

# मौजुदा सुची दर्ता गराउने बारेको सुचना

प्रकाशित मिति: २०७५/०३/२०

नेपाल विद्युत प्राधिकरण वातावरण तथा सामाजिक अध्ययन विभाग अर्न्तगत सन्चालित विभिन्न आयोजनाहरुको तपसिल बमोजिमका कार्यहरुको लागि आ.व.२०७५/०७६ का निमित्त ने.वि.प्रा आर्थिक प्रशासन विनियमावली २०६८ (९९) बमोजिम मौजुदा सुची तयार गर्नु पर्ने भएकोले यो सुचना प्रकाशित गरिएको छ । यो सुचना प्रकाशित भएको २९ (एक्काइस) दिन भित्र निम्न उल्लेखित प्रत्येक समुहको लागि छुट्टाछुट्टै निवेदन तल उल्लेखित ठेगानामा कार्यालय समय भित्र आइपुग्ने गरी इच्छुक व्यक्ति, फर्म, संस्था वा कम्पनीबाट आवेदन आह्वान गरिएको छ । साथै निवेदन दर्ता गराउने अन्तिम दिन बिदा परेमा सो पछि लगत्तै कार्यालय खुलेको दिन कार्यालय समयभित्र दर्ता गराउन सकिनेछ । यस विभागमा मौजुदा सुची दर्ता गराउन इच्छुक संस्थाहरुले विस्तृत जानकारीका लागि यस विभागमा सम्पर्क गर्नु हुन अनुरोध छ ।

## तपसिल

**समूह क-** वातावरणीय तथा सामाजिक अध्ययन कार्य: प्रारम्भिक वातावरणीय परीक्षणको कार्यसूचि,(TOR) प्रारम्भिक वातावरणीय परीक्षण कार्य (IEE), वातावरणीय प्रभाव मूल्याङ्कनको लागि क्षेत्र निर्धारण (Scoping) तथा कार्यसूचि (ToR) तयार गर्ने कार्य, वातावरणीय प्रभाव मूल्याङ्कन कार्य (EIA), विषयगत अध्ययन कार्य (माछा, वन्यजन्तु, वन तथा वनस्पति, भैतिक वातावरण, सामाजिक आर्थिक आदि) तथा दातृ संस्थाहरुको लागि गरिने सामाजिक प्रभाव मूल्याङ्कन (SIA), पुनर्वास कार्य योजना (RAP), उत्पीडित समुदाय विकास योजना (VCDP), वातावरणीय व्यवस्थापन कार्य योजना (EMAP), आयोजनाको अध्ययन/अनुगमनको लागी विज्ञहरुको सेवा खरीद तथा सामुदायिक विकास कार्यक्रम (विद्यालय, खानेपनी, सिंचाइ, मठ मन्दिर आदी) हरुका लागि सम्भाव्यता अध्ययन ( Feasibility Study) सम्बन्धी कार्य आदि ।

**समूह ख-** आयोजना स्थलमा संचालन गर्नु पर्ने जनचेतना तथा अन्य कार्य: सामाजिक सचेतना कार्यक्रम, वन संरक्षण सचेतना कार्यहरु, वन्यजन्तु संरक्षण सचेतना कार्यक्रम, आय आर्जन सम्बन्धि तालिम आदि ।



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समूह ग- शीपमूलक तालिम ड्राइभिङ्ग, हाउस वायरिङ्ग, प्लम्बिङ्ग , वेल्डीङ्ग, सिलाई वुनाई, मर्मत सम्भार आदि तालिमहरु ।

समूह घ- आयोजना स्थलमा संचालन गर्नु पर्ने Air, Noise, Water Quality मापन संबन्धी कार्य:

समूह ड - आयोजना स्थलमा संकलन गर्ने Name of land owner from Cadastral map संबन्धी कार्य:

निवेदन साथ पेश गर्नु पर्ने कागजातहरु:

१. संस्था दर्ता प्रमाण पत्र । (निवेदन पेश गर्ने दिन सम्म ३ वर्ष पुरा भएको)
२. मुल्य अभिवृद्धि कर दर्ता प्रमाण पत्र ।
३. पछिल्लो तिन वर्षको कर चुक्ता प्रमाण पत्र ।
४. संस्थाद्वारा विगत वर्षहरुमा गरिएको कार्यहरु र कार्य सम्पन्न गरिएको आधिकारीक पत्र ।
५. संस्थाद्वारा पछिल्लो तिन आर्थिक वर्षहरुमा गरिएको वित्तिय कारोवार ।
६. संस्थामा पुरा वा आंशिक समय आवद्ध जनशक्तिहरुको वायोडाटा (वायोडाटामा संस्थाको छाप र सम्बन्धीत व्यक्तिको हस्ताक्षर अनिवार्य हुनु पर्ने) ।
७. सार्वजनिक खरीद ऐन तथा विनियमावली बमोजिम कारोवारमा अयोग्य नभएको तथा कालो सुचीमा नपरेको भनी आधिकारीक रुपले लिखित धोषणा गरेको स्वयं धोषणा पत्र ।
८. समुह ग अर्न्तगत आवेदन दिने संस्थाहरुले नेपाल सरकार प्राविधिक शिक्षा तथा व्यावसायिक तालिम परिषद (CTEVT) सित सम्बन्धन प्राप्त भएको आधिकारिक पत्र पेश गर्नु पर्ने छ ।

निवेदन पठाउने ठेगाना:

**नेपाल विद्युत प्राधिकरण**

**ईन्जिनियरिङ्ग सेवा निर्देशनालय**

वातावरण तथा सामाजिक अध्ययन विभाग

खरिपाटी, भक्तपुर फोन. नं. ६६११५८०, फ्याक्स नं. ६६११५९०

पुनस्च : संस्था छनौट विधि तथा प्रकृयाका लागि [www.nea.org.np](http://www.nea.org.np) वातावरण तथा सामाजिक

अध्ययन विभागको मौजुदा सुची सम्बन्धी सुचना साथमा राखिएको छ ।



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**Nepal Electricity Authority**  
Environment and Social Studies Department  
*Evaluation Criteria for Short listing of Local Consulting Firms*

**Criteria for Category –A**

***Environment and Social Studies Groups: Scope and Objectives***

***Environment and Social Studies Groups*** will be related to environmental and Social Studies like Initial Environmental Examination (IEE), Environmental Impact Assessment (EIA), Scoping and ToR as per EPR, 1997 for Hydropower and Transmission Line projects. Similarly, Social Impact Assessment (SIA), Resettlement Action Plan (RAP), Vulnerable Community Development Plan (VCDP), Environmental Management Plan (EMP) as per Donor agencies requirement should also consider under this category. Further, this category also covers the sectoral studies in Physical, biological and Socio-economic Cultural environment and feasibility studies related to community based program like Irrigation, drinking Water, Schools, Shrines and Temples etc. The shortlisted consulting firms should conduct such types of studies assigned by the Department.

**1. Short Listing Procedures**

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

**Steps: I Eligibility Criteria**

As mentioned in public notice the following points will be checked for eligibility of the submitted proposals. Only the eligible proposal will be selected for further evaluation.

Firm Registration Certificate	Yes/No
VAT Certificate	Yes/No
Renewal Certificate	Yes/No
Tax clearance F/Y 073/074	Yes/No
Self Declaration	Yes/No

- At the time of submission of the proposal, the consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consulting firm must submit Self Declaration showing the subsequent details;
- The Consulting firms must have been legally registered for **at least three (3) years** from the last date of submission of the proposal.

**Steps: II Detail Evaluation Criteria**

The Consulting firms fulfilling all requirements in the Step-I will be further evaluated in the Step II. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The maximum overall score that any Consulting firms can obtain is set at 100 points. The Consulting Firm must secure 50 marks in total for prequalification.

**Criteria A: Organizational Strength: Maximum -15 points**

Under this criterion, an average annual turnover in best three years of last five fiscal years, human resources available with this firm and years of experience of the firm will be evaluated.

**Criteria B: Relevant work Experience of the Firm: Maximum-40 points**

Under these criteria, the experience of the firm in following areas will be evaluated.

- a) EIA of Transmission line (132 kV or above)/Hydropower Projects
- b) IEE of Transmission line (132 kV or above) /Hydropower Projects
- c) Social Impact Assessment of development Projects
- d) Resettlement Action Plan of Development Projects
- e) Vulnerable Community Development Plan of Development Projects
- f) Environment Management Plan of Development Projects
- g) Sectoral Reports (Forest, Wildlife, Fisheries, Socio-economic, Physical)

Ongoing projects/studies will not be evaluated. Only the completed projects/studies will be evaluated.

**Criteria C: Professional Manpower Strength: Maximum-45 Points**

Under these criteria, the professional staffs of the consulting firms in each domain of environment like Physical, biological and Socio-economic and Cultural environment will be evaluated. The full time/part time professional staffs will be identified based on the CV attached along with the proposal and the list of the manpower working in the firm. The CV must be signed by the expert with firm stamped. The professional staffs should have at least three years work experience in the relevant fields.

Details of evaluation criteria in each category are as follows. Figures given in weightage indicate the maximum score that can be obtained in each sub category. The points will be allocated as shown below.

**Detail Evaluation Criteria for Short listing**

S.N	Description	Marking	Weightage
<b>A</b>	<b>Organizational Strength</b>	<b>15 points</b>	
<b>I</b>	<b>Years of Experience of the firm (From the date of legally registered to the last date of submission of the proposal)</b>		<b>05 Points</b>
(i)	Above 10 years	100%	
(ii)	5 to 10 Years	75%	
(iii)	3 to Five years	50%	
(iv)	Less than 3 years	0	
<b>II</b>	<b>Average Annual Turn Over in best three years of last five fiscal years from 2069/070 to 2073/074</b>		<b>05 Points</b>
(i)	> 20 lakhs	100%	
(ii)	10 to 20 Lakhs	75%	
(iii)	5 to 10 lakhs	50%	
(iv)	Less than 5 lakhs	0	
<b>III</b>	<b>Human Resources</b>		<b>05 Points</b>
(i)	Ten or more staffs of the firm	100%	
(ii)	5-10 staffs of the firm	75%	
(iii)	3-5 staffs of the firm	50%	
(iv)	Less than 3 staffs of the firm	0	
<b>B</b>	<b>Relevant Experience of the firms</b>		<b>40 Points</b>
<b>I</b>	<b>Relevant Work Experience in EIA of Hydropower or Transmission line Projects (132 kV and Above)</b>		<b>10 Points</b>
(i)	Three or more projects	100%	
(ii)	Two projects	75%	
(iii)	One project	50%	
(iv)	None of experience in above mentioned area	0	
<b>II</b>	<b>Relevant Work Experience of the Firm in IEE of Hydropower or Transmission line Projects (132 kV and Above)</b>		<b>05 Points</b>
(i)	Three or more projects	100%	
(ii)	Two projects	75%	
(iii)	One project	50%	
(iv)	None of experience in above mentioned area	0	
<b>III</b>	<b>Work Experience of the Firm in Social Impact Assessment (SIA) for development Projects (hydropower/road/water supply/irrigation/ Building/transmission line/Bridge etc).</b>		<b>05 Points</b>
(i)	Three or more projects	100%	
(ii)	Two projects	75%	
(iii)	One project	50%	
(iv)	None of experience in above mentioned area	0	
<b>IV</b>	<b>Work Experience of the Firm in Resettlement Action Plan (RAP) for development Projects (hydropower/road/water supply/irrigation/ transmission line/Bridge etc).</b>		<b>05Points</b>
(i)	Three or more projects	100%	
(ii)	Two projects	75%	
(iii)	One project	50%	
(iv)	None of experience in above mentioned area	0	
<b>V</b>	<b>Work Experience of the Firm in Vulnerable Community Development Plan (VCDP) for development Projects (hydropower/ road/water supply/Buildings/irrigation/transmission</b>		<b>05 Points</b>

	<b>line/Bridge etc).</b>		
(i)	Three or more projects	100%	
(ii)	Two projects	75%	
(iii)	One project	50%	
(iv)	None of experience in above mentioned area	0	
<b>V</b>	<b>Work Experience of the Firm in Environmental Management Plan (EMP) for development Projects (hydropower, road, water supply, irrigation, Forest and transmission line/Bridge etc).</b>		<b>05 Points</b>
(i)	Three or more projects	100%	
(ii)	Two projects	75%	
(iii)	One project	50%	
(iv)	None of experience in above mentioned area	0	
<b>VI</b>	<b>Work Experience of the Firm in sectoral Studies in the area of Forest, Wildlife, Fisheries, Socio-economic and physical environment for any development Projects</b>		<b>05 Points</b>
(i)	Three or more Sectoral Studies	100%	
(ii)	Two Sectoral Studies	75%	
(iii)	One Sectoral Studies	50%	
(iv)	None of experience in above mentioned area	0	
<b>C</b>	<b>*Professional Manpower Strength</b>		<b>45 Points</b>
<b>I</b>	<b>Physical Environment:</b> The manpower in the area of Environmental/Civil Engineer/ Geographer/Geologist having at least three years of work experience		<b>15</b>
(i)	Three or more Manpower in the area of Environmental/Civil Engineer/ Geographer/Geologist having at least three years of work experience	100%	
(ii)	Two Manpower in the area of Environmental/Civil Engineer/ Geographer/Geologist having at least three years of work experience	75%	
(iii)	One Manpower in the area of Environmental/Civil Engineer/ Geographer/Geologist having at least three years of work experience	50%	
(iv)	None of above manpower	0	
<b>II</b>	<b>Biological Environment:</b> The manpower in the area of Zoologist/Botanist/Forest Expert/Wildlife Expert/Environment Expert		<b>15 Points</b>
(i)	Three or more Manpower in the area of Zoologist/Botanist/Forest Expert/Wildlife Expert/Environment Expert, having at least three years of work experience	100%	
(ii)	Two Manpower in the area of Zoologist/Botanist/Forest Expert/Wildlife Expert/Environment Expert, having at least three years of work experience	75%	
(iii)	One Manpower in the area of Zoologist/Botanist/Forest Expert/Wildlife Expert/Environment Expert, having at least three years of work experience	50%	
(iv)	None of above manpower	0	
<b>III</b>	<b>Socio-economic and cultural environment:</b> The Manpower in the area of Sociologist/Economist/ Anthropologist/Development Studies/Rural Development having at least three years of work experience		<b>15 points</b>
(i)	Three or More Manpower in the area of Sociologist/Economist/ Anthropologist/Development Studies/Rural Development having at least three years of work experience	100%	
(ii)	Two Manpower in the area of Sociologist/Economist/ Anthropologist/Development Studies/Rural Development having at least three years of work experience	75%	
(iii)	One Manpower in the area of Sociologist/Economist/ Anthropologist/Development Studies/Rural Development having at least three years of work experience	50%	
(iv)	None of above Manpower	0	

**\* Only 75% marks will be calculated for the part time professional staffs while 100% Marks for full time professional staff.**

**Note**

- a) Evidence in form of firm's registration certificates, income tax clearance certificate, experience certificate or work completion certificate, and other relevant information shall be furnished. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.
- b) The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation.
- c) The consultant shall provide the list of the manpower along with their qualification and status in the firm (fulltime or part time). The consultant must provide documentary evidences showing the status of the staff.

**Nepal Electricity Authority**  
Environment and Social Studies Department  
*Evaluation Criteria for Short listing of Local Consulting Firms*

**Criteria for Category-B**

***Short term Environment and Social Awareness training: Scope and Objectives***

Environment and Social Studies Department (ESSD) has signed (MoU) 3 HEP and 8 Transmission Line projects for the Implementation of construction phase Mitigation and Enhancement Measures and Environmental Monitoring Work. Due to the limited human resources, Department has faced the problems to implement the proposed programs as per the time schedule. Hence, ESSD looking for the qualified local consulting firms to implement the project based environment and Social mitigation programs through the shortlisted consulting firms.

Category -B will be related for the implementation of Social Awareness programs, Environmental Conservation Awareness Program, community Safety programs, Small scale training, like Livestock, Forest Management/Capacity building, Agriculture/horticulture, Bee keeping/sericulture, NTFP, Fishery etc), Small scale community support program in community participation, working with women, children and Dalit community for social and economic reform etc. The shortlisted consulting firms should conduct such type of programs in the project affected area.

**1. Short Listing Procedures**

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

**Steps: I Eligibility Criteria**

As mentioned in public notice the following points will be checked for eligibility of the submitted proposals. Only the eligible proposal will be selected for further evaluation.

Firm Registration Certificate	Yes/No
VAT Certificate	Yes/No
Renewal Certificate	Yes/No
Tax clearance F/Y 073/074	Yes/No
Self-Declaration	Yes/No

- At the time of submission of the proposal, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consulting firm must submit Self Declaration showing the subsequent details;
- The Consulting firms must have been legally registered for **at least three (3) years** from the last date of submission of the proposal.



## **Steps: II Detail Evaluation Criteria**

The Consulting firms fulfilling all requirements in the Step-I will be further evaluated in the Step II. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The maximum overall score that any Consulting firms can obtain is set at 100 points. The Consulting Firm must secure 50 marks in total for prequalification. Detail Evaluation Criteria is given below.

### **Criteria A: Organizational Strength: Maximum -15 points**

Under this criterion, an average annual turnover in best three years of last five fiscal years, human resources available with this firm and years of experience of the firm will be evaluated.

### **Criteria B: Relevant work Experience of the Firm: Maximum-40 points**

Under these criteria, the experience of the firm in following areas will be evaluated.

- a) Community Safety and Social Awareness Program in local communities
- b) Environment Conservation Awareness Program (Forest, biodiversity, health and sanitation, pollution)
- c) Small scale training (Livestock, Forest Management/Capacity building, Vegetable farming, Agriculture/horticulture, Bee keeping/sericulture, NTFP, Fishery)
- d) Small scale community support program in community participation (Drinking water, irrigation, religious shrines, school and Working with women, children and Dalit community for social and economic reform)

### **Criteria C: Professional Manpower Strength: Maximum-45 Points**

Under these criteria, professional staffs of the consulting firms in the following area will be evaluated. The full time/part time professional staffs will be identified based on the CV attached along with the proposal and the list of the manpower working in the firm. The CV must be signed by the expert with firm stamped. The professional staffs should have at least three years experience in the relevant field.

- a) Coordinator/Manager-1(at least Graduate in any discipline)
- b) Sociologist/Anthropologist/Economist -1 (MA in related Subject)
- c) Women-1(at least Graduate in any discipline)
- d) Community development Expert-1(MA in Rural/Development Studies)
- e) Agricultural Expert-1(at least B.Sc. in Agricultural Science)
- f) Environment (any one of the following)  
(Forest, natural resources, environment science/engineer, Geologist/Geographer)

Details of evaluation criteria in each category are as follows. Figures given in weightage indicate the maximum score that can be obtained in each sub category. The points will be allocated as shown below.

**The Evaluation Criteria for Short listing**

S.N	Description	Marking	Weightage
<b>A</b>	<b>Organizational Strength</b>	<b>15 points</b>	
<b>I</b>	<b>Years of Experience of the firm (From the date of legally registered to the last date of submission of the proposal)</b>		<b>05 Points</b>
(i)	Above 10 years	100%	
(ii)	5 to 10 Years	75%	
(iii)	3 to Five years	50%	
(iv)	less than 3 years	0	
<b>II</b>	<b>Average Annual Turn Over in best three years of last five fiscal years from 2069/070 to 2073/074</b>		<b>05 Points</b>
(i)	> 20 lakhs	100%	
(ii)	10 to 20 Lakhs	75%	
(iii)	5 to 10 lakhs	50%	
(iv)	Less than 5 Lakhs	0	
<b>III</b>	<b>Human Resources</b>		<b>05 Points</b>
(i)	Ten or more staffs of the firm	100%	
(ii)	5 to 10 staffs of the firm	75%	
(iii)	3 to 5 staff of the firm	50%	
(iv)	Less than 3 staffs of the firm	0	
<b>B</b>	<b>Relevant Experience of the firms</b>		<b>40 Points</b>
<b>I</b>	<b>Work Experience of the firm in the area of Community Safety and Social Awareness Program in local communities</b>		<b>10 Points</b>
(i)	Three or more Programs	100%	
(ii)	Two Programs	75%	
(iii)	One Program	50%	
(iv)	None of experience in above mentioned area	0	
<b>II</b>	<b>Work Experience of the Firm in the area of Environment Conservation Awareness Program (Forest/biodiversity/ health and sanitation/pollution)</b>		<b>10 Points</b>
(i)	Three or more Programs	100%	
(ii)	Two Programs	75%	
(iii)	One Program	50%	
(iv)	None of experience in above mentioned area	0	
<b>III</b>	<b>Work Experience of the Firm in the area of Small scale training (Livestock/Forest Management/Capacity building/Vegetable farming/Agriculture/horticulture/Bee keeping/sericulture/NTFP/ Fishery)</b>		<b>10 Points</b>
(i)	Three or more Programs	100%	
(ii)	Two Programs	75%	
(iii)	One Program	50%	
(iv)	None of experience in above mentioned area	0	
<b>IV</b>	<b>Work Experience of the Firm in the area of Small scale community support program in community participation (Drinking water/ irrigation/religious shrines/ school and Working with women, children and Dalit community for social and economic reform)</b>		<b>10 Points</b>



Evaluation Criteria for Short listing of Local Consulting Firms

(i)	Three or more Programs	100%	
(ii)	Two Programs	75%	
(iii)	One Program	50%	
(iv)	None of experience in above mentioned area	0	
<b>C</b>	<b>*Professional Manpower Strength</b>		<b>45 Points</b>
(i)	Six or more manpower including Coordinator/Manager, Sociologist/Anthropology/Economist/Women/Community Development Expert/Agricultural Expert/ Forest/natural resources, environment science/engineer, Geologist/Geographer having at least three years of work experience	100%	
(ii)	four to six manpower including Coordinator/Manager ,Sociologist/Anthropology/Economist/Women/Community Development Expert/Agricultural Expert/ Forest/natural resources, environment science/engineer, Geologist/Geographer having at least three years of work experience	75%	
(iii)	Two to four manpower including Coordinator/Manager ,Sociologist/Anthropology/Economist/Women/Community Development Expert/Agricultural Expert/ Forest/natural resources/environment science/engineer, Geologist/Geographer having at least three years of work experience	50%	
(iv)	less than 2 manpower in above mentioned area	0	

*\* Only 75% marks will be calculated for the part time professional staffs while 100% Marks for full time professional staff.*

**Note**

- a) *Evidence in form of firm's registration certificates, income tax clearance certificate, experience certificate or work completion certificate, and other relevant information shall be furnished. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.*
- b) *The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation.*
- c) *The consultant shall provide the list of the manpower along with their qualification and status in the firm (fulltime or part time).The consultant must provide documentary evidences showing the status of the staff.*



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**Criteria for Category-C**

***Skill Trainings: Scope and Objectives***

Category -C will be related to implement the project based skill Training in the area of House wiring/building electrician training, Plumbing training, Driving, Repair and maintenance, motor rewinding, Sewing and weaving, Mobile Repairing etc . The shortlisted consulting firms should conduct such types of training programs for the project affected families in the project area.

**1. Short Listing Procedures**

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

**Steps: I Eligibility Criteria**

As mentioned in public notice the following points will be checked for eligibility of the submitted proposals. Only the eligible proposal will be selected for further evaluation.

Firm Registration Certificate	Yes/No
VAT Certificate	Yes/No
Renewal Certificate	Yes/No
Tax clearance F/Y 073/074	Yes/No
Self-Declaration	Yes/No
CTEVT Affiliation is mandatory	

- At the time of submission of the proposal, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consulting firm must submit Self Declaration showing the subsequent details;
- The Consulting firms must have been legally registered for **at least three (3) years** from the last date of submission of the proposal.

**Steps: II Detail Evaluation Criteria**

The Consulting firms fulfilling all requirements in the Step-I will be further evaluated in the Step II. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The maximum overall score that any Consulting firms can obtain is set at 100 points. The Consulting Firm must secure 50 marks in total for prequalification. Detail Evaluation Criteria is given below.

**Criteria A: Organizational Strength: Maximum -25 points**

Under this criterion, an average annual turnover in best three years of last five fiscal years, human resources available with this firm and years of experience of the firm will be evaluated.

**Workshop Facilities** (List of gears and equipment available with the firms required for the different type of trainings) and **Training/Office Space** (Building with training hall) will also be evaluated under this category.

**Criteria B: Relevant work Experience of the Firm: Maximum-40 points**

Under these criteria, the experience of the firm in following areas will be evaluated.

- a) House wiring/building electrician training
- b) Plumbing training
- c) Driving
- d) Repair and maintenance
- e) Motor rewinding
- f) Sewing and weaving
- g) Mobile Repairing
- h) Carpenter and Mason

**Criteria C: Professional Manpower Strength: Maximum-35 Points**

Under these criteria, professional staffs of the consulting firms in the following area will be evaluated. The full time/part time professional staffs will be identified based on the CV attached along with the proposal and the list of the manpower working in the firm. The CV must be signed by the expert with firm stamped. The professional staffs should have at least three years experience in the relevant fields.

- a) Training Manager/Coordinator (Graduate in any discipline)
- b) Minimum TSLC- Civil /Sanitary
- c) Minimum TSLC- Electrical
- d) Minimum TSLC- Mechanical
- e) Minimum TSLC- Electronics

Details of evaluation criteria in each category are as follows. Figures given in weightage indicate the maximum score that can be obtained in each sub category. The points will be allocated as shown below.

**Detail Evaluation Criteria for Short listing**

S.N	Description	Marking	Weightage
<b>A</b>	<b>Organizational Strength</b>		<b>25 points</b>
<b>I</b>	<b>Years of Experience of the firm (From the date of legally registered to the last date of submission of the proposal)</b>		<b>05 Points</b>
(i)	Above 10 years	100%	
(ii)	5 to 10 Years	75%	
(iii)	3 to Five years	50%	
(iv)	Less than 3 years	0	
<b>II</b>	<b>Average Annual Turn Over in best three years of last five fiscal years from 2069/070 to 2073/074</b>		<b>05 Points</b>
(i)	> 20 lakhs	100%	
(ii)	10 to 20 Lakhs	75%	
(iii)	5 to 10 lakhs	50%	
(iv)	Less than 5 Lakhs	0	
<b>III</b>	<b>Human Resources</b>		<b>05 Points</b>
(i)	Ten or more staffs of the firm	100%	
(ii)	5 to 10 staffs of the firm	75%	
(iii)	3 to 5 staffs of the firm	50%	
(iv)	Less than 3 staffs of the firm	0	
<b>IV</b>	<b>Workshop Facilities</b>		<b>05 Points</b>
(i)	Own Workshop Facilities	100%	
(ii)	Rented Workshop	50%	
(iii)	None of above facilities	0	
<b>V</b>	<b>Training/Office Space</b>		<b>05 Points</b>
(i)	Own Training/Office Space with hostel	100%	
(ii)	Rented Training/Office Space with hostel	50%	
(iii)	None of above facilities	0	
<b>B</b>	<b>Relevant Experience of the firms</b>		<b>40 Points</b>
(i)	Implementation of at least one training in each area of House wiring/building electrician training, Plumbing training, Driving, Repair and maintenance, Motor rewinding, Sewing and weaving and Mobile Repairing, Carpenter and Mason (Eight area)	100%	
(ii)	Implementation of at least five to seven training programs in above mentioned area	75%	
(iii)	Implementation of at least two to four training programs in above mentioned area	50%	
(iv)	Implementation of less than Two training program in above mentioned area	0	
<b>C</b>	<b>*Professional Manpower Strength</b>		<b>35 Points</b>
(i)	Five or more manpower including Manager/ Coordinator, Civil /Sanitary, Electrical, Mechanical and Electronics having at least three years of work experience	100%	
(ii)	Three to Four Manpower including Manager/Coordinator, Civil /Sanitary, Electrical, Mechanical and Electronics having at least three years of work experience	75%	
(iii)	Two manpower including Manager/ Coordinator, Civil /Sanitary, Electrical, Mechanical and Electronics having at least three years of work experience	50%	
(iv)	Less than Two Manpower of the firm	0	



*\* Only 75% marks will be calculated for the part time professional staffs while 100% Marks for full time professional staff.*

**Note**

- a) *Evidence in form of firm's registration certificates, income tax clearance certificate, experience certificate or work completion certificate, and other relevant information shall be furnished. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.*
- b) *The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation.*
- c) *The consultant shall provide the list of the manpower along with their qualification and status in the firm (fulltime or part time).The consultant must provide documentary evidences showing the status of the staff.*

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**Criteria for Category-D**

***Air, Noise and Water Quality Test: Scope and Objectives***

Category -D will be related to implement the project based air, noise and water quality test. The shortlisted consulting firms should conduct such types of work with field base sample collection and sample test in laboratory and reporting.

**1. Short Listing Procedures**

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

**Steps: I Eligibility Criteria**

As mentioned in public notice the following points will be checked for eligibility of the submitted proposals. Only the eligible proposal will be selected for further evaluation.

Firm Registration Certificate	Yes/No
VAT Certificate	Yes/No
Renewal Certificate	Yes/No
Tax clearance F/Y 073/074	Yes/No
Self-Declaration	Yes/No

- At the time of submission of the proposal, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consulting firm must submit Self Declaration showing the subsequent details;
- The Consulting firms must have been legally registered for **at least three (3) years** from the last date of submission of the proposal.

**Steps: II Detail Evaluation Criteria**

The Consulting firms fulfilling all requirements in the Step-I will be further evaluated in the Step II. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The maximum overall score that any Consulting firms can obtain is set at 100 points. The Consulting Firm must secure 50 marks in total for prequalification. Detail Evaluation Criteria is given below.

**Criteria A: Organizational Strength: Maximum -25 points**

Under this criterion, an average annual turnover in best three years of last five fiscal years, human resources available with this firm and years of experience of the firm will be evaluated. **Laboratory/Workshop Facilities (Own or Rented)** (List of gears and equipment available with the firms required for the different type of test) and **Office Space (Own or Rented)** will also evaluated under this category.



**Criteria B: Relevant work Experience of the Firm: Maximum-35 points**

Under these criteria, the experience of the firm in following areas will be evaluated.

- a) Water Quality test
- b) Air Quality test
- c) Noise quality test

**Criteria C: Professional Manpower Strength: Maximum-40 Points**

Under these criteria, professional staffs of the consulting firms in the following area will be evaluated. The full time/part time professional staffs will be identified based on the CV attached along with the proposal and the list of the manpower working in the firm. The CV must be signed by the expert with firm stamped. The professional staffs should have at least three years experience in the relevant fields.

- a) Training Manager/Coordinator (Graduate in any Discipline)
- b) Environment Engineer (Minimum Graduate in respective subject)
- c) Environmentalist (Minimum Graduate in respective subject)
- d) Micro Biologist (Minimum Graduate in respective subject)
- e) Chemist (Minimum Graduate in respective subject)

Details of evaluation criteria in each category are as follows. Figures given in weightage indicate the maximum score that can be obtained in each sub category. The points will be allocated as shown below.

**Detail Evaluation Criteria for Short listing**

S.N	Description	Marking	Weightage
<b>A</b>	<b>Organizational Strength</b>		<b>25 points</b>
<b>I</b>	<b>Years of Experience of the firm (From the date of legally registered to the last date of submission of the proposal)</b>		<b>05 Points</b>
(i)	Above 10 years	100%	
(ii)	5 to 10 Years	75%	
(iii)	3 to Five years	50%	
(iv)	Less than 3 years	0	
<b>II</b>	<b>Average Annual Turn Over in best three years of last five fiscal years from 2069/070 to 2073/074</b>		<b>05 Points</b>
(i)	> 20 lakhs	100%	
(ii)	10 to 20 Lakhs	75%	
(iii)	5 to 10 lakhs	50%	
(iv)	Less than 5 Lakhs	0	
<b>III</b>	<b>Human Resources</b>		<b>05 Points</b>
(i)	Ten or more staffs of the firm	100%	
(ii)	5 to 10 staffs of the firm	75%	
(iii)	3 to 5 staffs of the firm	50%	
(iv)	Less than 3 staffs of the firm	0	
<b>IV</b>	<b>Laboratory/Workshop Facilities</b>		<b>05 Points</b>
(i)	Own Laboratory/ Workshop Facilities	100%	
(ii)	Rented laboratory/Workshop facilities	50%	
(iii)	None of above facilities	0	
<b>V</b>	<b>Office Space</b>		<b>05 Points</b>
(i)	Own office Space	100%	
(ii)	Rented office Space	50%	
(iii)	None of above facilities	0	
<b>B</b>	<b>Relevant Experience of the firms</b>		<b>35 Points</b>
(i)	Implementation of all 3 test (Among Air, Water and Noise)	100%	
(ii)	Implementation of 2 test (Among Water, Noise and Air)	75%	
(iii)	Implementation of 1 test (Among Water, Noise and Air)	50%	
(iv)	Implementation of none of them in above mentioned area	0	
<b>C</b>	<b>*Professional Manpower Strength</b>		<b>40 Points</b>
(i)	Five or more manpower including Manager/ Coordinator ,Environment Engineer, Environmentalist ,Micro Biologist, Chemist having at least three years of work experience	100%	
(ii)	Three to Four manpower including Manager/ Coordinator, Environment Engineer, Environmentalist ,Micro Biologist, Chemist having at least three years of work experience	75%	
(iii)	Two manpower including Manager/ Coordinator , Environment Engineer, Environmentalist ,Micro Biologist, Chemist having at least three years of work experience	50%	
(iv)	Less than Two Manpower of the firm	0	

*\* Only 75% marks will be calculated for the part time professional staffs while 100% Marks for full time professional staff.*

**Note**

- d) *Evidence in form of firm's registration certificates, income tax clearance certificate, experience certificate or work completion certificate, and other relevant information shall be furnished. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.*
- e) *The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation.*
- f) *The consultant shall provide the list of the manpower along with their qualification and status in the firm (fulltime or part time).The consultant must provide documentary evidences showing the status of the staff.*

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**Criteria for Category-E**

***Demarcation of Land and Land owner through Cadastral map: Scope and Objectives***

The scope of the firm selected under this category will be layout of the project structure and facilitation for topo map to cadastral map, identification of land plots, and have of the land owner with address and area to be acquired by the project along with their total land holding.

**1. Short Listing Procedures**

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

**Steps: I Eligibility Criteria**

As mentioned in public notice the following points will be checked for eligibility of the submitted proposals. Only the eligible proposal will be selected for further evaluation.

Firm Registration Certificate	Yes/No
VAT Certificate	Yes/No
Renewal Certificate	Yes/No
Tax clearance F/Y 073/074	Yes/No
Self-Declaration	Yes/No

- At the time of submission of the proposal, consulting firms must not be black listed by Public Procurement Monitoring Office (PPMO) or NEA or funding agencies of the project. The consulting firm must submit Self Declaration showing the subsequent details;
- The Consulting firms must have been legally registered for **at least three (3) years** from the last date of submission of the proposal.

**Steps: II Detail Evaluation Criteria**

The Consulting firms fulfilling all requirements in the Step-I will be further evaluated in the Step II. A scoring system is adopted to rank these firms in order of merit based on the criteria mentioned below. The maximum overall score that any Consulting firms can obtain is set at 100 points. The Consulting Firm must secure 50 marks in total for prequalification. Detail Evaluation Criteria is given below.

**Criteria A: Organizational Strength: Maximum -25 points**

Under this criterion, an average annual turnover in best three years of last five fiscal years, human resources available with this firm and years of experience of the firm will be evaluated.

**Equipment related to work** (List of gears and equipment available with the firms required for the different type of work) and **Office Space (Own or Rented)** will also evaluate under this category.

**Criteria B: Relevant work Experience of the Firm: Maximum-35 points**

Under these criteria, the experience of the firm in following areas will be evaluated.

- a) Land Survey
- b) Cadastral survey

**Criteria C: Professional Manpower Strength: Maximum-40 Points**

Under these criteria, professional staffs of the consulting firms in the following area will be evaluated. The full time/part time professional staffs will be identified based on the CV attached along with the proposal and the list of the manpower working in the firm. The CV must be signed by the expert with firm stamped. The professional staffs should have at least three years experience in the relevant fields.

- a) Training Manager/Coordinator (Minimum Graduate in any discipline)
- b) Civil Engineer (Minimum Graduate in respective subject)
- c) Senior Surveyor (Minimum Bachelor in civil/Survey Engineering)
- d) Assistance Surveyor (Minimum civil diploma in survey engineering)
- e) GIS Expert (Minimum Graduate in engineering with GIS training)

Details of evaluation criteria in each category are as follows. Figures given in weightage indicate the maximum score that can be obtained in each sub category. The points will be allocated as shown below.

**Detail Evaluation Criteria for Short listing**

S.N	Description	Marking	Weightage
<b>A</b>	<b>Organizational Strength</b>		<b>25 points</b>
<b>I</b>	<b>Years of Experience of the firm (From the date of legally registered to the last date of submission of the proposal)</b>		<b>05 Points</b>
(i)	Above 10 years	100%	
(ii)	5 to 10 Years	75%	
(iii)	3 to Five years	50%	
(iv)	Less than 3 years	0	
<b>II</b>	<b>Average Annual Turn Over in best three years of last five fiscal years from 2069/070 to 2073/074</b>		<b>05 Points</b>
(i)	> 20 lakhs	100%	
(ii)	10 to 20 Lakhs	75%	
(iii)	5 to 10 lakhs	50%	
(iv)	Less than 5 Lakhs	0	
<b>III</b>	<b>Human Resources</b>		<b>05 Points</b>
(i)	Ten or more staffs of the firm	100%	
(ii)	5 to 10 staffs of the firm	75%	
(iii)	3 to 5 staffs of the firm	50%	
(iv)	Less than 3 staffs of the firm	0	
<b>IV</b>	<b>Equipment Facilities</b>		<b>05 Points</b>
(i)	2 or more then 2 Total area station and Two GPS	100%	
(ii)	1 Total station and GPS	50%	
(iii)	None of above facilities	0	
<b>V</b>	<b>Office Space</b>		<b>05 Points</b>
(i)	Own office Space	100%	
(ii)	Rented office Space	50%	
(iii)	None of above facilities	0	
<b>B</b>	<b>Relevant Experience of the firms</b>		<b>35 Points</b>
<b>(i)</b>	<b>Land Survey</b>		<b>20 points</b>
a	more than 50 Hectare	100%	
b	25-50 Hectare	75%	
c	10-25 Hectare	50%	
d	less than 10 Hectare	0	
<b>(ii)</b>	<b>Cadastral survey</b>		<b>15 points</b>
a	more than 10 Hectare	100%	
b	5-10 Hectare	75%	
c	2-5 Hectare	50%	
d	less than 2 Hectare	0	
<b>C</b>	<b>*Professional Manpower Strength</b>		<b>40 Points</b>
(i)	Five or more manpower including Manager/ Coordinator , Civil Engineer, Senior Surveyor, Assistance Surveyor, GIS Expert having at least three years of work experience	100%	
(ii)	Three to Four manpower including Manager/ Coordinator, Civil Engineer, Senior Surveyor, Assistance Surveyor, GIS Expert having at least three years of work experience	75%	
(iii)	Two manpower including Manager/ Coordinator , Civil Engineer, Senior Surveyor, Assistance Surveyor, GIS Expert having at least three years of work experience	50%	
(iv)	Less than Two Manpower of the firm	0	



*\* Only 75% marks will be calculated for the part time professional staffs while 100% Marks for full time professional staff.*

**Note**

- g) Evidence in form of firm's registration certificates, income tax clearance certificate, experience certificate or work completion certificate, and other relevant information shall be furnished. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.*
- h) The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation.*
- i) The consultant shall provide the list of the manpower along with their qualification and status in the firm (fulltime or part time).The consultant must provide documentary evidences showing the status of the staff.*