites Expression of Interest (EOI) from eligible consulting firms to provide the following consulting services:

S.N.	Name of Consultancy Services	Contract ID
1	Preparation of Detailed Project Report (DPR) for the Development of Agriculture Market	CAIDMP/CS/QCBS-01/2079/080

2. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 24<sup>th</sup> July 2023, 12:00 Noon.
3. Interested eligible consultants may visit office during office hours to obtain detail notice, TOR and EOI document. Consultant may also visit office website: <http://caidmp.gov.np>, or e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) for all these information.

*[Signature]*  
Chief

# **EXPRESSION OF INTEREST (EOI)**

**Title of Consulting Service: Preparation of Detailed  
Project Report (DPR) for the Development of  
Agriculture Markets (CAIDMP/CS/QCBS-01/2079/080)**

**Method of Consulting Service: National**

**Project Name : Preparation of Detailed Project Report (DPR) for the Development of  
Agriculture Markets (CAIDMP/CS/QCBS-01/2079/080)**

**EOI : CAIDMP/CS/QCBS-01/2079/080**

**Office Name: Center for Agricultural Infrastructure Development & Mechanization  
Promotion**

**Office Address: Harihar Bhawan Lalitpur Lalitpur**

**Funding agency : Government Budget**



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## **A. Request for Expression of Interest**

# Request for Expression of Interest

## Government of Nepal (GoN)

Name of Employer: Center for Agricultural Infrastructure Development & Mechanization Promotion

Date: 09-07-2023 10:00

Name of Project: Preparation of Detailed Project Report (DPR) for the Development of Agriculture Markets (CAIDMP/CS/QCBS-01/2079/080)

1. Government of Nepal (GoN) has allocated fund toward the cost of Preparation of Detailed Project Report (DPR) for the Development of Agriculture Markets (CAIDMP/CS/QCBS-01/2079/080) 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 Center for Agricultural Infrastructure Development & Mechanization Promotion now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: The objectives of the task is to prepare detail project report (DPR) of the agricultural market at selected municipalities with reference to analysis of production and surplus of market catchment area, possible marketable volume other design consideration required for federal market.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Center for Agricultural Infrastructure Development & Mechanization Promotion, Center for Agricultural Infrastructure Development & Mechanization Promotion  
Harihar Bhawan  
Lalitpur, Lalitpur  
Bagmati Province  
Nepal during office hours on or before 24-07-2023 12:00 or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client’s website <https://caidmp.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) on or before 24-07-2023 12:00
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 50.0 %, and Capacity 10.0 % 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 70

## **B. 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 a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 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. 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 4 Months. Expected date of commencement of the assignment is 22-04-2024.
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 by electronically only 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)**

### **Preparation of Detailed Project Report (DPR) for the Development of Agriculture Markets (CAIDMP/CS/QCBS-01/2079/080)**

#### **1. BACKGROUND**

Agriculture is the backbone of country's economy. This sector has prime importance on country's development and linked with livelihood support, income generation, poverty alleviation and food security and contributes 23.95 percent Gross domestic product (GDP) and more than 60% of country's population directly engaged as major profession (Economic Survey, MoF, 2077). Despite of huge population engagement, financial or technical inputs and country's priority, the performance of agricultural sector remains inadequate to meet the increasing food demand and livelihood needs of population. There is growing scenario of import of food /agricultural product accelerating trade deficit each year. Agriculture mechanization is the crucial and current needs to increase agricultural production and make this sector more competitive. Hence, it is high time to take appropriate actions and formulate future strategic directions for improving the performance of the agricultural sector to ensure national food security, economic growth for national development & prosperity.

Analysis on migration trends of Nepalese population reveals that more people are moving towards the urban and semi urban areas in search of better livelihood and facilities. Rapid urbanization obviously demands more food and in turns the infrastructure development and other systems to promote Agriculture business and its transformation. In these context, the demand of edible commodities, fresh vegetables and fruits is growing rapidly due to the faster rate of urbanization and increasing population density, but in contrast, marketing system and value chain for agricultural production is not growing rapidly due to lack of timely inputs and proper infrastructure management. The proper development of marketing system helps to boost production and productivity and that plays important role in improving the livelihood of farmers, supply healthy foods and efficient management of agriculture products. The rapidly expanding urban and semi-urban areas are already lagging adequate and sound agricultural market and number of collection centers for collection and supply of fresh fruits and vegetables. Poor market infrastructure is one of the major constraints in supply chain, maintaining desired quality of agri. products and increasing farmer's income. Hence, development of proper market system is utmost important to maintain food supply chain for growing demand of fresh vegetables and fruits. The production and supply of edible commodities, fresh fruits and vegetables are the most important pre-requisites for market channeling and strengthen the value chain of agricultural commodities.

Linking up each value chain actors in complete value chain process through market oriented production system is essential. The mission and vision of ADS in agricultural sector has also prioritized addressing the food sovereignty and food security with the sustainable commercialized agricultural development through competitive and self-dependency. The ADS has focus on major four outcomes; Governance, Productivity, Profitable commercialization and Competitiveness. ADS and other sectorial policies greatly emphasized on market led infrastructure development for transforming current subsistence agriculture

into commercial. From the F.Y 2075/076, Nepal government has intensive program for the detail planning and construction for new agricultural markets, upgrading existing agricultural market and collections centers at all three tiers of government. In this Fiscal Year, Center for infrastructure development and mechanization promotion (CAIDMP) has all for the proposal from local Government to proposed the appropriate site of agriculture market development. CAIDMP has selected below mention three site to develop the Detailed Project Report (DPR) for the Development of Agriculture Markets based on the assessment of the entire submitted proposal.

S.N	Name of Municipalities	District	Area available (Ha)
1	Bodebasaraine	Saptari	1.66
2	Kalyanpur	Siraha	1.33
3	Buddhabhumi	Kapilwastu	0.66

## 2. OBJECTIVE:

The objectives of the task is to prepare detail project report (DPR) of the agricultural market at selected municipalities with reference to analysis of production and surplus of market catchment area, possible marketable volume other design consideration required for federal market.

## 3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES:

In order to meet the objectives of the study, the scope of the work of proposed task shall include, but not limited to, the followings:

- Study and observations of national and international agriculture wholesale markets using primary and secondary data/information to specify standard & requirements, Issues and constraints.
- Study of existing act, regulation and guidelines related to market development, food safety, and environment safety, sanitary and phyto-sanitary conditions of market.
- Detail assessment of current crop production in market catchment area with sufficient primary data within and outside district and probable supply and demand conditions to estimate market throughout capacity.
- Assess projection of future crop production in market catchment area at least for 20 years.
- Assessment of financial viability of the market projecting 20 year data.
- Conduct a topographical survey of the proposed market area using standard engineering methods/tools for the design of various structured and non-structured requirements within the wholesale markets.
- Design master plan of wholesale market considering wholesale stalls, retail stalls, farmers 'stall, processing facilities, laboratory facilities for testing pesticide, storage facilities, trading space, vehicle access and circulation, office and meeting hall. Design shall also consider non-structural requirements (*e.g.*, open spaces, orchard *etc.*), and utilities (*e.g.*, water, electricity, parking, walking path, measuring balance, toilet *etc.*). It also requires including cleaning and drainage facilities to maintain good hygienic/sanitary conditions of the market.

- Design, Estimation, Costing and Specification of all requirements for the proposed market structures and utilities with optimal engineering standards.
- Prepare the specification of construction materials and work units (e.g., brickwork, RCC, PCC, etc.) as per DUDBC guidelines.
- All the design and drawing should be in line with respective municipal level.
- Designing of market with reference to current volume of transaction and phase-wise expansion of market considering 20 years of projection of transaction volume.
- Prepare plan for solid and liquid waste management, e.g., bio-composting, drainage etc.
- Carryout Geo investigation test using Standard Penetration Test method and any other test requirement specific to market site/locations.
- Prepare visuals and 3D models of the design/plan of market using computer software.
- Prepare construction planning with master schedule and construction program for development of the project.

#### **4. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS**

The consultancy services shall be recruited from Consulting Firms, which shall have at least 10 years of experiences. Experiences in designing agricultural wholesale market and other agriculture related structure shall be given a preference. The Consulting Firm shall have following team composition.

##### **A. Team Leader/ Senior Agriculture Economist** *(Number of expert: 1, Expected Input 4 Person Month)*

S/he shall have Master Degree in Agricultural Economist with at least 10 years of experiences in socio-economic analysis of agricultural sector in rural area of Nepal. S/he shall have ability for analysis of agricultural production, consumption, and distribution, market assessment, trade export import assessment of economic value of agricultural production, assessment of market price of agricultural commodities. Experience as Team Leader will also be added value for this post. Preference will also be given for experience in detail project report preparation of agricultural structures, e.g., wholesale market, cold storage, commercial storages, warehouses etc.

##### **B. Civil Engineer** *(Number of expert: 1, Expected Input 4 Person Month)*

S/he shall have at least Bachelor Degree in Civil Engineering with at least 5 years of experience in designing, implementing and supervising civil construction. Preference will be given for experience in designing and construction supervision of farm and agricultural structures, e.g., wholesale market, cold storage, commercial storages, warehouses etc.

##### **C. Surveyor** *(Number of expert: 1, Expected Input 2 Person Month)*

S/he shall have at least Bachelor Degree in Geometrics Engineering with 5 years of relevant fields, e.g., i) Surveying and topographical map development, ii) Ensuring Structure proposed are based on the land topography. Preference will be given for experience in designing and construction supervision of farm and agricultural structures, e.g., wholesale market, cold storage, commercial storages, warehouses etc.

##### **D. Structural Engineer** *(Number of expert: 1, Expected Input 2 Person Month)*

S/he shall have at least Master Degree in Structural Engineering or related discipline with 5 years of experience in structural analysis of civil infrastructure. Experience in

construction planning and construction management will be counted during evaluation of key expert.

**E. Electrical Engineer***(Number of expert: 1, Expected Input 1.5 Person Month)*

S/he shall have at least Bachelor Degree in Electrical Engineering with 5 years of experience in relevant field. S/he shall be able to assess power requirement for the system, install and supervise outdoor electrification and indoor electrification for lighting, heating, ventilation and lift systems.

**F. Agricultural Engineer***(Number of expert: 1, Expected Input 3 Person Month)*

S/he shall have at least Bachelor Degree in Agricultural Engineering with 5 years of experience in design and supervision of agricultural and value chain structures, e.g., cereal storage, fruits and vegetable storage, cold storages, collection centers, open market shed etc.

**G. Market Expert***(Number of expert: 1, Expected Input 4 Person Month)*

S/he shall have Master Degree in Agricultural Economist with at least 5 years of experiences in agricultural economic analysis of Nepal. S/he shall have ability for analysis of agricultural production, consumption, and distribution, market assessment, assessment of economic value of agricultural production, assessment of market price of agricultural commodities. s/he shall have strong knowledge of questionnaire design, data collection and use of statistical tools to interpret collected data and financial analysis.

**5. CLIENT'S INPUT AND COUNTERPART PERSONNEL**

CAIDMP will provide the following support to the consultant.

- CAIDMP will Orient consultant on the concept and objectives of the study
- CAIDMP can provide data/information, reports and references up to availability upon request from the consultant.
- Officials from the CAIDMP will facilitate/guide for the task up to their availability of time and resource.
- CAIDMP will provide timely feedbacks and inputs on the task.
- CAIDMP may provide space for discussions and meeting upon request from the consultant.
- Senior Agricultural Engineer, Chaitya Narayan Dangol will be focal person for any necessary coordination and communication on the behalf of client.

**6. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES**

The consultancy service shall be recruited for 4 months. The consultancy assignment will be effective after signing the contract. The consultant will be required to prepare and submit Inception Report, Progress Report and Draft Final Report; and 5 copies of Final Report (hard copy and electronic copy) in accordance with the time schedule presented below. The Consultant shall arrange presentation of Inception Report and Draft report in coordination with the Client after submission. The consultant should conduct two workshop i.e. Inception and Draft presentation with appropriate logistic (snacks and meeting allowance for max 15 person)

Inception Report entailing study methods and key questionnaire	Within 15 days of Contract
Progress Report	Each Month
Draft Final Report with necessary info graphs, maps and detailed study data	Within 3 Months of Contract
Final Report (comments of incorporated with PowerPoint summary– with all the maps, info graphs and analyzed study data in original file	Within 4 Months of Contract

## **7. SELECTION METHOD**

The Consulting Firm will be selected through Quality and Cost Based Selection (QCBS) as per Public Procurement Act, 2063 and Public Procurement Regulation, 2064.

## **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 for Fiscal year 2078/79	
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	In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

## ii) EOI Evaluation Criteria

### A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Qualification of Key Experts	As Mention in TOR
2	Experience of Key Experts	As Mention in TOR

Score: 40.0

### B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	Each Member of Joint Venture should have at least 10 years of experience
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	DPR preparation of Agricultural Related Infrastructure or Other Infrastructure

Score: 50.0

### C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average annual Turnover of best 3 years within last 7 years will be consider

Score: 10.0



**Minimum score to pass the EOI is: 70**

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

## **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)