

Government of Nepal

Water and Energy Commission Secretariat

Singha Durbar, Kathmandu

Expression of Interest (EOI)

For

**Study on Sediment Management in Run-of-River
Hydropower Projects of Nepal**

Job No. : 2072/73-1

Budget Head: 3081014

January, 2015

Government of Nepal
Water and Energy Commission Secretariat

Singha Durbar, Kathmandu

Invitation for Expression of Interest (EOI) for Consultancy Services

(Date of First Publication: 2072/9/30)

1. The Water and Energy Commission Secretariat (WECS) intends to prepare a list of competent Nepali national consulting firms for the Job indicated below, which is proposed to be conducted using funds from Government of Nepal (GON)'s own resources. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GON rules & regulations and/or their joint ventures (JV)

Job No.	Job Title
2072/73-1	Study on Sediment Management in Run-of-River Hydropower Projects of Nepal

2. The consulting firm can apply either in single or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV for the Job.
3. EOI document could be obtained free of cost during office hours on all government working days within 15th day of first date of publication of this EOI notice from WECS or can be downloaded from the website **<http://www.weecs.gov.np>**. The instructions to applicants, prescribed formats for EOI preparation, evaluation criteria, detailed information, and Terms of Reference (TOR) for the job are provided in the EOI document.
4. Duly completed EOI documents in hard copy should be submitted to the address mentioned below clearly mentioning the name of the job in sealed envelopes before 12 Noon (NST-Nepal Standard Time) within 16th day of first publication of this notice :
The Secretary, Water and Energy Commission Secretariat
Singha Durbar, Kathmandu
Tel:4211423 , Fax: 4211425, Email: maheswor2037@yahoo.com
5. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour. Duly completed EOI documents received after the due date & time shall be considered late, summarily rejected and returned un-opened.
6. The completed EOI documents received by the due date and within the specified time shall be opened at 14:00 (NST) on the 16th day of first date of publication of this notice in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way.
7. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EOI application of eligible JV consulting firm(s) will be done in cumulative basis. Only six top ranked consulting firms obtaining at least 60% marks in the EOI evaluation will be shortlisted for the job and considered as qualified firms.
8. Request for Proposal (RFP) for this job will be subsequently issued to qualified short listed firms. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
9. WECS reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.

1. INSTRUCTIONS TO APPLICANTS

1.1 INTRODUCTION

1.1.1 *Scope of Qualification*

1. The Water and Energy Commission Secretariat (WECS) intends to prepare a list of competent Nepali national consulting firms to conduct study titled “Study on Sediment Management in Run-of-River Hydropower Projects of Nepal”. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures.

1.1.2 *Definition of Terms*

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

“Applicant” means a single consulting firm or a joint venture of firms which intends to submit completed EOI document as per the published notice and instructions given in this EOI document.

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

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

“WECS” means the “Water and Energy Commission Secretariat”

“GoN” means “Government of Nepal”

“JV” means “Joint Venture”

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

“EOI” means “Expression of Interest”

“RFP” means a “Request for Proposal”

“TOR” means “Terms of Reference”

“VAT” means “Value Added Tax”

“RoR” means “Run-of-river” and it also means pondage type Run - of – River for daily peaking power generation

1.1.3 *Eligible Applicants*

1. In order to be eligible, the consulting firms should be registered in Nepal under GoN rules & regulations and should submit valid Registration Certificate, VAT Registration Certificate, Income Tax Clearance Certificate for FY 070/71 and Income Tax Clearance or Income Tax Clearance Submission Certificate for FY 071/72. These eligibility certificates shall be notarized by authorized entity.
2. In addition, the Applicant (consulting firms) should submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-

conflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any).

3. In case of a Joint Venture, each member of the JV shall submit the above eligibility documents.
4. In case of a Joint Venture, the consulting firms shall submit Joint Venture Agreement between the JV partners duly signed by authorized signatories & stamped with company seal of each member of JV & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each JV partner, share percentage of each members, and names and signatures of the authorized signatories. A power of attorney of authorized signatories in the JV from their respective firms with signature and seal of each member in the JV is also required.
5. Firms are not allowed to enter into more than one joint venture for the job. The total number of consulting firms including the lead firm should not exceed a maximum of three in a joint venture.
6. The minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%. The lead firm should have an Average Annual Turnover of at least NRs. 10.00 millions on average in the best three fiscal years among the last five consecutive fiscal years.
7. If the consulting firm or any member of the joint venture fails to submit the above documents or does not meet any of the above mentioned eligibility criteria, the consulting firm will be considered as non-eligible and will NOT be considered for further evaluation.

1.2 GENERAL INSTRUCTION TO CONSULTANTS

1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may seek clarification by contacting WECS during office hours on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below

Contact person

Dr. Maheswor Shrestha
Senior Divisional Engineer
WECS, Singha Durbar, Kathmandu
Tel:- 4211423, 4211429 Fax:- 4211425
Email: maheswor2037@yahoo.com

1.2.2 Amendment to EOI Documents

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

1.2.3 Cost of Preparation of EOI and Liability

Applicant shall bear all costs associated with the preparation and submission of the EOI document. WECS will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process.

WECS shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

1.2.4 Confidentiality of the Document

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

1.2.5 Joint Liability for Joint Venture Firms

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

1.3 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

1.3.1 Sealing and Marking

1. The Applicant shall seal the one original and one copy of the completed EOI in separate envelopes, duly marking the envelopes as “Original” and “Copy”. These envelopes shall then be sealed in an outer envelope and marked as “Expression of Interest”. The inner as well as outer envelope should clearly mention the title of consulting Job. The envelopes should also indicate the name and address of the Applicant.
2. The inner and the outer envelopes shall be addressed to:

The Secretary
Water and Energy Commission Secretariat
Singh Durbar, Kathmandu
Tel: 4211422, Fax: 4211425

1.3.2 Deadline for Submission

1. The completed EOI document must be submitted to WECS at the address specified in section 1.3.1 before 12:00 hr Nepal Standard Time (NST) **within 16th day from the date of first publication of this notice.**
2. The completed EOI documents received by WECS after the deadline set forth in section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned un-opened.
3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.3.3 Withdrawal of EOI document

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

1.4 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in clause 1.3.2 (1) will be opened at 14.00 hrs NST on the last date of submission of EOI document in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is

authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

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

1.5 PREPARATION OF THE EOI DOCUMENT

Detailed procedure for preparation of EOI documents is given in section – 2.

1.6 EVALUATION PROCESS

WECS will carry out evaluation of the submitted EOI documents based on the eligibility and evaluation criteria approved by WECS and listed in this document. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Act and Rule of Nepal.

The evaluation of EOI documents will be done in two stages (i) Screening of EOI Application of all firms for eligibility; and (ii) Evaluation of EOI document of eligible firms.

i) Screening of EOI Application of all firms for eligibility

The basic criteria for the eligibility of applicants are as follows:

A. Eligibility Requirement

i	Notarized Copy of Valid Registration Certificate
ii	Notarized Copy of VAT Certificate
iii	Notarized Copy of Income Tax Clearance Certificate for FY 070/71 and Income tax clearance or submission certificate for FY 071/72
iv	Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any)

Note:

- (a) In case of Joint Venture, each member of the JV shall submit the above eligibility documents.
- (b) The total number of consulting firms including the lead firms should not exceed a maximum of three in a joint venture.
- (c) The same firm is not allowed to enter into more than one Joint Venture.
- (d) In addition, in case of Joint Venture, following documents should be provided

i	Joint Venture Agreement of consulting firms duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. (In any case, the firms are not allowed to enter into more than one joint venture for same job).
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ii	Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc. The digital signature or digital stamp shall not be accepted.
iii	The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%.
iv	Power of attorney to lead firm by JV partners
v	Documents showing that the lead firm has an Average Annual Turnover of at least NRs. 10.0 millions on average in the best three fiscal years among last five consecutive fiscal years.

If a consulting firm or any member in the joint venture fails to submit the above documents or does not meet any of the above mentioned criteria, the consulting firm/their JV will be considered as non-eligible and will NOT be considered for further evaluation.

(ii) Evaluation of EOI document of eligible firms

In case of a JV, the evaluation will be done in cumulative basis. However, cumulative basis will not be applied for financial capability of the firm in presenting the minimum average annual turnover (NRs.10 Millions) as the lead firm shall have an Average Annual Turnover of at least NRs. 10.0 millions on average in the best three fiscal years among last five consecutive fiscal years as stated above in the eligibility criteria.

The criteria for the evaluation of EOI documents are as follows:

<u>S.N</u>		<u>Description</u>	<u>Weightage</u>	<u>Marks</u>
A		Financial Capability of the Firm		20
	I	Average Annual Turn Over of best three fiscal years among last five consecutive fiscal years (in NRs.)		
	a	> 15.0 Million	100%	
	b	12.5 to 15.0 Million	80%	
	c	10.0 to < 12.5 Million	60%	
B		Proposed key Personnel/Professionals (Minimum Qualification and Experience as specified in the TOR) – Marks will be equally distributed among the list of Personnel		15
	a	Full Time	100%	
	b	Part Time	80%	
C		General Work Experience of the Firm in the last Five Years in the Area of Water Resources Development		15
		(Based on cumulative value of contracts completed in the past five years, in NRs.)		
	a	Cumulative Value of > 15 million	100%	
	b	Cumulative Value of 10 to 15 million	80%	
	c	Cumulative Value of 5 to less than 10 million	60%	
	d	Cumulative Value of < 5 million	0%	
D		Specific Work experience of the firm in the Last Five		50

	Years (Not counting the works under C)			
	I	Experience in Sediment-related Study Works – research or modelling works (Based on number of projects completed in the last five years)		15
	a	More than 2 tasks or projects	100%	
	b	2 tasks or projects	80%	
	c	At least 1 task or project	60%	
	II	Experience in Sediment-related Design Works in Feasibility Study of Hydropower projects of capacities at least 10 MW (Based on number of projects completed in the last five years)		15
	a	More than 2 tasks or projects	100%	
	b	2 tasks or projects	80%	
	c	At least 1 task or project	60%	
	III	Experience in Sediment-related Design Works in Detailed Engineering Design/Detailed Project Report Preparation of Hydropower projects of capacities at least 10 MW (Based on number of projects completed in the last five years)		20
	a	More than 2 tasks or projects	100%	
	b	2 tasks or projects	80%	
	c	At least 1 task or project	60%	
Total Marks				100.00

Note:

- a)
 - i. The relevant figures/numbers of each member of the joint venture shall be added together to calculate cumulative figures/numbers of the joint venture's for the purpose of evaluation.
 - ii. In the event of any discrepancy between the original and the copy, the original shall govern.
 - iii. The Consultant must make (put) the original signature of authorized representative and stamp of company **on each printed side of every page of EOI document(s)**.
- b) The experience of the firm should be supported with the evidence/proof of experience/ completion certificates. The experience/ completion certificates shall contain the project size, consulting service amount 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)
 - i. Marks will be given only to the key professionals to be deployed for the study.
 - ii. The Professional hired from outside or part time will be evaluated with only 80% weightage for its marks obtained. If the qualification and experience of the key personnel does not meet the minimum requirements as specified in the TOR, such personnel will not be considered for evaluation.

List of Key Personnel/Professionals

Professionals in the following areas of expertise are proposed for the job. Details of the qualification, experience and responsibilities of key experts are provided in TOR.

SN	Designation	Required No.
1	Team leader (Sediment Management Expert)	1
2	Senior Hydropower Engineer	1
3	Senior Geologist	1
4	Watershed Management Expert	1
5	Hydropower Engineer	1

1.6.1 Screening of EOI Applications

In this stage, screening/ eligibility verification of received EOI documents will be done based on approved eligibility criteria. Each Consultant must 'pass' each and every criterion of eligibility. Any Consultant not complying or full filling with any one of these eligibility criteria will be disqualified from further evaluation.

1.6.2 Evaluation of EOI Documents

In second stage, the EOI document of eligible firms (Consultants determined "Pass" in Stage I), will be further evaluated based on (i) Financial Capability of Firm, (ii) Qualification and Experience of the proposed Key Professional/Personnel (iii) General Work Experience of the Firm and (iv) Specific Work Experience of the Firm .

Applicants obtaining at least 60% marks in the EOI evaluation process shall be considered as qualified firms. Only top six out of such qualified firms will be allowed to participate in RFP process.

1.6.3 Clarification during Evaluation by WECS

1. During the evaluation, WECS may request the Applicant for necessary clarifications or substantiation of the information furnished. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to WECS at the address given in Clause - 1.2.1.
2. If the Applicant fails to provide timely clarification or substantiation of the information furnished, WECS may declare such Applicant as non-responsive and reject his/her document.

1.6.4 Rejection of EOI Document of Applicant

1. WECS reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
2. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures. In addition in such cases, legal action shall be taken as per prevailing law.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualified or non-qualified and short listed or non-shortlisted will be notified in writing the result of evaluation of qualification in due course of time. Applicants listed in the short-list will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

1.8 TERMS OF REFERENCE (TOR)

TOR is provided in Annex-1 of this EOI document.

2. PREPARATION OF EOI APPLICATION

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

2.1.1 Documents for EOI

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

Form Type	Description/Content
Form A	General Information
Form A-1	Letter of Submission
Form A-2	Joint Venture Information (Attach JV Agreement and Power of Attorney, Share Percentage)
Form A-3	Self Declaration Form
Form A-4	Eligibility Documents (Attach Registration, VAT, Income Tax Clearance or Income Tax Clearance Submission Certificates)
Form A-5	Identification of the Consulting Firm
Form A-6	Financial Capability of the Consulting Firm (Attach Audit Reports of last five consecutive fiscal years)
Form B	General Work Experience of the Firm in the Area of Water Resources Development in last five years
Form C	Specific Work Experience of the Firm in last five years
Form C-1	Experience in Sediment-related Study Works – research or modelling works
Form C-2	Experience in Sediment-related Design Works in Feasibility Study of Hydropower projects of capacities at least 10 MW
Form C-3	Experience in Sediment-related Design Works in Detailed Engineering Design/Detailed Project Report Preparation of Hydropower projects of capacities at least 10 MW
Form D	Details of Proposed Key Personnel/Professional

Note: The EOI documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Forms.

2.1.2 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A to D in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.
2. The Applicant shall enclose notarized copies of registration certificate, VAT certificate, and Tax clearance certificate. The applicants shall also enclose experience certificate or completion certificate, audit report of last five years and other relevant information.

2.1.3 Information Regarding Technical & Financial Capability of the Consulting Firm

Form A-1: Letter of Submission

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

Form A-2: Joint Venture Information

In case of Joint Venture, the Consultant shall submit duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. The authorized signatories of JV agreement should hold power of attorney from their respective firm. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc.

Form A-3: Self Declaration Statement of Consultant

The applicant shall submit a Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning that Consultant is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business and litigation history (if any) in last five years. The self declaration letter shall be signed with original signature of an authorized person of the consulting firm and shall be stamped by the company's seal. The format of the self declaration letter is given in Form A-3 of this EOI document. In case of JV, each individual Consultant should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.

Form A-4: Eligibility Documents

The applicant shall complete form A-4 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of notarized

copies of registration certificate, VAT Certificate and Income Tax Clearance/Submission Certificates.

Form A-5: Identification of the Firm

The background information of the consulting firm shall be presented in the prescribed Form A-5.

Form A-6: Financial Capability of the Firm

The financial capability of the consulting firm shall be presented in the prescribed Form A-6 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports of last five consecutive fiscal years.

2.1.4 General and Specific Work Experience of the Firm

The experience of the firm should be supported with evidence/proof in the form of work completion certificates showing the project size, value of contract, time duration and date of completion of the assignment, as appropriate. The experience of the firm without such evidence/proof will not be considered for evaluation.

Form B: General Experience of the Firm in the area of Water Resources Development in last five years

General Experience of the Firm in the last 5 years in the area of Water Resources Development shall be presented in the prescribed Form B.

Form C-1: Experience in Sediment-related Study Works – research or modelling works
The relevant experience in Sediment-related Study Works – research or modelling works in the last 5 years shall be presented in the prescribed Form C-1.

Form C-2: Experience in Sediment-related Design Works in Feasibility Study of Hydropower projects of capacities at least 10 MW

The relevant Experience in Sediment-related Design Works in Feasibility Study of Hydropower projects of capacities at least 10 MW in the last 5 years shall be presented in the prescribed Form C-2.

Form C-3: Experience in Sediment-related Design Works in Detailed Engineering Design/Detailed Project Report Preparation of Hydropower projects of capacities at least 10 MW

The relevant Experience in sediment related design works in Detailed Engineering Design/ Detailed Project Report Preparation of Hydropower Projects of capacities at least 10 MW in the last 5 years shall be presented in the prescribed Form C-3.

2.1.5 Details of Key Personnel/Professionals

Form D

The details of proposed Key Personnel/Professionals shall be presented in prescribed Form D.

Note: The firm is requested to provide the information provided in sections 2.1.3, 2.1.4 and 2.1.5 in electronic form (prepared in word or excel) after the opening date of the submitted EOI documents.

FORM A-1

LETTER OF SUBMISSION

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

Date:

To:
The Secretary
Water and Energy Commission Secretariat
Singha Durbar, Kathmandu, Nepal

Sirs,

Being duly authorized to represent and act on behalf of
.....
.....(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by WECS as a Consultant for the Study on Sediment Management in Run-of-River Hydropower Projects of Nepal.

1. WECS and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. WECS and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
3. This application is made in the full understanding that all decisions by WECS related to this EOI are final, binding and not subject to review. WECS shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.
4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.
5. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

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

Signed :

Name :

Designation :

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

FORM A-2**JOINT VENTURE INFORMATION**

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

SN	NAME OF FIRM	Postal Address, TEL, FAX and E-mail	NAME OF CONTACT PERSON	TELEPHONE OF CONTACT PERSON	SHARE PERCENTAGE IN JV
1.	Lead Firm:				
2.	Partner Firm:				
3.					

Note:

1. A maximum of three (3) firms can form a Joint Venture.
2. In case of a JV, the minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%. The lead firm should have an Average Annual Turnover of at least NRs. 10.0 million on average in the best three fiscal years among last five consecutive fiscal years. Also, the lead firm should hold the power of attorney.

Attachment

1. Joint Venture Agreement
2. Power of attorney of the signatory (ies)
3. Power of attorney to lead the JV

FORM A-3

SELF DECLARATION FORM

Date:.....

To,
The Secretary
Water and Energy Commission Secretariat
Singha Durbar, Kathmandu
Sir,

We undersigned,
(name of all Consulting Firm/JV) declare that we are legally eligible to participate in the procurement process of consulting services for the (title of consulting service).

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

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

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

(Note: Each Consultant of JV needs to submit Self Declaration either jointly or individually with original signature and stamp of company together with EOI document)

FORM A-4**ELIGIBILITY DOCUMENTS****Fulfillment of Eligibility Requirements**

Description	Status/Name of Submitted documents and how these are presented in the EOI	Remarks
Notarized Copy of Valid Registration Certificate (of each member of JV, in case of JV.)		
Notarized Copy of VAT Certificate (of each member of JV, in case of JV.)		
Notarized Copy of Income Tax Clearance Certificate for FY 070/71 and Income Tax Clearance Certificate or Submission Certificate for FY 071/72 (of each member of JV, in case of JV.)		
Self-Declaration (In case of JV, the Consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration).		
Joint Venture Agreement between the JV Partners duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories (in case of a JV)		
Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV (in case of a JV).		
Power of attorney to lead firm by JV partners (in case of a JV)		

The supporting documents in the form of notarized copies of registration certificate, VAT Certificate and Tax Clearance Certificate shall be attached here:

In addition, provide the following information

Description	Value	Remarks
The total number of consulting firms in joint venture		
Share percentage		
Lead firm		
JV partner firm-1		
JV partner firm-2		
The Average Annual Turnover in the best three fiscal years among last five consecutive fiscal years		
Lead firm		
JV partner firm-1		
JV partner firm-2		

FORM A-5

IDENTIFICATION OF THE CONSULTING FIRM

Full name of the Firm:

Address:

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

Note: In case of a JV, provide similar information for each member in the joint venture separately

FORM A-6

FINANCIAL CAPABILITY OF THE CONSULTING FIRM

Full name of the Consulting Firm:

FINANCIAL STATUS

Turn Over of last five consecutive fiscal years

Description	FY	FY	FY	FY	FY
Turnover (NRs.)					

Turn Over of best three years

Description	FY	FY	FY	Average Annual
Turnover (NRs.)				

Note:

1. Provide similar information for each member in case of joint venture.
2. Submit Audited Reports of last five consecutive fiscal years to support the above information.

FORM B

**GENERAL WORK EXPERIENCE OF THE FIRM IN THE AREA OF WATER RESOURCES
DEVELOPMENT (IN THE LAST FIVE YEARS)**

S. N.	NAME OF PROJECT	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.						
2.						
3.						
4.						

Note: (1) Note: Provide above information for each member in case of a joint venture.
(2) Details of the work completed by Consulting Firm (s) should be filled in FormC-4 .

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-1

**SPECIFIC WORK EXPERIENCE OF THE FIRM IN SEDIMENT RELATED STUDY WORKS –
RESEARCH OR MODELLING WORKS (IN THE LAST FIVE YEARS)**

S. N.	NAME OF PROJECT	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.						
2.						
3.						
4.						

Note: (1) Note: Provide above information for each member in case of a joint venture.
(2) Details of the work completed by Consulting Firm (s) should be filled in FormC-4 .

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-2

SPECIFIC WORK EXPERIENCE OF THE FIRM IN SEDIMENT-RELATED DESIGN WORKS IN FEASIBILITY STUDY OF HYDROPOWER PROJECTS OF CAPACITIES AT LEAST 10 MW (IN THE LAST FIVE YEARS)

S. N.	NAME OF PROJECT	CAPACITY OF THE HYDROPOWER PROJECT	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.							
2.							
3.							
4.							

Note: (1) Note: Provide above information for each member in case of a joint venture.
(2) Details of the work completed by Consulting Firm (s) should be filled in FormC-4 .

Date:

Signature & Designation of Applicant:

Seal of the Firm



FORM - C-3

**SPECIFIC WORK EXPERIENCE OF THE FIRM IN SEDIMENT RELATED DESIGN WORKS IN
DETAILED ENGINEERING DESIGN/DETAILED REPORT PREPARATION OF HYDROPOWER
PROJECTS OF CAPACITIES AT LEAST 10 MW (IN THE LAST FIVE YEARS)**

S. N.	NAME OF PROJECT	CAPACITY OF THE HYDROPOWER PROJECT	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.							
2.							
3.							
4.							

Note: (1) Note: Provide above information for each member in case of a joint venture.
(2) Details of the work completed by Consulting Firm (s) should be filled in FormC-4 .

Date:

Signature & Designation of Applicant:

Seal of the Firm:



FORM C-4**DETAILS OF FORM C-1, C-2 AND C-3**

(DETAILS OF THE WORKS SHOWN IN FORMS B, C-1, C-2 AND C-3)

The following information should be provided in the format indicated for each reference project for which your company, either individually as a corporate entity or as a one of the major companies within a consortium was legally contracted.

Project Name:		Country:
Project Location:		Professional Staff Provided by the Company:
Name of Client:		No. of Staff:
Approximate value of Services:		N. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

FORM D

DETAILS OF KEY PERSONNEL/PROFESSIONALS

S. N.	DESIGNATION	NAME	QUALIFICATION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED AFTER GRADUATION)	FULL TIME/PART TIME	TOTAL YEARS OF EXPERIENCE	PROJECTS CURRENTLY INVOLVED IN
1	Team Leader (Sediment Management Expert)					
2	Senior Hydropower Engineer					
3	Senior Geologist					
4	Watershed Management Expert					
5	Hydropower Engineer					

Note: Duly signed bio-data of personnel must be attached.

Date:

Signature & Designation of Applicant:

Seal of the Firm

Annex-1

Terms of Reference (TOR)

For

Study on Sediment Management in Run-of-River Hydropower Projects of Nepal

January, 2015

Terms of Reference

1. Background

The rate of sediment transport in Nepali rivers is generally very high due to the high gradients and young age of the mountain ranges through which these rivers pass. Sedimentation often proves very costly to hydropower projects. That is because the structures built and equipment installed for hydropower generation are very sensitive to silt and sand content of the water passing through them.

In order to meet the growing domestic power demand and also to enhance national earning by exporting hydropower, a large number of projects, Run-of-River (ROR) and storage, need to be developed in Nepal. Sediment issue is pertinent both in ROR and storage hydros. In the latter type, the problem is limited to reduced life of the reservoir, such problem is of tremendous significance though. In ROR projects, the problems due to excessive sediments range from difficulty in diverting adequate water to filling up of conveyance system to rapid erosion of turbine parts. If the issue is not understood and addressed properly in the study and design phases, huge expenses are incurred during the operations phase. In several cases, additional sediment management measures are undertaken years after the commissioning of a project. Such upgradation or rehabilitation often comes at the cost of closure of the project for an extended period of time.

Thus, sediment management in hydropower projects is of utmost importance. Although such management is important for both the reservoir and run-of-river types of projects as stated above, the proposed study for the time being focuses at sediment management in run-of-river type hydropower projects. In this context, Water and Energy Commission Secretariat (WECS) intends to conduct this study through a Nepali national consulting firm.

2. Objective of the study

The overall objective of the study is to assess the present status of sediment management in run-of-river type hydropower projects of Nepal, analyze problems and propose optimal solutions along with customized designs to mitigate specific type of problems. The output of the study can be used as a ready reference by hydropower professionals for study or design in future development or rehabilitation projects.

3. Scope of the study

The scope of the proposed work includes, but not limited to, the following:

- Assess present status of sediment management in operational projects in the Marsyangdi, Kali Gandaki, Trishuli, Khimti, Sun Koshi and Bhoite Koshi Rivers or their tributaries.
- Review the engineering designs for sediment management in these projects.
- Consult with project officials on problems faced in the past and at present; discuss with them about future planned courses of action.
- Review plans, models (numerical and physical) and designs for sediment management in under construction and proposed projects under Nepal Electricity Authority (NEA), NEA's subsidiary companies and the private sector. Include at least two projects from each of these promoter categories such that the installed capacity of one project is at least 10 MW and that of the other is at least 50 MW. The list of projects will be finalized with consent from WECS.
- Analyze problems that have been encountered, discussed and anticipated in the above projects with the help of available literature and experience elsewhere in the world.

- Seek optimal solutions to specific type of problems and propose those solutions along with recommended modeling work and customized designs suitable for the Nepalese context.

4. Study Approach

The study approach suggested is as follows, however the Consultant may propose own elaborative approach.

i. Consultation Process

The study will be conducted with due consultation with related agencies, professionals, academicians, stakeholders, etc.

ii. Data Acquisition and Management

The Consultant shall collect available existing data and information on sediment management of hydropower Projects prepared by different government institutions such as the Ministry of Energy, Department of Electricity Development (DOED), Nepal Electricity Authority (NEA), non-governmental agencies or private sector institutions.

iii. Field visit

Field studies are to be conducted frequently and must begin as soon as possible from the date of agreement. All the costs incurred during the field work for logistics, allowances, transportation etc. will be borne by the Consultant. The Consultant can decide and propose the number of staffs and visits within the specified person months, as appropriate.

iii. Methodology

The Consultant shall prepare methodological framework to meet the scope of this study as defined in Section 3 of this TOR.

iv. Management of the Study

Management of the study is an essential part for execution of the assigned task. In this regard, the Consultant will work in close coordination with the project management unit at WECS. A Project Coordinator from WECS will work in close coordination with the Consultants for day to day execution and monitoring of the study. All the correspondences and coordination with WECS from the Consultant side will be the responsibility of the team leader. Any office space and office set up is the responsibility of the Consultant. All the cost incurred for office setup and logistics shall be borne by the Consultant.

5. Output of the Study

The outputs of this study shall be in the form of reports with compiled data, analysis and results in hard copy as well as in a digital form. Nominated staff of WECS and other relevant ministries and/ or departments will be trained by the Consultant in the use of any model or software used or developed during the study.

The Consultant shall submit the following reports:

a) Inception Report: As soon as the study starts, the Consultant shall prepare an Inception Report. Based on discussions with WECS, the Consultant shall review and verify the content of the tasks required. Specifically, the Consultant shall review the existing/available information, and prepare plans for the field studies. The Consultant will elaborate: (i) conceptual framework of the study, (ii) methodology, (iii) main tasks, (iv) work and staffing plans, and (v) reporting program. The Consultant shall submit 2 (two) hard copies and 1 (one) soft copy of the Inception Report within one month from the date of the agreement. The Inception report will be presented by the Consultant and discussed during the one-day consultation workshop. WECS will provide comments and suggestions on the Inception Report within 15 (fifteen) working days from the date of its submission. Thereafter, the final Inception Report will be re-submitted by the Consultant and subsequently be approved by WECS.

b) Interim Report: The Consultant shall submit 5 (five) hard copies and 1 (one) soft copy of the Interim Report within six months after submission of the Inception Report. Most of the field studies shall be completed by this reporting period. The Consultant shall summarize the updated progress of the study, submit major findings and preliminary design and solutions with alternatives. The Consultant shall present typical problems, optimal solutions for specific type of problems and propose those solutions along with recommended modeling work and design philosophies.

WECS will provide comments and suggestions on the Interim Report within 15 (fifteen) working days from the date of its submission. Thereafter, the Interim Report will be re-submitted by the Consultant and subsequently be approved by WECS.

c) Draft Report: The Consultant shall submit 7 (seven) hard copies and 1 (one) soft copy of the Draft Report at least three months before the end date of the contract. The Draft Report shall present the complete analysis and findings of the Study, which includes optimal solutions for specific types of sedimentation problems, encountered in run-of-river hydropower projects in Nepal. For each specific type of problem, the Consultant shall recommend modeling work and customized designs.

d) Final Report: The Consultant shall incorporate all the comments and suggestions provided by WECS on the Draft Report and submit 10 (ten) hard copies and 2 (two) soft copies of the Final Report.

6. Workshops and Meetings

The following workshops/ meetings shall be organized by the Consultant:

- a. One-day workshop attended by 30 participants in Kathmandu to present and discuss the Interim Report.
- b. Five day training for 20 participants for the sake of technology transfer immediately after the draft report is submitted.

All the costs involved in carrying out these workshops/ meetings will be borne by the Consultant.

7. Staffing requirements

The following are the requirements of experts for the study. However, the Consultant may include additional experts during the project period without any additional expenses on the agreed amount.

<u>Descriptions</u>	<u>Required Number</u>
1. Team Leader(Sediment Management Expert)	1
2. Senior Hydropower Engineer	1
3. Senior Geologist	1
4. Watershed Management Expert	1
5. Hydropower Engineer	1
6. Draftsperson	1
7. Computer Operator	1
8. Supporting Staff	1

The responsibility of the key experts are, but not limited to, the following:

1. **Team Leader (Sediment Management Expert)**

The team leader shall have substantial experience in sediment management of hydropower projects. S/he shall have at least a Master's degree in Civil Engineering with emphasis on Hydropower or Water Resources Engineering/ Development. S/he shall have a minimum 20 years of experience in the respective field with adequate training in the area of sediment management. S/he shall be responsible to:

- Take full responsibility for the consulting team, provide overall direction to the team, and coordinate among various experts.
- Carry out extensive consultations with the key stakeholders and obtain suggestions and concurrence with the contents of the study.
- Ensure timely delivery and quality control of the outputs required as per the Scope of Work.

2. **Senior Hydropower Engineer**

The Senior Hydropower/Water Resource Engineer shall have at least a Master's degree in Civil Engineering with emphasis on Hydropower or Water Resource Engineering/Development. S/he shall have a minimum 15 years of experience in different phases of survey, design, construction and operation of hydropower projects. S/he shall be responsible to:

- Work closely with other team members and assist the team leader to carry out field studies, analysis and designs for specific types of sediment problems encountered in run-of-river hydropower projects.
- Recommend suitable designs for various situations based on the study of success/failure cases including previous modeling investigations.
- Assist the Team Leader in synthesizing the inputs provided by different experts in the team and in ensuring timely delivery of all outputs and preparation of reports.

3. **Senior Geologist**

The Senior Geologist shall have minimum Master's degree in the relevant subject. S/he shall have a minimum of 15 years' experience in the related field with substantial experience in hydropower projects. S/he shall be responsible to:

- Study the geology of the hydropower project areas; review the mineral composition of rocks and soils, history and origin of the formation of the rocks and soils.
- Identify the occurrence and volume of landslides. Provide expert opinion on the sedimentation problems encountered in these projects.
- Work closely with other team members and assist the Team Leader in timely delivery of all outputs and preparation of reports.

4. Watershed Management Expert

The Watershed Management expert will have minimum Master's degree in the related discipline with at least 15 years of experience in the respective field and substantial exposure to handling of sediment problems. S/he will be responsible to:

- Take stock of conservation/degradation situation of the watersheds of which water is being used in hydropower projects under study. The expert shall use satellite images and other remote sensing dataset in assessing the watershed characteristics and condition.
- Establish relationship between watershed characteristics, conservation/degradation situation, sediment yield and problems
- Propose practical and economical conservation measures to reduce sediment yield.
- Work closely with other team members to organize and analyze data.
- Assist the Team Leader in timely delivery of all outputs and preparation of reports.

5. Hydropower Engineer

The Hydropower/Water Resource Engineer shall have minimum Master's degree in Civil Engineering with emphasis on Hydropower or Water Resource Engineering/Development. S/he will have a minimum of 10 years' experience in different phases of survey, design, construction and operation of hydropower projects. S/he shall be responsible to:

- Work closely with other team members and assist the team leader to carry out field studies, analysis and designs for specific types of sediment problems encountered in run-of-river hydropower projects.
- Recommend suitable designs for various situations based on the study of success/failure cases including previous modeling investigations.
- Assist the Senior Hydropower Engineer in synthesizing the inputs provided by different experts in the team and in ensuring timely delivery of all outputs and preparation of reports.

8. Payment Mode:

The payment schedule will be as mentioned in the table below.

S.N.	Payments	Payment % of total contract amount	Preconditions for payment
1	First Installment	20	Submission and Approval of Inception Report
2	Second Installment	25	Submission and Approval of Interim Report
3	Third Installment	30	Submission and Approval of Draft Report
4	Fourth and Final Installment	25	Submission and Approval of the Final Report

9. Work Schedule:

The work period will be 12 months in total. The expected work milestones for the study are shown below. It is the responsibility of the Consultant to plan in detail the work schedule and expert person-months schedule to complete the assigned work within the assigned time frame and to meet the milestones mentioned below.

Work Schedule

S.N.	Milestone Activities	Time in month												
		0	1	2	3	4	5	6	7	8	9	10	11	12
1	Contract agreement													
2	Inception report													
3	Field visit													
4	Interim Report													
5	One day workshop to present and discuss the Interim Report													
6	Draft Report submission													
7	Technology transfer training													
8	Final Report submission													
9	Work completion /approval/ financial clearance													