

Expression of Interest (EOI)

Title of Consulting Services: Request for Expression of Interest for Consulting Service on The Preparation of Gaupalika/Nagarपालिका Level Land Resource Maps (Present Land Use Map, Soil Map, Land Capability Map, Land Use Zoning Map, Risk Layer, Gaupalika/Nagarपालिका Profile for Land Use Zoning And Superimpose of Cadastral Layers on Land Use Zoning Map), Database and Reports

Method of Consulting Service: National

Project Name: Preparation of gaupalika/nagarपालिका level land resource maps

EOI No:TSLUMD/CS/QCBS/01/2077/078

Office Name: Survey Department (SD), Topographic Survey and Land Use Management Division.

Office Address: Minbhawan, Kathmandu

Issued on: August 28, 2020

Financing Agency: Government of Nepal

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

Contents

A. Request for Expression of Interest.....	4
B. Instructions for submission of Expression of Interest.	6
C. Objective of Consultancy Services or Brief TOR	7
D. Evaluation of Consultant's EOI Application	16
E. EOI Forms & Formats	18
1. Letter of Application	19
2. Applicant's Information Form	21
3. Experience	22
4. Capacity	25
5. Key Experts (Include details of Key Experts only)	27
6. CV of Key Experts/Other Experts to be involved in the proposed service:	29
7. Commitment letter of Key Experts/Other Experts to be involved in the proposed service (to be attached with CV):	30

A. Request for Expression of Interest

Government of Nepal
Ministry of Land Management, Co-operatives and Poverty Alleviation
Survey Department (SD), Topographic Survey and Land Use Management Division (TSLUMD),
Minbhawan, Kathmandu

Request for Expression of Interest for Consulting Service on The Preparation of Gaunpalika/Nagarpalika Level Land Resource Maps Database and Report.

TSLUMD/CS/QCBS/01/2077/078

Date: August 28, 2020

1. Government of Nepal (GoN) has allocated fund from Government of Nepal toward the cost of Topographic Survey and Land Use Management Division and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest (EOI) is invited for National consulting service.
2. The Survey Department, Topographic Survey and Land Use Management Division now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the consulting services on the preparation of gaupalika/nagarpalika level land resource maps (present land use map, soil map, land capability map, land use zoning map, gaupalika/nagarpalika profile and superimpose of cadastral layers on Land use zoning maps, database and reports.
3. The above consulting service is divided into 20 (twenty) package as stated below. One Consulting firm, either in its own name or as part of a Joint Venture (maximum number of partners in joint venture or In association is limited to three) are allowed to submit the Expression of Interest for any four packages as specified in the Terms of Reference either as the same partners of the joint venture or as an individual entity. In case of Joint Venture, one consulting firm with other consulting firm in one package and joint venture of the same firm with different consulting firm in other package is not allowed. All the entity with such repetition in joint venture will be disqualified. Consultants must specify the package number in the EOI application.
4. Interested eligible consultants may obtain further information at the address Survey Department, Topographic Survey and Land Use Management Division, Minbhawan, Kathmandu and EOI document is available online on e-GP system www.bolpatra.gov.np/egp.
5. The interested firms to ensure their eligibility, shall submit the following documents along with respective EOIs:
 - Copy of company/firm Registration certificate
 - VAT/PAN Registration
 - Tax Clearance certificate for the Fiscal year 2075/076
6. Consultants may associate with other firms in the form of a Joint Venture (JV) to enhance their qualifications
7. Expressions of interest shall be submitted online through e-GP system www.bolpatra.gov.np/egp on or before 12:00 hour on September 13, 2020. EOI received after deadline will be rejected. EOI shall be opened in 13:00 hours on September 13, 2020 at the office of SD, TSLUMD, Minbhawan, Kathmandu.
8. In case the last date of submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
9. The Consultant will be selected in accordance with QCBS method specified in the Public Procurement Act and Regulations. EOI will be assessed based on Qualification 40%, Experience 40%, and Capacity 20% of consulting firm and key personnel. Minimum score to pass the EOI is 60 marks. The outcome of the short listing will be informed publicly. Firms having the required experience and competence relevant to the assignment shall be assessed and compared, and three to maximum six best qualified and experienced firms shall be shortlisted in an individual package. Only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal for each package.
10. Survey Department, Topographic Survey and Land Use Management Division, Minbhawan, Kathmandu reserves the right to accept or reject any or all applications, or cancel the entire proceedings without giving any reasons, whatsoever.
11. The packages of the Consulting Services stated above are as follows:

PackageNumber	NameoftheConsultingService
TSLUMD/CS/QCBS/01/01/2077/78	All Gaupalika/Nagarपालिका of Humla District
TSLUMD/CS/QCBS/01/02/2077/78	All Gaupalika/Nagarपालिका of Mugu District
TSLUMD/CS/QCBS/01/03/2077/78	All Gaupalika/Nagarपालिका of Dolpa District
TSLUMD/CS/QCBS/01/04/2077/78	All Gaupalika/Nagarपालिका of Mustang and Manang District
TSLUMD/CS/QCBS/01/05/2077/78	All Gaupalika/Nagarपालिका of Lamjung District
TSLUMD/CS/QCBS/01/06/2077/78	All Gaupalika/Nagarपालिका of Gorkha District
TSLUMD/CS/QCBS/01/07/2077/78	All Gaupalika/Nagarपालिका of Dharding District
TSLUMD/CS/QCBS/01/08/2077/78	All Gaupalika/Nagarपालिका of Nuwakot District, Konjyosom Gaupalika, Bagmati Gaupalika, Mahalaxmi Nagarपालिका Mahankal Gaupalika, and Lalitpur Upa-Mahanagarपालिका of Lalitpur District, Bhaktapur, Changunarayan, Madhyapur thimi and Suryabinayak Nagarपालिका of Bhaktapur District, Budhanilkantha, Chandragiri, Dakshinkali, Gokarneswor, Kageswori Manohara, Kathmandu maha-nagarपालिका, Kirtipur, Nagarjun and Tarakeswor and Tokha Nagarपालिका of Kathmandu District
TSLUMD/CS/QCBS/01/09/2077/78	All Gaupalika/Nagarपालिका of Rasuwa and Sindhupalchowk Districts
TSLUMD/CS/QCBS/01/10/2077/78	All Gaupalika/Nagarपालिका of Dolakha District
TSLUMD/CS/QCBS/01/11/2077/78	All Gaupalika/Nagarपालिका of Makwanpur District
TSLUMD/CS/QCBS/01/12/2077/78	All Gaupalika/Nagarपालिका of Sindhuli District
TSLUMD/CS/QCBS/01/13/2076/77	All Gaupalika/Nagarपालिका of Udaypur District
TSLUMD/CS/QCBS/01/14/2076/77	All Gaupalika/Nagarपालिका of Khotang District
TSLUMD/CS/QCBS/01/15/2077/78	All Gaupalika/Nagarपालिका of Okhaldhunga and Terhathum Districts
TSLUMD/CS/QCBS/01/16/2077/78	All Gaupalika/Nagarपालिका of Ramechhap District
TSLUMD/CS/QCBS/01/17/2077/78	All Gaupalika/Nagarपालिका of Solukhumbu District
TSLUMD/CS/QCBS/01/18/2077/78	All Gaupalika/Nagarपालिका of Sankhuwasava District
TSLUMD/CS/QCBS/01/19/2077/78	All Gaupalika/Nagarपालिका of Panchthat and Bhojpur District
TSLUMD/CS/QCBS/01/20/2077/78	All Gaupalika/Nagarपालिका of Taplejung District
Total 20 Packages	Total 221 Gaupalika/Nagarपालिका of 27 Districts

B. Instructions for submission of Expression of Interest.

1. Expression of Interest may be submitted by a sole firm or as part of a joint venture of consulting firms. and the maximum number of partners in JV shall be limited to three
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment including their CV*).
3. This expression of interest is open to all national eligible **consulting firm**.
4. The assignment has been scheduled for a period of 6 months. Expected date of commencement of the assignment is: end of November 2020.
5. A Consultant will be selected in accordance with the QCBS method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (Form 5).*
 - *EOI Form: CV of Key Experts/Other Experts (Form 6) including their commitment letter (Form 7).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted electronically through e-GP system www.bolpatra.gov.np/egp by using the forms and instructions provided by the system
9. The completed EOI document must be submitted electronically through on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day.

C. Objective of Consultancy Services/Brief Terms of Reference (TOR)

For the preparation of gaupalika/nagarपालिका level land resource maps (present land use map, soil map, land capability map, land use zoning map, risk layer, gaupalika/nagarपालिका profile and superimpose of cadastral layers on Land use zoning maps, database and reports)

Background

Land is one of the important and precious natural resources of the earth surface. The demands for arable land, grazing, forestry, wild-life, tourism and urban development are greater than the land resources available. Hence, land–use planning for making the best use of the limited land resources is inevitable. Land-use planning is the systematic assessment of land and water potential, alternatives for land use and economic and social conditions in order to select and adopt the best land–use options (FAO, 1993). Except sporadic attempts for the urban areas (GoN, 2002), Nepal has not practiced land-use planning for the country as a whole, although attempts were made for balanced use of country’s existing natural resources in the past through different policies and national planning efforts.

Land-use planning can be applied at three broad levels: national, Province and local. Local level planning is about getting things done on particular areas of land – what shall be done, where and when, and who will be responsible. It requires detail basic information about the land, the people and services at local level. However, Nepal has only regional level data base on land use, land system and land capability which were produced by Land Resource Mapping Project (LRMP, 1983/84). Realizing this fact, then Ministry of Land Management, Co-operatives and Poverty Alleviation of Government of Nepal established the National Land Use Project (NLUP) in 2057/058 fiscal year to generate the necessary data bases on the land resources of the country.

In the first phase, the National Land Use Project of Nepal (NLUP) had initiated several projects at district level and prepared Land Resource Maps and Database at 1:50,000 scale for the whole Nepal. It had also prepared same kinds of maps and database for Kirtipur, Lekhnath, Madhyapur Thimi and Bhaktapur municipalities’ at large scales. Finally, NLUP was mandated to prepare land resource maps of Village Development Committees (VDCs) of Nepal for local level planning through outsourcing modality. Up to fiscal year 2074/0754, NLUP had completed preparation of land resource maps and database for 1404 VDC/ municipality (369 municipalities/Rural municipalities) of 20 districts of terai region and some VDCs/ Municipalities of Kathmandu, Kavreplanchok, Lalitpur, Gulmi, Tanahu, Palpa, Syangja and Illam District. These digital database includes VDC/Municipalities level present land use, soil, land capability, land use zoning, cadastral layers and VDCs/ Municipalities profile with bio-physical and socio–economic information.

It is well known that the Government of Nepal has approved the National Land Use Policy, 2069 on the 4th Baishakh of 2069, It has intended to manage land use according to land use policy of the government of Nepal and had outlined six zones such as Agricultural area, Residential area, Commercial area, Industrial area, Forest area and Public use area. However, based on the scenario developed after the major earthquake of 12th of Baishakh 2072, Government of Nepal issued the Land use policy 2072 had out lined the eleven-land use classification.

Survey Department, Topographical Survey and Land Use Management Division (TSLUMD) at

present endeavors on the same to maintain National Land Use Policy 2072 and as mandated by the Land use act 2076 at the same time with the strategy of completion of land use mapping within 1 year as directed by the Land use act 2076. Land Use classification should be carried on the basis of Land Use Act, 2076. SD, TSLUMD prepared land resource maps, database and reports of 163 Gaupalika/Nagarpalika of 19 districts in Fiscal year 2076/77. SD, TSLUMD has a program to complete 221 Gaupalika/Nagarpalika of 27 districts in this fiscal year 2077/78.

Survey Department, Topographical Survey and Land Use Management Division has divided the service into 20 packages mentioned above. In the context stated above, the SD, TSLUMD invites proposals from the experienced national consultants/firms for the preparation of Gaupalika/Nagarpalika level land resource maps, database and reports.

Brief Terms of reference is as follow:

1. Terms of Reference for the Preparation of Gaunpalika/Nagarpalika Level Present Land Use Maps/Database and Report.

Objective

The main objective of the study is:

To prepare present Land use maps, GIS database and Reports for the selected of Gaunpalika/Nagarpalika in different hierarchical levels at 1:10,000 scales.

2. Terms of Reference for the Preparation of Gaunpalika/Nagarpalika Level Soil Maps

Objective

The main objective of the study is:

To prepare Soil Maps, GIS database and Reports for the selected of Gaunpalika/Nagarpalika at 1:10,000 scales.

3. Terms of Reference for the Preparation of Gaunpalika/Nagarpalika Level Land Capability Maps

Objective

The main objective of the study is:

To prepare Land Capability Maps, GIS database and Reports for the selected Gaunpalika/Nagarpalika at 1:10,000 scales.

4. Terms of Reference for the Preparation of Gaunpalika/Nagarpalika Risk Layer.

Objective

The main objective of the study is:

To prepare Risk Layers for the selected Gaunpalika/Nagarpalika.

5. Terms of Reference for the Preparation of Gaunpalika/Nagarpalika Level Land Use Zoning Maps using Participatory approach with concerned Gaunpalika/Nagarpalika .

Objective

The main objective of the study is:

To prepare Land Use Zoning Maps, GIS database and Reports for the selected Gaunpalika/Nagarपालिका at 1:10,000 scales following standard procedure and using Participatory approach after consultation with representative from local bodies.

6. Terms of Reference for Gaunpalika/Nagarपालिका Level Cadastral Layer Superimpose on Land Use Zoning Maps

Objective

The main objective of the study is:

To prepare maps of Cadastral Layer superimpose on Land Use Zone, GIS database and Reports for the selected Gaunpalika/Nagarपालिका at 1:10,000 scales

7. Terms of Reference for the Preparation of Gaunpalika/Nagarपालिका Profile

Objective

The main objective of the study is:

To prepare profiles of Gaunpalika/Nagarपालिका with database on physical, economic, social, historical, and environmental aspects, and land resource, agriculture, forest, livestock etc. together with infrastructures and services for the land use zoning of the Gaunpalika/Nagarपालिका.

Reports

The consultant must submit the following reports:

- Inception report
- DGPS Plan in orthorectified satellite image and Soil Pit Location Map
- Soil Lab test report from the lab
- Monthly progress report
- Mid-term progress report
- Field work completion report
- Draft reports for each theme mentioned in TOR. (The draft report shall be prepared in coordination with the concerned municipality and minutes of meeting must be submitted with the draft report.)
- Draft hard copy maps for each theme mentioned in TOR
- Final reports for each theme mentioned in TOR (1 Copy)
- Theme wise executive summary in Nepali language.

Team Composition

S.N.	Position	Qualification	Experience	Preferred Qualification
	Key Experts:			
1.	Team Leader (One person)	At Least, Master's Degree in Geomatics engineering / Geo-informatics or GIS and Remote sensing or Environmental Science/ Environmental Engineering or forestry or Natural Resource Management or Applied Earth Science or urban/rural/regional Planning or Geography with GIS and Remote Sensing or Photogrammetry or Geology. Preferable Ph.D.in one of the above-mentioned subjects.	At least 6 Project work of relevant experience in related field after completion of Basic Degree	With GIS and Remote Sensing included in course or at least six months mandatory training in GIS and Remote Sensing or having post-graduate diploma in GIS or Remote Sensing as an extra academic achievement in addition to the specified master degree if GIS and RS are not included in course.
2.	Soil Scientist (Two persons)	At least Master's Degree in Soil Science or M.Sc. in Agriculture having soil science in academic course.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
3.	Agriculture Expert (Two persons)	At least Bachelor's Degree in Agriculture. Preferable M.Sc. in Agriculture Science/agriculture extension.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
4.	Senior Surveyor/ Geomatic Engineer (Two persons)	Having completed at least Senior Surveying Course (or equivalent to senior surveying Course)/or B.E. in Geomatics Engineering/Survey engineering.	At least 4 Project Works of relevant work experience in related field after	

S.N.	Position	Qualification	Experience	Preferred Qualification
			completion of Basic Degree	
5.	Natural Resource Manager/ Environmentalist (Two persons)	At least Bachelor degree in Environmental Science /Environmental Management/Natural Resource Management/Environmental Engineering. Preferable Master's Degree in NRM or Environment Science/ Environmental Engineering.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
6.	Forester (Two persons)	At least Bachelor degree in Forestry. Preferable Master's Degree in Forestry	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
7.	GIS Expert (Two persons)	At least having BE in geomatics engineering preferable Master's Degree with GIS included and studied in course or having PG diploma in GIS/RS after the completion of Bachelor's Degree.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
8.	Remote Sensing Expert (Two persons)	At least having BE in Geomatic engineering or Preferable master's degree Remote Sensing included and studied in course or having PG diploma in GIS/RS after the completion of Bachelor's Degree.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
9.	Land Use Planner (Two persons)	At Least Master's Degree with Urban Planning/land Use/Rural Planning/Regional Planning included in course	At least 4 Project Works of relevant work experience in	

S.N.	Position	Qualification	Experience	Preferred Qualification
			related field after completion of Basic Degree	
10.	Geologist (Two persons)	At least Bachelor's Degree in Geology. Preferable Master Degree in Geology/Engineering geology	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
11.	Hydrologist (Two persons)	At least Bachelor in Engineering having hydrology studied in the academic course. Preferable Masters having hydrology studied in the course or having Master Degree in Hydrology or Water resource engineering/Water Resource Management or having PG diploma in hydrology after the completion of Bachelor of Civil Engineering.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
12.	Socio-Economist/ Social Scientist (Two persons)	At least Master's Degree in Sociology/Economics/Anthropology /Rural Development/Geography.	At least 4 Project Works of relevant work experience in related field after completion of Basic Degree	
Other Experts:				
13.	Digitization Operator (Two persons)	Intermediate Level Education with mandatory at least 3 months training on GIS	At least 2 Project Works of relevant work experience in related field after completion of Basic Degree	

S.N.	Position	Qualification	Experience	Preferred Qualification
14.	GPS Operator (Two persons)	One-year Junior Surveyor Course or Diploma in Geomatics.	At least 2 Project Works of relevant work experience in related field after completion of Basic Degree	
15.	Field Enumerators (Two persons)	Intermediate in any Subject.	At least 2 Project Works of relevant work experience in related field after completion of Basic Degree	
16.	Soil Sample Collector (Two persons)	I. SC. Ag/ I. Sc.in Forestry or Equivalent.	At least 2 Project Works of relevant work experience in related field after completion of Basic Degree	

(Note:

In consideration with workload, one consulting firm (either in the capacity of single entity or in joint venture) is allowed to submit the expression of interest for any four package of consulting service.

Recently signed updated CV of the purposed experts along with his/her confirmation of availability for the purposed package in the prescribed format shall be submitted with the proposal. Each expert (purposed) shall attend SD, TSLUMD and present their work plan of the assignment before signing the contract. Curriculum vitae and commitment letter should be based on standard format provided in this EOI document. CV of Government Officials will not be allowed. Signature, academic qualifications and experience of the proposed manpower can be verified if the evaluation committee feels the submitted documents as doubtful. EOI shall be evaluated on the basis of information duly provided by the Consultant. No mark will be allotted for failing to provide the evidence for the information like academic qualification, experience and training certificate. Commitment letter must contain Signature, package no. and mobile number for verification purpose. No marks will be provided to the consulting firm for Team Leader without GIS/RS included in course or without minimum mandatory GIS and Remote Sensing Training. The consulting firm must submit different sets of manpower for different packages.

The consulting firm must provide a letter of assurance that all the information on CVs submitted are true and truly signed by the respective professional himself/herself. Participation of expert in more than one package is not permitted. In case of repetition of expert SD, TSLUMD shall inquire the expert via contact details provided in CV for clarification in involvement of the consulting firm. If the expert could not be contacted, SD, TSLUMD will contact the related consulting firm regarding the issue for clarification.

Allocated marks shall be provided based on the written commitment (confirmation) provided by the expert defining clear information on involvement with consulting firm. Based on the information provided by the expert within the stipulated time, mark will be provided to the consulting firm and another consulting firm shall be awarded zero for that expert. If the information is not received within the time, zero mark will be allotted for that expert to the respective consulting firm.

In case of difficulty in getting original signed copy of CV due to present condition of Covid 19, the signed and scanned copy sent from email will also be entertained for EOI. However, the proof of email from the expert via same email address mentioned in CV must be provided to SD, TSLUMD.

Replacement of Key Experts during Contract execution may be considered only based on the Consultant's written request and evidence of circumstances outside the reasonable control of the Consultant, including but not limited to death, out of country or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience. SD, TSLUMD shall evaluate the replaced expert. In case of proposed replacement is not found equivalent or better qualifications and experience, the Consulting firm shall request for next replacement with equivalent or better qualifications and experience.

The Expert involved in consulting services as per the agreement, the personal details of the same person shall not be used in other consulting services procurement process so as to be duplicated in the schedule as per the agreement.

The consulting firm must submit GIS and Remote Sensing Software license confirmation certificates, provider's official letter/or authorization letter, bills/vouchers, software licenses confirmation key and/or valid hiring letter (with valid bills, vouchers, software license confirmation certificates etc.) to get allocated mark mentioned in the evaluation criteria for Essential GIS Software and Essential Remote sensing Software and for the Advance Extensions (Ortho-rectification/3D Analyst, Spatial Analyst) etc. Failing to provide required software documents for essential GIS and Remote sensing software and for the Advance Extensions (Orthorectification, Spatial Analyst, 3D Analyst etc.) will result zero score for that software/extensions. Bill/Vouchers without tax notification will not be entertained. For equipment purchased from outside the country, custom cleared documents must be associated. As 3D processing facilities is also required during image processing for image rectification, Remote Sensing Based 3D analyst extension also suffices for fulfilling 3D Analyst extension. Consultant having valid ortho-rectification extension fulfils the necessity of 3d Analyst Extension. Same licensed software cannot be proposed for different consulting firm.

Further, regarding essential software, the consultants are required to provide compatibility with ArcGIS 9.x or ERDAS Imagine 9.x. It is also to be noted that the selected consultant must provide the final database product and map documents in the GDB model/map model compatible to the corresponding model in the possession of SD, TSLUMD. In this context, consultants proposing to work with GIS application other than ESRI'S Arc Map but ensuring to deliver the final product in the above specified data model will be valid. However, in this case, the consultant is essentially required to submit valid letter of possession or valid hiring letter for ensuring possession of (Arc Map 9.x or higher) compatible application for data conversion from Non-ESRI model to TSLUMD's Data model. This will justify to award full mark for that software. However, consultant having valid full time ARC Map 9.x or higher application with all necessary documents will secure full mark for Essential GIS software

The consulting firm must propose two separate vehicles for separate packages. The consulting firm must submit the bills or valid hiring letter of the equipment (bills, vouchers, or bluebook, license). Letters from valid lab center for soil lab facilities/instrument must be submitted. Validity of the soil lab center should be supported by its objective and clear authorization of soil test from concerned authority, Otherwise awarded zero score for the soil lab/instrument facilities. Copy of purchase bill or ownership certificates or contract letters should be attached. Consultants acquiring soil lab facilities from the private soil laboratory must submit valid document regarding those laboratory. Failing to provide such certificate will result zero score for soil lab facilities.

For GNSS equipment and Large Size Color Scanner and Color Plotter, the consulting firm must submit the bills or valid hiring letter of the equipment (bills, vouchers, or ownership certificate authorization certificate to sell/distribute/hire the proposed software/equipment etc).

Deliverables

- Hard copy map of present Land use, soil, land capability, land use zoning and cadastral layer superimpose of concern Gaupalika/Nagarपालिका (Sheet-wise and Gaupalika/Nagarपालिका wise) - one copy each
- Hard copy reports of each theme mentioned in TOR- one copies each Gaupalika/Nagarपालिका. Gaupalika/Nagarपालिका wise data may differ in scale from 1:10000, however sheet-wise data must be presented in the scale of 1:10000.
- Digital database of present Land use, soil, land capability, Hazard Risk area, land use zoning and cadastral layer superimpose (on land use zoning) of concern Gaupalika/Nagarपालिका- one copy each Gaupalika/Nagarपालिका in a separate hard disk for each package. The database must be in accordance with the data model provided by SD, TSLUMD.
- Gaupalika/Nagarपालिका wise composite risk map in A1 size.
- Satisfactory Draft Presentation at SD, TSLMUD and concerned local bodies and Satisfactory Final Presentation.
- Overall package data should also be delivered in external hard disk
- Municipality wise land use classification sub-level classification summarized data should also be delivered in excel sheet

Period of Performance

The entire consultancy for each package is expected to be accomplished within 6 (six) months from the date of agreement.

Selection Method:

The consulting firm shall be selected under Quality and Cost Based Selection (QCBS) methods (80% technical and 20% Financial) set forth in the Public Procurement Act, 2007 and Public Procurement Regulations, 2007. Maximum 6 firms shall be shortlisted for each package based on the firm's qualification and experience and only to those shortlisted firms shall be requested to submit their technical and financial proposal.

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

j) Eligibility & Completeness Test	Compliance
A: Copy of company/firm Registration certificate	
B: VAT/PAN Registration certificate	
C: Tax Clearance certificate of Fiscal Year 2075/076	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

Note: The consulting firm failing to provide document listed in A, B and C will be excluded from further evaluation.

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification (40 %)		
Qualification and Experience of Key Experts		40
a. Team Leader	3	
Academic qualification.....	0.9	
Experience.....	2.1	
b. Soil Scientist	3	
Academic qualification.....	0.9	
Experience.....	2.1	
c. Agriculture Expert	3	
Academic qualification.....	0.9	
Experience.....	2.1	
d. Senior Surveyor/Geomatics Engineer	3	
Academic qualification.....	0.9	
Experience.....	2.1	
e. Natural Resources Manager/ Environmentalist	3	
Academic qualification.....	0.9	
Experience.....	2.1	
f. Forester	3	
Academic qualification.....	0.9	
Experience.....	2.1	
g. GIS expert	3	
Academic qualification.....	0.9	
Experience.....	2.1	
h. Remote Sensing Expert	3	
Academic qualification.....	0.9	
Experience.....	2.1	
i. Land use Planner	3	
Academic qualification.....	0.9	
Experience.....	2.1	
j. Geologist	3	
Academic qualification.....	0.9	

Experience.....2.1	
k. Hydrologist 3	
Acedemic qualification..... 0.9	
Experience.....2.1	
l. Socio-Economist/Social Scientist 3	
Acedemic qualification..... 0.9	
Experience.....2.1	
m. Digitization Operator 1	
Acedemic qualification..... 0.3	
Experience.....0.7	
n. GPS Operator 1	
Acedemic qualification..... 0.3	
Experience.....0.7	
o. Field Enumerator 1	
Acedemic qualification..... 0.3	
Experience.....0.7	
p. Soil Sample Collector 1	
Acedemic qualification..... 0.3	
Experience.....0.7	
B. Experience of the Firm (40%)	
<i>General Experience of consulting firm within last 7 years.</i>	<u>2</u>
<i>Specific experience of consulting firm within last 7 years.</i>	<u>36</u>
<i>Each specific work experience will be allocated with 5.14 marks, and maximum 36 marks will be allocated for more than 6 projects.</i>	
<i>Specific work experience must include all the following themes:</i>	
<i>Preparation of VDC/MP/RMP level Present Land Use Maps, Geo-database and reports</i>	
<i>Soil Maps, Geo-database and reports</i>	
<i>Land Capability Maps, Geo-database and reports</i>	
<i>Land Use Zoning Maps , Geo-database and reports</i>	
<i>Cadastral Layer Superimpose Maps Geo-database and reports</i>	
<i>VDC Profile for Land Use Zoning reports</i>	
<i>Similar Geographical experience of consulting firm within last 7 years.</i>	<u>2</u>
C. Capacity (20%)	
<i>Financial Capacity(Average Annual Turnover of last 3 years) Minimum 200 Lakh, More than 200 Lakh preferable</i>	<u>5</u>
<i>Availability of Software/equipment/soil lab facility related to the proposed assignment</i>	<u>15</u>
Essential GIS Software	5
Essential Remote Sensing Software	5
Advance Extensions: Ortho rectification/3D, Spatial Analysis	3
Soil Lab Facility and Soil Sampling Instrument	0.5
GNSS Equipments (Four hand GPS and three DGPS)	0.5
Vehicles	0.5
Large Size Color Scanner (A1) Color Plotter (A1)	0.5

Note: In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.

Attested (notarized) copy of certificates/transcripts/bill vouchers must be submitted. Un-attested Xerox will not be taken as valid document.

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Form 6. CVs of Key Experts to be involved in the proposed service

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Survey Department, Topographic Survey and Land Use Management Division
Minbhawan, Kathmandu

Telephone No: 01-4106829

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by SD
2. SD, Topographic Survey and Land Use Management Division, Minbhawan, Kathmandu as Consultant for Consulting Service on the preparation of Gaupalika/Nagarpalika level land resource maps (present land use map, soil map, land capability map, land use zoning map, Gaupalika/Nagarpalika profile and superimpose of cadastral layers) maps, database and reports TSLUMD/CS/QCBS/01/2077/078, we hereby submit our expression of interest for the following packages

Package No	Package Name

3. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
4. Survey Department, Topographic Survey and Land Use Management Division, and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
5. Survey Department, Topographic Survey and Land Use Management Division, and its authorized representatives are authorized to contact any of the signatories to this letter for any further

information.¹

6. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]

7. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
8. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
9. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Experience

3(A).General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client with contact person and telephone number	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

3(C).Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency
2075/076	
2074/075	
2073/074	
Total	

- Average Annual Turnover

(Note: Supporting documents for the above Average Annual Turnover should be submitted.)

4(B). Infrastructure/Software/equipment related to the proposed assignment²

No	Infrastructure/Software/equipment Required	Availability Description
1	Essential GIS Software	
2	Essential Remote Sensing Software	
3	Advance Extensions: Orthorectification/3D Spatial Analysis	
4	Soil Lab Facility	
5	Soil Sampling Instrument	
6	GNSSEquipments	
7	Large Size Color Scanner (A1) Color Plotter (A1)	
8	Vehicles	

² Delete this table if infrastructure/equipment for the proposed assignment is not required.

5. Key Experts *(Include details of Key Experts only)*

(To be filled separately for each package)

For Package Number:

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
	Key experts:					
1		Team Leader				
2		Soil Scientist (1)				
3		Soil Scientist (2)				
4		Agriculture Expert (1)				
5		Agriculture Expert (2)				
		Senior Surveyor/ Geomatic Engineer (1)				
		Senior Surveyor/ Geomatic Engineer (2)				
		Natural Resource Manager/ Environmentalist (1)				
		Natural Resource Manager/ Environmentalist (2)				
		Forester (1)				
		Forester (2)				
		GIS Expert (1)				
		GIS Expert (2)				
		Remote Sensing Expert (1)				
		Remote Sensing				

		Expert (2)				
		Land Use Planner(1)				
		Land Use Planner (2)				
		Geologist (1)				
		Geologist (2)				
		Hydrologist (1)				
		Hydrologist (2)				
		Socio-Economist/ Social Scientist (1)				
		Socio-Economist/ Social Scientist (2)				
	Other experts:					
		Digitization Operator (1)				
		Digitization Operator (2)				
		GPS Operator (1)				
		GPS Operator (2)				
		Field Enumerators (1)				
		Field Enumerators (2)				
		Soil Sample Collector (1)				
		Soil Sample Collector (2)				

6. CV of Key Experts/Other Experts to be involved in the proposed service:

(Note: CV of each Key Experts to be involved in the proposed service should be submitted)

Proposed Position: _____
Name of Consultant: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Consultant/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
Detailed Tasks Assigned: _____

Key Qualifications: _____

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education: _____

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record: _____

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages: _____

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and Writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. _____

Date: _____

[Signature of staff member and authorized representative of the consultant]

Day/Month/Year

Full name of staff member: _____

7. Commitment letter of Key Experts/Other Experts to be involved in the proposed service (to be attached with CV):

To,

**The Deputy Director General,
Topographical Survey and Land Use Management Division, Survey Department
Min Bhawan, Kathmandu, Nepal**

Subject: **Commitment Letter**

Dear Sir,

I[insert the Name of the Key Expert] would like to express my commitment, that I have provided my documents(academic and experience) and duly signed my CV to be available to provide my service in the capacity of[insert position] for the consulting service for the preparation of gaupalika/nagarpalika level land resource maps (present land use map, soil map, land capability map, land use zoning map, gaupalika/nagarpalika profile for land use zoning and superimpose of cadastral layers) maps, database and reports, Package Number: TSLUMD/CS/QCBS/01/...[insert package number] /2077/78 for the(name of consulting firm)

I will be responsible for undertaking the above task assigned to me as a part of this project.

Your's Sincerely

Signature
Name of the Key Expert
Position:
Date:
Mobile Number:
email ID: