

**Nepal Electricity Authority
Engineering Service Directorate
Environment and Social Studies Department
Kharipati, Bhaktapur
(E-mail: env.social@nea.org.np)**

Request for Expression of Interest (EOI) Short Listing of Consulting Firms
For
Implementation of Skill Development Training
of
Upper-Trishuli 3A-Matatirtha 220 kV Transmission Line Project

Job No. : 075/076-1

November, 2018



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2018 November 19 Monday



NEPAL ELECTRICITY AUTHORITY
ENVIRONMENT AND SOCIAL STUDIES DEPARTMENT
REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

(CONSULTING SERVICES – FIRMS SELECTION)

Publication Date, 19 November, 2018

Country : Nepal

Name of Project: Upper Trishuli 3A-Matatirtha 220kV Transmission Line Project

Assignment Title: Skill Development Training

1. Nepal Electricity Authority (NEA) is implementing Electricity Transmission Expansion and Supply Improvement Project and intends to apply part of the proceeds for consulting services.
2. The consulting services ("the Services") include Skill Development Training (Driving and House Wiring) at Project affected area of Upper Trishuli 3A-Matatirtha 220 kV Transmission Line Project. The services are required for national level qualified consulting firms for a time period of 6 months.
3. The firm must be an affiliate with CTEVT and have proven experiences in implementation of at least 2 trainings (one training in each discipline) in any of the discipline (Driving and house wiring) in last five years.
4. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. All the Consulting firms including JV firms must have been legally registered for at least five (5) years from the last date of submission of EOI.

Following documents shall be submitted along with the EOI application by all the eligible Consulting firms including JV firms.

- A copy of Company's Registration Certificate of the consulting firm required by law and issued by the authorized agency.
- Audited Financial Statements of the preceding five consecutive fiscal years but not earlier than the fiscal year 2070/071. Minimum average annual turnover of best three years over the last five years shall be NRs. 3 Million.
- VAT/PAN Registration Certificate.
- Tax clearance Certificate for the F/Y 2074/075.
- Power of Attorney is required for Joint Venture
- Company Profile including the client work completion certificate.

Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. Experience and Qualification of other firms, whether parent or subsidiary firm, will not be considered for evaluation. Likewise, qualification and experience of the consulting firm associated as a sub-consultancy will not be considered for evaluation.

5. Expressions of Interest must be delivered in two printed copies (One original and one photocopy) to the address mentioned below on or before 12,00 hrs local time on 16th day after publication of first notice). If the last date of submission happens to be a public holiday, the submission shall be made on the next working day. The submission shall be made in sealed envelope and the title shall be "Expression of Interest (EOI) for Consulting Services, "Skill Development Training for Project Affected Families of Upper Trishuli 3A-Matatirtha 220 kV Transmission Project." EOI received by the due date and within the specified time will be opened at 2.00 PM on the 16th day after publication of notice.
6. Short listing of the Consultants will be carried out according to the Economic Administration Regulation, 2068 of NEA. The EOI documents submitted by consultant or joint venture Firms will be evaluated on the basis of the evaluation criteria approved by NEA. The top ranked six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firms.
7. All submittals from the consulting firms shall be in the English language.
8. The list of firms qualified in EOI process will be notified in due course of time for the submission of Technical and financial proposals i.e. Request for proposal (RFP) Process. During RFP process, the consulting firm will be selected in accordance with Quality and Cost Based Selection procedure (QCBS).
9. A brief description of scope of services and criteria for short-listing of consulting firms including this request for EOI can be either downloaded from the NEA's website, www.nea.org.np or collected from the address mentioned below.
10. NEA-ESSD reserves the right to accept or reject any or all applications, or to cancel the entire proceedings without giving any reasons whatsoever.
11. Further information on the EOI can be obtained from NEA-ESSD during office hours in all working days prior to the deadline of submission of completed EOI.

Director

Environment and Social Studies Department

Nepal Electricity Authority, Kharipati, Bhaktapur

Tel, 01-6611580, Fax, 01-6611590, E-mail, env.social@nea.org.np



1. INSTRUCTIONS TO APPLICANTS

1.1. INTRODUCTION

1.1.1 Scope of Qualification

1. NEA-ESSD intends to prepare a list of local consulting firms, or their joint ventures, by inviting Expression of Interest for Safeguards implementation and Monitoring of Upper Trishuli 3A-Matatirtha 220 kV Transmission Line Project in Rasuwa, Nuwakot, Dhading and Kathmandu district of Nepal. The EOI process will be conducted in an open and transparent process managed by NEA.
2. Applicants intending to file an application in response to this EOI should submit an Application together with the duly completed EOI document providing all the information required therein at the address mentioned in the EOI document within the time period specified in this invitation for EOI.
3. The EOI documents submitted by the applicants shall be evaluated on the basis of the approved evaluation criteria. The top ranked three to six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firms

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EOI have the following meanings:

“Applicant” means a single consulting firm or their joint venture that intends to submit or submit completed EOI document as per notice and this EOI document.

“Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the authorized signatory to the process, and is the point of contact for NEA-ESSD in connection with the process.

“Bidder” means a successful Applicant those are short listed under this EOI and submits Technical and Financial proposal in response to RFP.

“NEA” means the "Nepal Electricity Authority".

"ESSD" means Environment and Social Studies Department

“GoN” means "Government of Nepal".

“IT” means "Income Tax".

“JV” means "Joint Venture".

“Lead Firm” means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform the assignment.

“EOI” means "Expression of Interest".

“Project” means Upper Trishuli 3A-Matatirtha 220 kV Transmission Line Project.

“RFP” means a Request for Proposal.

"T/L" means Transmission Line.

“TOR” means "Terms of Reference".

“VAT” means "Value Added Tax".

1.1.3 Eligible Applicants

EOI process is open to local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures meeting the criteria mentioned in 1.6.1.



1.2 REQUESTS FOR EXPRESSION OF INTEREST

1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may contact NEA during office hours on all working days prior to the deadline for submission of the completed EOI document at the address indicated in Section 1.2.1.

Contact person

Bhoj Raj Bhattarai

Deputy Director

ESSD-NEA

Tel :- 6611580

Fax :- 6611590

Email: env.social@nea.org.np

1.2.2 Amendment to EOI Documents

1. At any time prior to the deadline for the submission of the completed EOI document, NEA-ESSD may amend the EOI, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant.
2. All applicants will be notified in writing about the amendments. All applicants will be bound by the amendments. Applicants will be required to acknowledge receipt of any amendment. Otherwise, NEA-ESSD will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

1.3 PREPARATION OF THE EOI DOCUMENT FOR SUBMISSION

1.3.1 Documents for EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

Form Type	Description/Content
Form –A	Information Regarding Technical & Financial Capability of the Consulting Firm
Form A-1	Letter of Submission
Form A-2	Joint Venture Information
Form A-3	Self- Declaration Firm
Form A-4	Commitment to Code of Ethics and Anti-Corruption Policy
Form A-5	Eligibility Status
Form A-6	Identification of Firm
Form A-7	Logistic Support of Firm
Form A-8	Financial Capability
Form- B	Work Experience of the Firm
Form B-1	Relevant Work Experience of the Firm in implementation of Skill Training (House Wiring & Driving)
Form B-2	Major work during last 5 Years which best illustrate qualification
Form B-3	Relevant Work Experience of the Firm in implementation of Skill development Training in Different Provinces of Nepal
Form –C	Details of Key Professional Staffs to be deployed for the training

Applicant shall submit two copies (one original and one photocopy) of the completed EOI document clearly mentioning Original and Copy and name of the project. In the event of any discrepancy between the original and the copy, the original shall govern.



1.3.2 Submission of EOI in Joint Venture

A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm.

1.3.3 Cost of Preparation of EOI and Liability

Applicant shall bear all costs associated with the preparation and submission of the completed EOI document. NEA-ESSD will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. NEA-ESSD shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.3.4 Confidentiality of the Document

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. NEA-ESSD will make every effort to treat such documents in confidence as far as possible.

1.4 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

1.4.1 Sealing and Marking

1. The Applicant shall seal the original and copy of the completed EOI in separate envelopes, duly marking the envelopes as "Original" and "Copy". These envelopes shall then be sealed in an outer envelope and marked as "Expression of Interest". The inner as well as outer envelope should clearly mention the name of the project (assignment).

2. The inner and the outer envelopes shall be addressed to:

The Director

Environment and Social Studies Department

Kharipati, Bhaktapur

Tel: 6611580

Fax: 6611590

Email: env.social@nea.org.np

3. The envelopes should also indicate the name and address of the Applicant for identification purposes.

1.4.2 Deadline for Submission

1. The completed EOI document must be submitted to NEA-ESSD at the address specified in Section 1.4.1 before 12:00 hour Nepal Standard Time (NST) **on 16th day from first publication of this notice.**

2. The completed EOI documents received by NEA-ESSD after the deadline set forth in Section 1.4.2 shall be considered late and shall be summarily rejected and returned unopened.

3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.4.3 Withdrawal of EOI document

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted.

1.5 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT

Completed EOI document received by the due date and within the time specified in Clause 1.4.2 will be opened at 2.00 PM NST on the 16th day for the submission of EOI documents. Absence of any applicant or authorized representative, however, shall not obstruct or prevent the opening process in any way. Applicants' each



designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicants for the public opening of the EOI document.

Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of NEA-ESSD will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.6 EVALUATION PROCESS

1.6.1 Evaluation of EOI Documents

ESSD will carry out evaluation of the EOI documents based on the criteria approved by NEA. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing rules and regulations of Nepal.

The long list will be prepared only of those consulting firms, which have submitted Expressions of Interest within the scheduled time in response to the notice of Invitation for Consulting Services published by NEA-ESSD. The evaluation for short listing from the long list will be carried out in three steps:

STEP I: Preliminary Screening of Consulting Firms

In this step, a preliminary screening of the received EOI applications will be carried out. Consulting firms will be evaluated on 'Pass' or 'Fail' basis. Each consulting firm must 'pass' each and every threshold criterion mentioned below. Any consulting firm not complying with any of the specified threshold criteria will be disqualified and will not be considered for further evaluation.

A. General Threshold Criteria (Form A-5)

- (i) EOI application shall be duly submitted by the last date and time of submission as mentioned in the notice of EOI.
- (ii) Following documents (Notarized or certified) shall be submitted along with the EOI proposal.
 - Registration certificate of the consulting firm.
 - Audited Financial Statements of the preceding five consecutive fiscal years but not earlier than the fiscal year 2070/2071.
 - Company Profile
 - VAT/PAN Certificate
 - Tax clearance certificate/Documentary Evidence of Tax Submission for fiscal year 2074/075.
- (iii) At the time of submission of EOI application, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consultant must submit Self Declaration showing the subsequent details.
- (iv) Consulting firms must have been legally registered for **at least five (5) years** from the last date of submission of EOI;
- (v) Minimum average annual turnover of best three years over the last five years shall be NRs. 3 Million. In case of JV, cumulative strength of JV partners will be evaluated for annual turnover. Consulting firm or JV firms not meeting this criterion will not be considered for evaluation.

B. Additional Criteria

The consulting firms (Lead or Partner both) must have affiliated with CTEVT.



C. Threshold Criteria for Joint Venture Firms

- (i) JV of more than 3 firms is not allowed.
- (ii) Each partner of the JV firm shall meet the criteria mentioned in A (ii), A (iii) and A (iv) above.
- (iii) Lead or partner both of the JV firm shall meet the criteria mentioned in B
- (iv) JV firms shall submit the certified copy of JV Agreement or memorandum of understanding (MOU) of JV Agreement or intended JV Agreement, along with their EOI application. Also the lead firm should hold the power of attorney.
- (v) An applicant must not submit more than one (1) EOI application either as a single entity or as a partner in the JV.
- (vi) The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share.
- (vii) Average annual turnover, best three years over the last five years of the lead firm must be the highest among all of the JV members.
- (viii) A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm. Any consulting firm not complying with any of the specified threshold criteria will be disqualified and will not be considered for further evaluation.

Notes:

- i. The Consulting firms not complying with the threshold criteria mentioned above in A, B and C will not be considered for further evaluation.
- ii. Qualification and experience of the consulting firm associated as sub-consultancy will not be considered for evaluation for short listing.

STEP II: Detailed Evaluation of Consulting Firms

The Consulting firms fulfilling all requirements mentioned in eligibility criteria will be further evaluated. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The top ranked three to six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firms. In case of JV, cumulative strength of JV partners will be considered. The maximum overall score that any Consulting firms/JV can obtain is set at 1,000 points, which are distributed as follows:

Detail Evaluation Criteria for EOI Document

S.N	Description	Marking	Weightage
A	Capability of Firm/Organizational Strength		200 points
I	Average Annual Turn Over in best three years of last five fiscal years (from fiscal years 2070/071 to 2074/075)		50 Points
(i)	> 7 million	100%	
(ii)	> 5 to 7 million	75%	
(iii)	3 to 5 million	50%	



II	Years of Experience of the firm (form the date of legally registered to the last date of submission of EoI)		50 Points
(i)	> 7 years	100%	
(ii)	>5-7 years	75%	
(iii)	5 years	50%	
III	Physical Resources		100 Points
a.	Training Venues: Number of classrooms (size 200 sq ft or more) and training hall (400 sq ft or more):		50 Points
(i)	At least 4 classrooms and 4 training halls of above mentioned size	100%	
(ii)	At least 3 classrooms and 3 training halls of above mentioned size	75%	
(iii)	At least 2 classrooms and 2 training halls of above mentioned size	50%	
b.	Hostels for participants (rent/own): having toilet facilities		50 Points
(i)	>100 bed capacity	100%	
(ii)	>50-100 bed capacity	75%	
(iii)	25-50 bed capacity	50%	
B	Professional staff (Full time staff will get 100% point and part time staff will get 75% point)		200 Points
1	Manager/Coordinator and Monitors		100 Points
(i)	At least Three Training managers/coordinator and 3 monitoring and evaluation expert having Bachelor Degree and above qualification with at least 3 years of experience.	100%	
(ii)	At least Two Training managers/coordinators and 2 monitoring and evaluation expert having Bachelor Degree and above qualification with at least 3 years of experience.	75%	
(iii)	One Training manager/ coordinator and 1 monitoring and evaluation expert having Bachelor Degree and above qualification with at least 3 years of experience.	50%	
2	TSLC/NSTB level 2 or higher level with more than 3 years' experience (Trainers need to be separate for each training)		100 Points
(i)	Trainers Covering all training (5) subjects as in this assignment	100%	
(ii)	Trainers Covering 3-4 training subjects as in this assignment	75%	
(iii)	Trainers Covering 2 training subjects as in this assignment	50%	



C	Relevant work Experience of the firms		600 Points
I	Average output of trainees per year in last Five years in the NSTB level 1 skill testing model. (Covering all training subjects as in this assignment-100% ,3-4 training subjects as in this assignment-90% ,2 training subjects as in this assignment- 80%)		500 Points
(i)	>200 trainees	100%	
(ii)	>150 -200	75%	
(iii)	50 to 150	50%	
II	Work experience in different region		100 Points
(i)	Worked in 5 or 5> Provinces	100%	
(ii)	Worked in 2-4 Provinces	75%	
(iii)	Worked in 1-2 Provinces	50%	

Step-III: SHORT-LISTING OF CONSULTING FIRMS

The first stage involves short listing of consulting firms from a long list comprising those firms which have expressed their interest for the services as described in the notice of Invitation for Consulting Services. The top ranked six firms obtaining at least 600 and above points out of total 1000 points in the EOI evaluation process will be listed for the said consultancy services as qualified firm.

In the second stage, The list of firms qualified in EOI process will be notified in due course of time for the submission of Technical and Financial proposals i.e. RFP Process. During RFP process the consulting firm will be selected in accordance with Quality and Cost Based Selection procedure (QCBS) with the procedures set out in the Public Procurement Act 2063 (2007) and Economic Administration Regulation of NEA,2068.

1.6.2 Clarification during Evaluation by NEA-ESSD

1. During the evaluation, NEA-ESSD may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by the letter to NEA-ESSD at the address given in Clause 1.4.1.
2. Failure to provide information essential to evaluate the Applicant's qualifications, or to provide timely clarifications or substantiation of the information furnished, NEA-ESSD would be at liberty to declare such bidder as non-responsive and reject his/her document.

1.6.3 Rejection of EOI Document of Applicant

1. NEA-ESSD reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Bidders due to such rejection.
2. The consulting firm must submit the eligibility documents (eligibility criteria) as indicated in 1.6.1 above viz; valid registration certificate of firm, VAT certificate, tax clearance certificate/ Documentary evidence of tax submission (for fiscal year 2074/075) and Self Declaration as shown in Form-A-3. The consultant also furnishes sufficient evidences showing the area and number of training conducted by the firm. Failure to submit these documents will result in rejection of the application.



3. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualification or disqualification will be notified in writing the result of qualification in due course of time. An applicant listed in the short-listing will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

1.8 APPLICATION IN JOINT VENTURE

By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

1.9 SCOPE OF WORK AND DURATION OF ASSIGNMENT

The general project information and scope of service of the assignment is given in Annex-I



2. CONTENT OF EOI DOCUMENT AND INSTRUCTIONS TO THE APPLICANT

2.1 PREPARATION AND COMPLETENESS OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form. The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

2.1.1 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to C in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's capability, experience and professionals to be deployed for the study.
2. The Applicant shall enclose copies of registration certificate, tax clearance certificate/ Documentary evidence of tax submission (for fiscal year 2074/075), experience certificate or completion certificate, audit report of last five years and other relevant information.
3. The Applicant shall provide a statement of its willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

2.1.2 Information Regarding Technical & Financial Capability of the Consulting Firm

Form A-1: Letter of Submission

The applicant shall submit with the EOI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in the joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the EOI document. The letter shall also include the name of project being applied for.

Form A-2: Joint Venture Information

The applicant shall submit the joint venture information in Form A-2. The association between the Consulting Firms should be in the form of a joint venture only. The Joint Venture Agreement should clearly mention share percentage in JV and Power of Attorney must be submitted with the EOI Application.

Form A-3: Self Declaration Firm

The applicant shall submit a self-declaration statement stating that the Consulting Firm (all members in the joint venture) is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business in last five years. The self-declaration letter shall be signed by an authorized person of the Consulting Firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-3 of this EOI document.

Form A-4: Commitment to Code of Ethics and Anti-corruption Policy

The applicant shall submit a statement stating that the Consulting Firm shall abide by the code of ethics and anti-corruption policy. This commitment to abide by code of ethics and anti-corruption policy shall be presented in Form A-4 of this EOI document.



Form A-5: Eligibility Status

The applicant shall fill form A-5 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of copies of registration certificate, VAT Certificate and Tax Clearance Certificate and work experience certificate completed by the firm.

Form A-6: Identification of the Firm

The background information of the consulting firm shall be presented in the prescribed Form A-6. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-6.

Form A-7: Logistics Support of the Firm

The logistics of the consulting firm shall be presented in the prescribed Form A-7 of this EOI document. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-7.

Form A-8: Financial Capability of the Firm

The financial capability of the consulting firm shall be presented in the prescribed Form A-8 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports for the preceding fiscal years. The financial capability of the Consulting Firm shall not be considered for evaluation if not supported by copies of audit reports.

2.1.3 Relevant Work Experience of the Firm**Experience of the Firm**

Experience of the firms in implementation of skill training works in the last 5 years shall be presented in the prescribed Form B-1 and B-2. The experience of the Consulting Firm shall be supported with evidence/proof in the form of experience certificates/completion certificates showing the dates of completion of the assignments, value of the consulting assignments. The experience of the Consulting Firm without evidence/proof shall not be considered for evaluation.

Experience of the firms in implementation of skill training works in different Provinces of Nepal shall be presented in the prescribed Form B-3. The experience of the firm shall be supported with evidence/proof in the form of experience/ completion certificates showing the dates of completion of the assignments. The experience of the firm without evidence/proof will not be considered for evaluation

2.1.4 Details of Key Professional staff to be deployed for the Study**Form C**

The details of key professional staff to be deployed for the work and their experience shall be presented in prescribed Form C.



FORM A-1
LETTER OF SUBMISSION



[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm]

Date:

To,
The Director
Environment and Social Studies Department
Kharipati, Bhaktapur

Sir,
Being duly authorized to represent and act on behalf of
.....
.....

(hereinafter "the Applicant"), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by NEA-ESSD as a consultant for the Implementation of Skill Training in Upper Trishuli 3A-Matatirtha 220 kV Transmission Line Project.

1. NEA-ESSD and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter 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 you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. This application is made in the full understanding that all decisions by NEA-ESSD related to this EOI are final, binding and not subject to review. NEA-ESSD shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.
3. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.
4. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Company]

[Address]

[Phone, Fax, Email]

6. The undersigned declare that the statements made and the information provided in the duly Completed EOI proposal are complete, true and correct in every detail.

Signed :

Name :

Designation :

For and on behalf of (Name of Applicant
or Lead Firm in the joint venture) :



FORM A-2

JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide Joint Venture Information

S.No	NAME OF FIRM	POSTAL ADDRESS, TEL, FAX and E-mail	NAME OF CONTACT PERSON	TELEPHONE OF CONTACT PERSON	SHARE PERCENTAGE IN JV
1.	Lead Firm				
2.	Partner Firm				

Note:

1. Maximum three (3) Firms can make Joint Venture.
2. In case of JV, The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. JV of more than 3 firms is not allowed. Also the lead firm should hold the power of attorney.
3. Provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.

Attachment

1. Joint Venture Agreement
2. Power of attorney of the signatory (ies) of the Applicants



FORM A-3
SELF DECLARATION FIRM

Date:

To,
The Director
Environment and Social Studies Department
Kharipati, Bhaktapur

Sir,

We,

(Name of all Consulting Firm) declare that we are legally eligible to participate in the procurement Process of consulting services for the Implementation of Skill Training in Upper Trishuli 3A-Matatirtha 220 kV Transmission Line Project.

We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing consulting business in the last five years.

Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last five years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)

Firm 1

Firm 2

Firm 3

Firm 4

Signature:

Signature:

Signature:

Signature:

Name:

Name:

Name:

Name:

Designation:

Designation:

Designation:

Designation:

For and on behalf of :

For and on behalf of:

For and on behalf of:

For and on behalf of:



FORM A-4

COMMITMENT TO CODE OF ETHICS AND ANTI-CORRUPTION POLICY

Provide the Firms' commitment to code of ethics and anti-corruption policy and a mechanism to Monitor the adherence to these policies.

Note - In case of JV, provide Form A-4 by each member of JV Partner.



FORM A-5

ELIGIBILITY STATUS

Fulfillment of Eligibility Requirements	Status(Yes/No)	Remarks
Documents related to affiliate with CTEVT and have proven experiences in implementation of at least 2 trainings (One training in each discipline) in any of the following discipline (driving and house wiring) in last five years.		
Legally registered in Nepal under GoN rules & regulations at least 5 year from the last date of submission of EOI.		
Minimum average annual turnover of best three year over last five years > or =3 million		
Valid Registration Certificate (of each member of JV, in case of JV.)		
VAT Certificate (of each member of JV, in case of JV.)		
Tax clearance certificate/Documentary evidence of tax submission (for fiscal year 2074/075) or Extension Letter for tax clearance. (All for member of JV, in case of JV.)		
Self-Declaration as per Form A-3		
Joint Venture (JV) Agreement between the JV Partners and Power of Attorney signed & sealed by each member of JV, in case of JV.		
In case of JV, The lead partner of the JV firm must have at least 40% of the share and each partner must have at least 25% of the share. Also the lead firm should hold the power of attorney.		
Average annual turnover, best three years over the last five years of the lead firm must be the highest among all of the JV members.		



FORM A-6

IDENTIFICATION OF FIRM

Full name of the Firm:
Address:

(Please attach location map of your office)

Telephone number: Fax number: E-mail: Others:	Year of Establishment: Number of Years since establishment:
Corporate Registration: Date of Registration: Registration No: Date of last renewal: Valid up to:	VAT Registration: Date of Registration: VAT Registration No:
Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence) Mobile no: Fax: Email:	

Note: In case of the applicant being joint venture, provide similar information for each member in the Joint venture separately.



FORM A-7

LOGISTIC SUPPORT OF FIRM

Description	Quantity/Numbers
Training Venues:	
Classrooms (size 200 Sq ft or more)	
Training hall (400 Sq ft or more):	
Hostels: having toilet facilities	
>100 bed capacity	
>50-100 bed capacity	
25-50 bed capacity	
Office Space Rented or Own	

Signed _____ :

Name & Designation _____ :

For and on behalf of (Name of Applicant or Lead Firm of joint venture) _____ :

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*
- *Provide layout of the complex / training hall/classroom showing location and size.*
- *Provide layout of bed room and toilet showing bed capacity in each floor.*



FORM A-8

FINANCIAL CAPABILITY

Full Name of the Consulting Firm:

FINANCIAL STATUS

Description	Amount in Million (NRs)
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current credit resources	

Description	2070/071	2071/072	2072/073	2073/074	2074/075	Annual Average
Turnover in Million (NRs.)						

Note:

1. Provide similar information for each member in case of joint venture.
2. Average annual turnover of best three of last five years will be considered for evaluation. Supporting documents (Audited Report) should be submitted
3. In case of JV, average annual turnover of the lead firm must be the highest among all of the JV members. Minimum average annual turnover of best three years over the last five years shall be NRs. 3 Million. In case of JV, cumulative strength of JV partners will be evaluated for annual turnover.



FORM B-1

RELEVANT WORK EXPERIENCE OF THE FIRMS CARRIED OUT SKILL DEVELOPMENT
TRAINING IN LAST 7 YEARS.

S.N.	Name of the Training	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*



FORM B-2

MAJOR WORK DURING LAST FIVE YEARS WHICH BEST ILLUSTRATES QUALIFICATIONS IN LAST 7 YEARS.

S.N.	Name of the Project	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*



FORM B-3

EXPERIENCE OF THE FIRM IMPLEMENTATION OF SKILL DEVELOPMENT TRAINING IN
DIFFERENT PROVINCES OF NEPAL IN LAST 7 YEARS.

S.No.	Training Output	Number of Trainees	Provinces
	Average output of trainees per year in last five years in the NSTB level 1 skill testing model.		

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*



FORM B-4

EXPERIENCE OF THE FIRM FOR THE SUPPLY OF PROFESSIONAL/EXPERT MANPOWER IN
STUDY/CONSTRUCTION DEVELOPMENT PROJECTS IN LAST 7 YEARS.

S.N.	Name of the Project	Location	Client including Name of Project	Duration of Project	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*



FORM -C

EXPERIENCE OF THE FIRM FOR THE IMPLEMENTATION OF SKILL DEVELOPMENT TRAININGS AS PER
CTEVT STANDARD IN THE AREA OF DRIVING AND HOUSE WIRING IN LAST 7 YEARS.

S.N.	Name of the Trainings	Location	Client including Name of Project	Duration of the training	No. of Participants	Value of Contract	Year of Completion

Note:

- *In case of joint venture, provide similar information for each member in the joint venture separately*



Annex-I

General Information and Scope of the Work

1. General Information of the Project

The Upper Trishuli 3"A"-Matatirtha 220 kV Transmission Line Project is a part of the Government of Nepal's developed by Nepal Electricity Authority (NEA). The proposed project which will be focused on the provision of power transmission facilities to evacuate the hydro power generated in the Upper Trishuli Valley by the planned expansion projects of NEA and Independent Power Producers (IPPs). Due to this, the generated power has to be evacuated efficiently allowing minimum possible losses in the transmission between powerhouse and load centers which can be achieved by evacuating through the high voltage transmission lines.

Considering the future generation potential of the Trishuli-Rasuwa corridor and future expansion possibilities of INPS, the NEA System Planning Department prepared a Power Evacuation Report in March 2006 to recommend the appropriate voltage level, conductor size, number of circuits, alternative routes and INPS connection substation for evacuation of power of the Upper Trishuli-3"A" (UT3"A" HEP) Hydroelectric Project. The report recommended the construction of Upper Trishuli 3"A"-Matatirtha 220 kV Transmission line Project. At initial stretch till proposed Upper Trishuli –3"B" project switchyard the voltage level will be 132 kV and the voltage level will be 220 kV for the rest of the length.

The stretch from AP 6 to AP 8 has been realigned during ToR stage in order to avoid the construction activities inside the buffer zone of Langtang National Park. In addition Two Angle Points have been added. Therefore, the total line at this stage has been worked out to be 45.57 km (44.57 km. overhead and approximately 1.5 km underground cabling). The transmission line will be double circuit up to the length of 40.07 km (AP 50) and proceed as four circuits with the proposed Marshyangdi-Kathmandu 220kV Transmission Line Project up to Matatirtha substation.

The vertical double circuit configuration tower will have an average height of 42.45 m and the standard tower base dimensions will be 15 m x 15 m from centre to centre of each tower leg foundation/ footing. The design span between tower structures is 300 m and Right of Way (RoW) of the transmission line is 30m (15m on each side of centerline) as per Electricity Regulation 1993.

2. Scope of the Work






The scope of the service of the consulting firm is to implement Skill development Training to the people selected by the client at appropriate location in project area. The basic design of the training course shall be as per the curriculum of the curriculum of Council of Technical Education and Vocational Training (CTEVT). Reference material in Nepali language shall be provided to each participant. The modalities of the training shall be delivery of lecture by experts (20%) and practical classes (80%). After completion of training, skill test from CTEVT should be conducted and level 1 certificate shall be provided to the qualified participants. The detail scope of services is as follows;

2.1 Implementation of Skill Development Training

2.1.1 Driving Training

The Driving Training shall be conducted by consultant for the affected people at Upper Trishuli 3A-Matatirtha 220KV Transmission Line project site. The consultant shall conduct one month training to 50 people selected by Upper Trishuli 3A-Matatirtha Environment and social Management unit (UTM-ESMU)/project. The consultant will accommodate the entire cost for the training. The Consultant shall cover the following topics under this training:

Renewing Related Documents

-  Renew license
-  Renew Blue book
-  Renew Road Permit
-  Renew Route permit
-  Renew Green Sticker (Emission test certificate)



Handling tools and equipment

- ✚ Handle Wheel Spanner
- ✚ Handle Open Spanner
- ✚ Handle Ring Spanner
- ✚ Handle Slide Wrench
- ✚ Handle socket wrench
- ✚ Handle screw driver
- ✚ Handle Jack and Handle

Monitoring, inspecting & servicing light vehicles

- ✚ Adjust Brake
- ✚ Bleed hydraulic brake
- ✚ Remove and install parking brake lever
- ✚ Inspect and adjust parking brake
- ✚ Remove and install parking brake cable
- ✚ Service pneumatic brake
- ✚ Change steering oil
- ✚ Rotate tyre
- ✚ Change tubeless tyres
- ✚ Repair tube puncture (flat tyre)
- ✚ Repair tubeless tyre puncture
- ✚ Change rim disc plate
- ✚ Service/ repair spark plug
- ✚ Inspect / change glow plug
- ✚ Adjust idle speed and maximum speed
- ✚ Bleed fuel system
- ✚ Change transmission gear oil
- ✚ Wash Vehicle
- ✚ Grease with grease gun
- ✚ Lubricate with oilcan
- ✚ Change fuel filter
- ✚ Change oil filter
- ✚ Change Coolant
- ✚ Clean/change air filter
- ✚ Drain off condense water from compressed air
- ✚ Change thermostats
- ✚ Adjust brake
- ✚ Adjust Clutch
- ✚ Service battery
- ✚ Adjust fan belts
- ✚ Tighten underbody nuts and bolts
- ✚ Test electrical accessories
- ✚ Adjust RPM
- ✚ Change differential oil
- ✚ Set/ adjust air pressure
- ✚ Replace battery
- ✚ Replace/change lights/bulbs
- ✚ Change relay/switch in electrical system
- ✚ Set head light beam
- ✚ Fasten seat belt
- ✚ Inspect/ Lock / Unlock of door
- ✚ Start the vehicle
- ✚ Move the vehicle
- ✚ Control Gear
- ✚ Control Steering
- ✚ Look mirror



- ✚ Maintain distance
- ✚ Performing overtaking
- ✚ Driving in sharp turning road
- ✚ Follow safety measure
- ✚ Drive uphill and downhill
- ✚ Drive vehicle in severe condition
- ✚ Drive vehicle economically

2.1.2 House wiring Training

The House wiring training shall be conducted by consultant for the affected people of the project. The consultant shall conduct 390 hours house wiring training to 50 people selected by Upper Trishuli 3A-Matatirtha-ESMU/project. The consultant will accommodate the entire cost for the training.

The modalities of the training shall be delivery of lecture by experts (20%) and practical classes (80%). Reference material in Nepali language shall be provided to each participant. The basic design of the training course shall be as per the curriculum of Council of Technical Education and Vocational Training (CTEVT) for aforementioned areas. The Consultant shall cover the following topics under this training:

Module: 1:

- ✚ Orient with safety rules.
- ✚ Develop the concept of electricity.
- ✚ State ohm's law.
- ✚ Calculate current/voltage/resistance.
- ✚ Measure resistance using ohmmeter.
- ✚ Measure voltage applying Voltmeter.
- ✚ Measure current applying Ampere meter.
- ✚ Measure electrical power.
- ✚ Calculate total loads.
- ✚ Identify electrical symbols and codes.
- ✚ Interpret electrical drawings.

Module: 2:

- ✚ Perform cable/wire Joint (Straight, T-joint, married, brittania).
- ✚ Make wire/cable eyelet.
- ✚ Install/control number of lamps together by one way switch in parallel circuit.
- ✚ Install/control a lamp from two different places using 2 two-way switches.
- ✚ Install/control a lamp from three or more different places using 2 two-way and one intermediate switches.
- ✚ Install/control two lamps from 4 different places using 2 two-way and two intermediate switches.
- ✚ Install/control two lamps from 4 different places using 2 two-way and two intermediate switches.
- ✚ Install/control one lamp, one three pin socket with two switches for ON and OFF individual point.
- ✚ Install outdoor lighting in garden/trees/shrubs/flowers/decks/walkways and existing (project work).

Module: 3:

- ✚ Repair/ replace main circuit/branch circuit's junction boxes of wiring system.
- ✚ Repair/ replace lighting systems of wiring.
- ✚ Repair/ replace switches of wiring systems.
- ✚ Repair/ replace socket outlets/plugs of the wiring system.
- ✚ Perform troubleshooting of the lamps/tubes/doorbells.
- ✚ Repair/replace ceiling rose.
- ✚ Repair/replace protective devices.

Module: 4:

- ✚ Install/connect earthing electrode.
- ✚ Lay PVC pipe for conceal wiring.
- ✚ Draw wire/cable through PVC pipe applying fish wire.
- ✚ Install/connect accessories/fittings/protective devices/distribution board.



✚ Install wiring systems in a house with smart facilities (Project work)

3. Manpower

The consultant shall deploy the necessary manpower for the implementation of training. The manpower should be well qualified in their area. The following manpower is required for the implementation of tasks.

- Training coordinator/Instructor
- TSLC (Subject specific trainer)

4. Training Venue

Training shall be conduct at nearest point of the project area where necessary vehicles and other tools required for training could be arranged. The consultant shall purposed possible location suitable for training based on project site and ESSD will provide final decision on the venue.

5. Banner

The consultant shall prepare banner showing the name of project, training program, date, venue and organizer .Likewise identification tag/batch shall be provided to each participants.

6. Training tools

The consultant shall provide necessary tools to the participants require for the training.

7. Accommodation

The consultant shall manage lodging and fooding (breakfast, lunch and dinner) for the during the training duration. For the participants of tailoring the consultant shall only manage Snacks and lunch in each day. The consultant also manages refreshment for the people present in opening and closing ceremony of the training. One time transportation facility or cash for coming to the training venue and to return back for their home town will be provided by the consultant for residence trainees.

Certificate

At the end of training program certificate shall be distributed to each participants. The certificate shall be signed by authorized person.

8. Time Schedule

The consultant must complete the work within 6 months of contract agreement.

9. Reports and Deliverables

The consultant shall prepare and submit 3 copies each of inception and draft report and 5 copies of final report.

10. Taxes

The consultant shall bear all costs for taxes as per the prevailing rules and regulations of government of Nepal. The employer will deduct the amount for tax from the payment accordingly.

