



Expression of Interest (EOI)

**Detailed Architectural & Engineering Design and Construction Supervision
of Proposed Deerwalk Group Building at Sifal, Kathmandu.**

Method of Consulting Service ***National Bid***

Office Name : Deerwalk Group Ltd.
Office Address : Sifal, Kathmandu
Issued on : 1/10/2018

Financing Agency: Deerwalk Group Ltd.



Invitation for Expression of Interest (Eoi)

For

Detailed Architectural & Engineering Design and Construction Supervision of Proposed Deerwalk Group Building at Sifal, Kathmandu

(Date of First Publication: 1/10/2018)

1. Deerwalk Group Ltd. has allocated fund and intends to apply the fund to eligible payments under the Contract for which this Expression of Interest is invited for National Consulting Service.
2. Deerwalk Group Ltd. now invites Expression of Interest (EOI) from eligible national architectural and engineering consulting firms ("consultant") to provide service on "**Detailed Architectural & Engineering Design and Construction Supervision of Proposed Deerwalk Group Building at Sifal, Kathmandu.**" The Consultancy service is required to prepare detail architectural and engineering design and drawings, and provide on-site construction supervision of the multistoried college cum office building at Sifal, Kathmandu. The outline of the scope of the assignment includes: **Phase I- Design Work include (a) Architectural and Structural Design and drawings, (b) Geotechnical Investigation (Soil test), (c) Preparation of Bid Document and Project cost.**
Phase II- Construction Supervision Work include (a) Assistance in Procurement, (b) Construction Supervision, Contract management and Administration; (c) Services during Defect Liability Period
3. This Invitation for Expression of Interest (Eoi) is called to invite applications from interested, eligible and experienced national consulting architectural & engineering firms having at least 5 years of experience in the relevant field. The Consulting firm(s) should have experience in design and construction supervision of large commercial/administrative/school/public buildings with total floor area not less than 100,000 (one hundred thousand) square ft. in a single or multiple building projects in last 5 years in addition to other general engineering design and construction supervision works.
4. The Eoi document is made available free of cost from this organization during office hours on all working days or can be downloaded from www.dwit.edu.np within 7th day of first publication of this notice.
5. Duly completed Eoi documents in hard copy should be submitted to the address mentioned below or electronically submitted to the email address contact@deerwalk.edu.np at or before 16:00 (Nepal Standard Time) within 8th office day of first date of publication of this notice.
6. Based on evaluation of EOI, maximum six shortlisted firms will be invited to submit technical and financial proposals through a request for proposal.
7. Deerwalk Group Ltd. reserves the right to accept or reject any or all Eoi documents with or without giving any reason whatsoever.
8. Further information can be obtained through email only contact@deerwalk.edu.np till 5th day of first publication of notice. No phone enquiries will be entertained.
9. Maximum of two firm's involvement will be accepted for the Eoi in Joint Venture.

Deerwalk Group Ltd.
Sifal, Kathmandu, Nepal



Instruction for Submission of Expression of Interest (Eoi)

1. Expression of Interest may be submitted by a sole firm or a joint venture of maximum two consulting firms.
2. Interested Consulting firm should 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 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible national **consulting architectural and engineering firms**. Expression of Interest should be submitted by legally registered national firm (s).
4. Expression of Interest should contain following information:
 - i. A covering letter as per the sample provided (Annex-1).
 - ii. Applicants shall provide the following information in the respective formats given in the Eoi document:
 - a) Consulting firm's Information (Annex-2)
 - b) Qualifications and Experience of Key Staff (Annex-3)
 - c) Experiences
 - General Experience in large infrastructure Projects (Design and Construction Supervision) - (Annex-4-1)
 - Experience in Multistoried Building of the firm in Design and Construction Supervision works(Annex-4-2)
 - Experience in Multi Storied Steel structure of the firm in Design and Construction Supervision(Annex-4-3)
 - d) Capabilities
 - Technical and Managerial of the staffs of Firm (Annex-5)
 - Financial Capacity (Annual turnover in the last three years) (Annex-6)

Request for Proposal (RFP) will be issued to the shortlisted maximum of six firm (s) only.

5. 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.
6. The Expression of Interest (EOI) document should be clearly named as **“Detailed Architectural & Engineering Design and Construction Supervision of Proposed Deerwalk Group Building at Sifal, Kathmandu.”** The EOI should also clearly indicate the ***name and address of the Applicant.***
7. The completed EOI document must be submitted 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. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

Annex-1: Letter of Application (Sample)¹ *(in official letterhead)*

The Campus Chief,
Deerwalk Group Ltd.,
Sifal, Kathmandu
Nepal

Subject: Submission of Expression of Interest (Eol)

Re : ***Detailed Architectural & Engineering Design and Construction Supervision of Proposed Deerwalk Group Building at Sifal, Kathmandu***

Dear Sir,

We, the undersigned, offer to provide “**Detailed Architectural and Engineering Design and Construction Supervision of Proposed Deerwalk Group Building at Sifal, Kathmandu**” in accordance with your advertisement and declare the followings:

- a. We are duly registered with relevant organization of Government of Nepal.
- b. We have not been declared ineligible by Government of Nepal (GoN)
- c. Our Business Registration, VAT & PAN registration, tax clearance details are included along with this application.
- d. We authorize you and your authorized representatives to conduct any inquiries or investigations to verify the statements, documents, and information submitted in this Eol.
- e. We understand that you may reject or omit our application or the shortlisting process at any time and that you are not bound to accept our Eol that you may receive without giving any reason and without incurring any liability to us.
- f. The documents with this Eol submitted to you will not be claimed in future.

Signature of Authorized Person :

Name of the Authorized Person :

Position :

Date :

¹ In case of Joint Venture Between two firms a duly signed JV will be submitted as an attachment to this Letter of Application

Annex-2: Consulting Firm's Information²

2.1 General Information:

SN	Description	Details
1	Name of consulting firm/company	
2	Type of firm	Proprietorship / Pvt. Ltd./ Public Ltd.
3	Date of incorporation/ registration	
4	Place of incorporation/ registration	
5	Business Registration / license	
6	Office Address (street, place, city)	
	Telephone Number	
	Fax Number	
	Email Address	
7	Name of the Authorized Person/Contact Person	
	Designation	
	Office Telephone	
	Mobile Number	
	Email ID	

2.2 Organization Chart of the firm

Provide the organizational structure of the firm in a separate sheet.

2.3 Information of Directors/Shareholders (with more than 10% share only)

Provide the name, qualification, and relevant experience of the Director(s) or Shareholders (with more than 10% of share) who will assume overall responsibility for the consulting firm.

SN	Name	Qualification	Designation Responsibility	Area of Specialization	Years of Experience
1					
2					
3					
4					
5					

² In case of Joint Venture Provide Information as per Annex-2 for each of the firm separately.

Annex-3: Qualifications and Experience of Key Staff (short CV)

[Key Experts: K1-Team Leader (Senior Architect), K-2 Steel Structural Engineer, K-3 Geotechnical Engineer, K-4 Senior Construction Supervision Engineer, and K-5 Quality Control Engineer proposed for the Assignment]

Format of Curriculum Vitae (CV) for proposed Key Expert (s) for this assignment (maximum 2 pages)

Proposed Position: K-1

Name of Consultant:

Name of Experts:

Profession:

Nationality:

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.

Signature of the Expert:

Date:

Full name of the Expert: _____

Full name of authorized representative of the Firm: _____

Annex-6: Financial Capacity of the Firm⁴

The Consulting firm (s) is required to submit the annual turnover (revenue from service fee) of the last three years with audited financial statement.

Year	Annual Turnover (NRs)
2070/071	
2071/072	
2072/073	
Average Turnover in last three years	

⁴ In case of Joint Venture between two firms provide separate table for each of the Firm