

Expression of Interest (EOI)

Guidelines to the Eligible National Consultants for preparing EOI:

The interested and eligible National consultants (hereinafter called the Consultants) are required to submit the Expression of Interest (EOI) for “**Consultancy Services for Effectiveness Study of Community based Seed Processing and Storage Centre, Contract ID: IWMRP-AF/DOA/S/QCBS-29**” for the shortlisting including the following information as per the prescribed guidelines and formats. The evaluation for the short-listing will be carried out based on the information submitted by the consultants.

1. A letter of interest duly signed by the authorized representative shall be addressed to:

Project Coordinator
Irrigation and Water Resource Management Project,
Project Coordination Office,
Kumaripati, Lalitpur,
Nepal.

2. Eligibility

Required Information on Eligibility Criteria

S.N.	Required information on	Status (yes/no)	Attachment
1	Firm Registration		
2	VAT and PAN registration		
3	Tax Clearance		

3. Organizational Set up/Staff Structure

Please describe in brief about organizational set up with staff structure.

4. Financial Capacity

Annual turnover for past 5 years

Fiscal year	Annual Turnover	Attachment of Audited Balance Sheet
Average Annual Turnover of last 5 years		

(Note: Detailed information should be provided in the separate sheet and supported by copy of the audited Balance Sheet and Profit and Loss account. Financial information not supported by the supporting document(s) will not be considered for the evaluation.)

5. WorkExperiences

5.1 General Experiences

Indicate projects that the consulting firm/joint venture has completed in past ten (10) years:

Project Name:	Country:
Project Location:	Project Start Date: (month/year)
Name of Client:	Project Completion Date: (month/year)
Total Person-Months provided (only for key professional staff): Name: Position: Person-Month:	
Type and Detailed Narrative Description of Project:	Whether the Firm Provided Service as: (Cross appropriate box) (a) lead firm <input type="checkbox"/> (b) joint-venture firm <input type="checkbox"/> (c) associate firm <input type="checkbox"/>
Nature of Service Provided: (Cross appropriate box/es) (a) Independent monitoring of the project <input type="checkbox"/> (b) planning, preparation and investigation <input type="checkbox"/> (c) Technical Assistance <input type="checkbox"/> (d) others (mention) <input type="checkbox"/>	Total Project Cost (NPR.):
	Total Contract Amount (NPR.):

Firm's name: _____

Signature of the Firm's Authorized Representative: _____

Firm's Seal: _____

(Note: Each project information should be supported by supporting document from the client, otherwise it shall not be considered during evaluation)

5.2 Specific Experiences

Indicate projects that the consulting firm/joint venture has completed in past five years:

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Participation	<input type="checkbox"/> As lead firm <input type="checkbox"/> As Joint venture partner <input type="checkbox"/> As associate firm		
• Contract Amount	NPR.	(US\$)	
• Source of Financing			
• Consultancy Services			
(i) No. of staff			
(ii) No. of person/man months			
• Duration of Consultancy Assignment:			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Firms (if any)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

Firm's name: _____

Signature of the Firm's Authorized Representative: _____

Firm's Seal: _____

(Note: Each project information should be supported by supporting document from the client, otherwise it shall not be considered during evaluation)

NOTE: The consultant should score minimum 50 percent marks to qualify for short listing.