



**Hetauda Sub-metropolitan
Office of the Municipal Executive
Hetauda, Makawanpur
Province No. 3, Nepal**

Expression of Interest (Eoi)

For

Short listing of Consulting Firms

For

**Preparation of
'Master Plan of TCN Area and Detailed Engineering of Bus
Terminal Complex'
in Hetauda Sub-metropolitan**

National

June, 2018



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**Hetauda Sub-metropolitan
Office of the Municipal Executive
Hetauda, Makawanpur
Province No. 3, Nepal**

Invitation for Expression of Interest (Eoi)

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

(First Date of Publication: 15th June, 2018)

Hetauda Sub-metropolitan, situated in the Makwanpur District of the Narayani Zone of central Nepal, is the administrative headquarter of the Makwanpur District and the headquarters of Nepal's Central Development Region. Recently, Hetauda has been declared as the interim state capital of Province No.3. Hetauda Sub-metropolitan city is one of the largest city of Nepal covering 261.58 square kilometers of land. At the time of the 2015 Nepal census, it had a population of 153,875 people.

The Hetauda Sub-metropolitan, Office of the Municipal Executive, has prioritized several bankable projects to be implemented in the city. In this context, the Hetauda Sub-metropolitan, Office of the Municipal Executive invites the sealed Expression of Interest (Eoi) for the short listing the qualified, eligible and interested consulting firms for preparation of Master Plan and Detailed Engineering of New Bus Terminal Complex in Hetauda.

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

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

The shortlist shall be valid only for design of Bus Terminals, Commercial Complex, Hospital Complex, Hotels, Bank Buildings, Office Complex and Multipurpose Buildings. Hetauda Sub-metropolitan, Office of the Municipal Executive reserves all the right to short list or not to short list any firm partially or in full without assigning any reason whatsoever.

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

Further information can be reached at the official website of Hetauda Sub-metropolitan, Office of the Municipal Executive: www.hetaudamun.gov.np .

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1. Introduction

Hetauda Sub-metropolitan is situated in the confluence of the two prominent national highways viz. Tribhuvan highway and Mahendra highway, Hetauda sub-metropolitan city is one of the most happening destination of the nation. Long established as a livable city of the nation, the development of the city initiated in a way along with the declaration of municipality in 1969 A.D (2026 B.S), nonetheless the development was sluggish. The development of the city really caught up its momentum when the city was announced headquarter of the Makwanpur district in 1982 A.D (2039 B.S) and is striving to be state capital of the Province No. 3.

The heady mixture of the unique culture proudly preserved and diverse ethnicities makes Hetauda an ideal place for the development. Hetauda has been long established as an industrial estate of the nation and it holds the important industry of the nation. It is often famous and regarded as “Green City”, because the city has planted trees on either sides of the road and is the pioneer city in the plantation of the trees.

Hetauda city is located at a distance of 76 km from the capital city, Kathmandu, via the proposed fast track, at a distance of 132 km via Daman Tribhuvan Highway and 224 km via Narayangadh. Another Kanti Lokpath highway will be built within May 2018. And it will take only 2 hour to travel from Hetauda to Kathmandu. Also first tunneling road is in pipeline project, which is believed to shorten the distance between Hetauda-Kathmandu. It is expected that traveling time from Kathmandu to Hetauda via tunnel road will be just 57 min and 13 sec only. Hence, Hetauda is strategically located, because of its connectivity to the major highways of the nation. This has made Hetauda a potential city to be developed as a ‘transit hub’ of the national, for those traveling across the country via road, and this will significantly help to boost the local economy. In this context, Hetauda Sub-metropolitan City intends to engage a consulting firm to carry out study for preparation of ‘Master Plan and Detailed Engineering of New Bus Terminal Complex’ in Ward No. 10, Bus Park Area, Hetauda.

Consulting services is required to carry out study for ‘Master Plan and Detailed Engineering of New Bus Terminal Complex’ in Ward No. 10, Bus Park Area, Hetauda Sub-metropolitan. It is envisaged that the procurement of consulting services will be carried out by the Hetauda Sub-metropolitan office, with technical assistance from the Town Development Fund (TDF), in accordance with the prevailing rules and regulation of Government of Nepal (GoN) / PPMO. Similarly, the consultant has to report to the municipality, as and when required.

Against the backdrop of strategic location of Hetauda Sub-metropolitan and its connectivity to the major highways of the nation, Hetauda possess a huge possibility to be developed as a ‘transit hub’ of the national, for those traveling across the country via road, and this will significantly help to boost the local economy. In this context, Hetauda Sub-metropolitan intends to engage a consulting firm to carry out study for preparation of ‘Master Plan and Detailed Engineering of New Bus Terminal Complex’ with all modern amenities within the complex in Ward No. 10, Bus Park Area, Hetauda.

The ‘Master Plan and Detailed Engineering of New Bus Terminal Complex Project’ is a revenue generating infrastructure project, which aims to develop Hetauda city as an ‘transit hub’ for local economic development. The project aims to develop a new Bus Terminal Complex in the 1.2 Acres (3 Bigah) of land owned by the municipality in ward No. 10, Bus Park Area, along TCN Road, Hetauda and prepare Master Plan of 6 Acres (15 Bigah) of land of TCN, received right of occupancy from the MoFALD.

2. Scope of Works:

The main objective of this study is to prepare Detailed Engineering of New Bus Terminal Complex as a ‘transit hub’ for buses travelling along East West Highway with the facility for haul and exchange in the new bus terminal complex with modern amenities in the total available land of 1.2 Acres (*Bigah*) of land owned by HSM in Ward No. 10, Bus Park Arera, along TCN Road, Hetauda and prepare Master Plan of 6 Acres (15 *Bigah*) of land of TCN, received right of occupancy from the MoFALD. The main task would be to develop different options according to the need of municipality and develop description of the proposed type, then after the project shall be assessed whether it is technically feasible, environmentally sustainable, socially acceptable and financially viable. The DPR report shall be used for exploring financing options from various sources, including Town Development Fund (TDF) for implementation.

The more specific objectives are:

- (a) to carry out inception/ pre-feasibility study
- (b) to carry out feasibility study



- (c) to prepare a Master Plan of the entire project area, including 1.2 acres and 6 Acres of land and Detailed Engineering Designs, Cost Estimates and Tender Documents for the proposed New Bus Terminal Complex in 1.2 Acres of land owned by the HSM
- (d) to disseminate the results with the concerned stakeholders of the project.

The scope of Works of this study is to complete up to 3 different tasks as follows:

Task 1:

To carry out a Need Assessment for the Project, Inception/ Pre-feasibility Study (PFS) Phase.

Task 2:

To carry out a Feasibility Study (FS) for the Project with at least 3 different options, including financial options, loan, government subsidy, (GoN and municipality) and local level contribution, taking into consideration of technical, financial, legal, social and environmental due diligence.

Task 3:

To prepare Detailed Project Report (DPR), including Master Plan and Detailed Architectural and Engineering of New Bus Terminal Complex, Rate Analysis, Cost Estimate, Tender Documents, and Financial Analysis for the project implementation.

3. Criteria for Short-listing

The following criteria will be applicable for evaluating the submitted Expression of Interest (EoI) for preparing a list of qualified Consulting Firm(s) to whom the Request for Proposal (RFP) will be made available at a later stage. There are two parts of Short Listing Criteria:

- 3.1 Eligibility Criteria (Pass/Fail);
- 3.2 Ranking Criteria (according to PWD).

3.1 Eligibility Criteria (Pass/Fail) (Mandatory)

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

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

3.2 Ranking Criteria

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

S.No.	Particulars	Allocated Max. marks
1	General Experience of the firm(s) in consulting services in Civil Engineering works	10
2	Work experience of the firm(s) in Similar Projects	30
3	Experiences of Works in Similar Geographical Region/Area.	5
4	Financial Capacity	10
5	Availability of Professional Key Staff with Suitable Qualifications	10
6	Technical Manpower (Human Resources with qualifications and experiences	25
7	Office set up and Logistics	5
8	Self-Declaration and Code of Ethics	5
Total		100



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

4. Information to the Firms

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

4.1 General Experience of the Firm(s) in Consulting Services in Civil Engineering / Architectural Design Works during the last 7 years*

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

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

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

4.2 Work Experience in similar projects during the last 7 years*

DPR, Master Planning, Detailed Survey and Design, Construction Supervision, Retrofitting Study/ Design and other study of Bus Park, Bus, Bus Terminal, Hospital Complexes, Building Complexes, Hotel Complexes, multi-purpose Complexes and other structures related to the building related studies of any type of Projects

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

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

4.3 Experiences in Geographical Region/Area*

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

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

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



4.4 Availability of Technical, Administrative and Supporting Staff with Suitable Qualifications

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

Type	Name	Designation	Qualification	Experience in years
Team Leader: Architect/Civil Engineering/Urban Planner/ Transport/Highway Engineer	(1).... (2)....			
Architect				
Structural Engineer				
Geo-technical Engineer				
Sociologist				
Economist /Financial Analyst (Urban)				
Electrical Engineer				
Water Supply / Sanitary Engineer				
Senior Surveyor				
Quantity Surveyor				
Traffic/ Highway/ Transport Engineer				
HVAC Engineer				
Procurement and Contract Management Specialist				
Environmentalist				
Energy Specialist				
Landscape Architect				

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

4.5 Financial Capacity

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

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

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

4.6 Office Equipment and Facilities

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

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

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



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

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

5. Self-Declaration and Code of Ethics

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

6. Commitment of Code of Ethics and Anti-corruption Policy

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