

बेलबारी नगरपालिका
नगर कार्यपालिकाको कार्यालय
बेलबारी, मोरङ
१ नं. प्रदेश नेपाल



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Belbari Municipality Office
Belbari, Morang
1 No. Province

Expression of Interest (EOI) Document
for
Short-listing of Consulting Firms

For the Service of
Waste Management Service of Belbari Municipality

Nov. 2019



Belbari Municipality

Office Of the Municipal Executive

Belbari, Morang

1no. Province, Nepal

First Date of Publication: (11/08/2076 B.S.)

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR WASTE MANAGEMENT SERVICES

1. Belbari Municipality Office intends to waste management service a list of competent Nepali national consulting firms for the job indicated below. 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. BM/MOR/NCS/-01-2076/077

Job Title: waste management service of Belbari Municipality.

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 within 15th day of first date of publication of this EOI notice from Municipality can be down loaded from the website <http://www.belbarimun.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.
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 50% 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

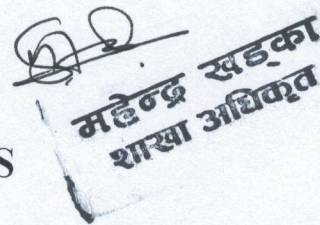
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selection of the consulting firm.

9. Belbari Municipality Office reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.

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1. INSTRUCTIONS TO APPLICANTS

1.1 INTRODUCTION

1.1.1 Scope of Qualification

Belbari Municipality intends waste management service from a list of competent Nepali national consulting firms in Belbari Municipality area. 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 Belbari Municipality 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.
- “Municipality” means Belbari Municipality Office
- “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.
- “EQI” means “Expression of Interest”
- “RFP” means a “Request for Proposal”
- “TOR” means “Terms of Reference”
- “VAT” means “Value Added Tax”



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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/Submission Certificate for FY 075/76 or extension. These eligibility certificates shall be self certified.
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%.
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 Municipality 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
Mr. Pradip Shah
Chief Administrative
Officer
Belbari Municipality, Morang



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1.2.2 *Amendment to EOI Documents*

1. At any time prior to the deadline for the submission of the EOI document, Municipality 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, Municipality 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. Municipality 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. Municipality 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. Municipality 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 original completed EOI in an envelope and marked as "Expression of Interest". The envelope should clearly mention the title of consulting Job. The envelope should also indicate the name and address of the Applicant.
2. The envelope shall be addressed to:
The Executive Officer
Belbari Municipality



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1.3.2 Deadline for Submission

1. The completed EOI document must be submitted to Municipality 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 Municipality after the deadline set forth in section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned unopened.
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 Municipality.

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 who so ever 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 Municipality 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

Municipality will carry out evaluation of the submitted EOI documents based on the eligibility and evaluation criteria approved by Municipality 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.

Screening of EOI Application of all firms for eligibility

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

A. Eligibility Requirement

S.No.	Eligibility Criteria
1	Copy of Valid Registration Certificate
2	Copy of Tax Clearance Certificate of fiscal year 2076/077 or extension letter for FY. 2075/76 with Tax Clearance Certificate of fiscal year 2075/76
3	Copy of Valid VAT Registration Certificate
4	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:

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

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.



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Evaluation of EOI document of eligible firms

A. ELIGIBILITY AND QUALIFYING CRITERIA

S.N.	Eligibility Criteria	Requirement	Compliance	Remarks
1	Company Registration	Mandatory	Yes/No	Pass/ Fail
2	VAT Registration	Mandatory	Yes/No	Pass/ Fail
3	Tax clearance for F/Y 2075/76	Mandatory	Yes/No	Pass/ Fail
4	JV agreement in Case of JV	Mandatory	Yes/No	Pass/ Fail

B. DETAILS OF EVALUATION CRITERIA

Description of Criteria	Marks out of 100
1 Financial Capacity of Firm	20
2. Experience of Firms	
A. General Experience	10
B. Specific Experience	50
3. Office set up and Logistics	5
4. Manpower Resources	15
	100

B1 Financial Capacity of Firms Maximum Marks-20

Average Annual Turnover of Last Five years	Marks
Less than 2 Millions	8 Marks
3- 5 Millions	12 Marks
More Than 5 Million	20 Marks

B2 General Experience of Firms (Maximum Marks-10)

General Completion of work of service over the past 5 years	10 Marks
experience 0-2 year	5
experience 2-5 years	7
experience more than 5	10

B2 Specific Experience of Firms (Maximum Marks-50)

Completion of work of solid waste management service over the past 5 years	50 Marks
experience 0-2 year	30
experience 2-5 years	40
experience more than 5	50

B3. Office Set-up and Logistics (Maximum Marks-5)

Resource	Unit	min ^m Required	Marks
Office area	sq.ft	>288	1
Computer/ Printer / photocopy/ truck/tripper/tractor	set	1	1
motorcycle	Nos	1	1
safety equipments	Nos	1	1

B4 Manpower Resources (Maximum Marks-15)

Professional Experts Available with Firms	Basic Qualification	Marks(max)
Manager	Bachelor with 5 years Experience	3
Environmental Specialist	Bachelor in environmental science with 3 years work experience on environmental sector	3
Driver	Heavy driving liscence with 5 years Experience of driving	3
Supervisor	field based work as supervisor with 1 years Experience	3
Helper	min 5 no of helpers	2
Accountant	+2 in management with 1 years Professional Experiences	1
		Max 15 Marks

1.6.1 *Evaluation of EOI Documents*

In second stage, the EOI document of eligible firms (Consultants determined "Pass" in StageI), will be further evaluated based on the detail criteria given above. Applicants obtaining at least 50% 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. However, if the number of eligible firms (Consultants determined "Pass" in StageI) is less than 6, all the eligible firms shall be allowed to participate in RFP process.

1.6.2 *Clarification during Evaluation by Municipality*

1. During the evaluation, Municipality 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 Municipality address.
2. If the Applicant fails to provide timely clarification or substantiation of the information furnished, Municipality may declare such Applicant as non-responsive and reject his/her document.

1.6.3 *Rejection of EOI Document of Applicant*

1. Municipality 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.



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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.

1.8.1 Documents for EOI

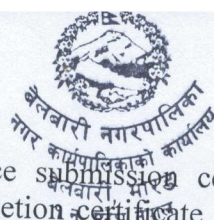
The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

Form Type	Description/ Content
Form A	General Information
Form A-1	Letter of Submission
Form A-2	Joint Venture Information (Attach JV Agrément and Power of Attorney, Share Percentage etc)
Form A-3	Self Declaration Form
Form A-4	Eligibility Documents (Attach Registration, VAT, Income Tax Clearance or Income Tax Clearances Submission Certificates and other related documents)
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
Form C-1	Specific Work experience of the firm in the Last five Years in the field of waste management (Not counting the works under C)
Form C-2	Details of the works stated in Form B and C-1
Form D	Details of Key Personnel/ Professionals

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

1.8.2 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A-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



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Tax clearance certificate/Tax clearance submission certificate. The applicants shall also enclose experience certificate or completion certificate, audit report of last consecutive five years and other relevant information.

1.8.3 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 the irrespective 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 seven 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 Certificates.

Form A-5: Identification of the Firm



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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.

1.8.4 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 Work Experience of the Firm

General Experience of the Firm in the last five years in consulting firm in the prescribed Form B.

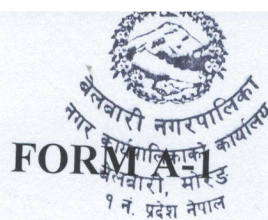
Form C-1: Specific Work experience of the firm in the waste management service (Not counting the works under C)

Form C-2: Details of the works stated in Form B and C-1

The details of the works executed by the consulting firm stated in Form B and C-1 have to be filled up in Form C-2.

Form D: Details of Key Personnel/ Professionals

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



FORM A-1

LETTER OF SUBMISSION

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

Date:

To:
The Executive Officer
Belbari Municipality

Dear Sir,

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 Municipality as a Consultant for the waste management service for Belbari Municipality.

1. Municipality 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. Municipality 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 Municipality related to this EOI are final, binding and not subject to review. Municipality 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.



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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 INJV
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%. 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

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SELF DECLARATION FORM

Date:.....

To:
The Executive Officer
Belbari Municipality

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 seven 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 seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven 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)



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FORM A-4 ELIGIBILITY DOUCUMENTS

Fulfillment of Eligibility Requirements

Description	Status/Name of Submitted documents and how these are presented in the EOI	Remarks
Copy of Valid Registration Certificate (of each member of JV, in case of JV.)		
Copy of VAT Certificate (of each member of JV, incase of JV.)		
Copy of Income Tax Clearance Certificate or Submission Certificate for FY 075/76 (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/ Submiision Certificates 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		



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FORM A-5
IDENTIFICATION OF THE CONSULTING FIRM

Full name of the Firm:
Address:

Telephone number:	Year of Establishment: Number of Years since establishment:
Fax number:	
E-mail:	
Others:	

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

FINANCIAL CAPABILITY OF THE CONSULTING FIRM

Full name of the Consulting Firm:

FINANCIAL STATUS

Turn Over of last five consecutive fiscal years

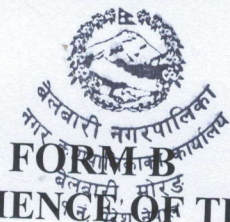
Description	FY 071/072	FY 072/073	FY 073/074	FY 074/075	FY 075/076
Turnover (NRs.)					

Turn Over of best three years

Description	FY	FY	FY	Average Annual Turnover (NRs.)
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.



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FORM B
GENERAL WORK EXPERIENCE OF THE CONSULTING FIRM

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.

Date:

Signature & Designation of Applicant:

Seal of the Firm



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FORM C-1

**SPECIFIC WORK EXPERIENCE OF THE CONSULTING FIRM
RELEVANT TO THE PROJECT WORK (Waste Management
Service)**

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.

Date:

Signature & Designation of Applicant:

Seal of the Firm



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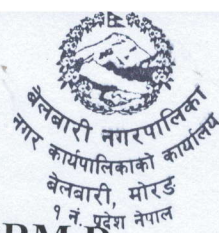
FORM C-2

DETAILS OF THE WORKS STATED IN FORM B, AND C-1

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

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).



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FORM D
DETAILS OF KEY PERSONNEL/PROFESSIONALS

Staff Member	No.	Number	
		Permanent	On-call
Manager			
Environmental Specialist			
Driver			
Supervisor			
Helper			
Accountant			

Note: Duly signed bio-data of personnel must be attached. Attach documents for Professionals

B3. Office Set-up and Logistics

Resource	Unit	Available No.	
Office area	sq.ft		
Computer/ Printer / photocopy/	set		
truck/tripper/tractor	Nos		
safety equipments	Nos		

Date:

Signature & Designation of Applicant:

Seal of the Firm



महेन्द्र खड्का
शाखा अधिकृत

Annex I

Terms of Reference (TOR)

फोहोरमैला व्यवस्थापन सम्बन्धी TOR

- १ नगर क्षेत्र भित्रको उत्पादन हुने अनुमानित फोहोरमैला व्यवस्थापनकर्ताले व्यवस्थापन गर्नुपर्ने छ ।
- २ फोहोरमैला किसिम र प्रकार तपशील बमोजीम हुने छ ।

क्र. सं.	फोहरको किसिम				कैफियत
	जैविक फोहर	अजैविक फोहरहरु			
	जैविक कुहिने	पुनः चक्रन योग्य	पुनः चक्रन अयोग्य	हानिकारक	
१	घांसपात	कागज/कार्टुन	पानीका बोतल	ब्याट्री	
२	फलफूलका बोक्रा	प्लाष्टिक	फिल्म रोल	मोविल	
३	उब्रेको खाना	सिसा	प्याकिङ सामानहरु	हस्पिटलका फोहरहरु	
४	सागसब्जी	धातु	औषधिका खोलहरु		

३. वडागत रुपमा तल उल्लेखीत फोहोर संकलनका क्षेत्रहरुबाट फोहोरमैला व्यवस्थापनकर्ताले व्यवस्थापन गर्नुपर्ने छ

वडा नं	फोहोर संकलनका क्षेत्रहरु	संकलन हुने अनुमानित फोहोर	कैफियत संकलन हुने मात्रा
१	हाटखोला बजार, रत्नमार्ग र भानुमार्ग	२५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	कृषी बजार		
	शिसौली मार्ग नगरपालिका कार्यालय सम्म		
	विन्दवासिनी टोल		
	दुर्गा मन्दिर टोल		
	हाईवे १ नं वडा तर्फको भाग लोहन्द्रा खोला देखि सिमसार क्षेत्र		
२	लालभित्ति चौक , शुक्रवारे , हाटखोला	५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	सद्भाव चौक		
	नमस्ते चौक		
	शुक्रपथ देखि रमिते पर्यटकिय क्षेत्र सम्म		
	लक्ष्म चौक		
	सिंहदेवी चौक		
	थापा चौक		
	भुपु सैनीक चौक		
३	शान्ति चौक	२५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
	नगरपालिका अफिस क्षेत्र		
	कृषि मार्ग चौक देखि १ कि.मि दक्षिण		
	मालपोत चौकबाट १.५ किमि दक्षिण		
	नेत्रहिन मार्ग नापीी दक्षिण ५०० मि		
	विजुली अफिस क्षेत्र ५०० मि		
	भगवती स्कुल दक्षिण ७०० मि र मवेसि हाट		

	सिम्पाने चौक		
	हाईवे ३ नं वडा तर्फको भाग लोहन्द्रा खोला देखि सिमसार क्षेत्र		
४	बेतना सिमसार देखि पुर्व पश्चिम १ किमि वडा कार्यालय अगाडि बुधवारे बजार सखुवा टोली पृथ्वी मार्ग शिव मन्दिर देखि सखुवाको रूख सम्म	५ कुईन्टल	साप्ताहिक संकलन हुने मात्रा
५	तेलकुडि चौक	४ कुईन्टल	हप्तामा १ पटक संकलन हुने मात्रा
	सनीहाट बुधहाट कसेनी र धनवाल गढी बिहिबारे हटिया रामपुर चौक		"
६	सोमवारे बजार	२ कुईन्टल	"
	वनौल चौक		सोमवार संकलन हुने मात्रा
७	वाहुनी बजार	५ कुईन्टल	बुधवार सनिवार हटियासंकलन हुने मात्रा
	वडा कार्यालय आसपास कदमचौक ('७ ओटा पसल)		
८	बुधवारे चौक गौथली चौक	१ कुईन्टल	
९	डागीहाट शुक्रवारे बजार	६ कुईन्टल	शुक्रवार मंगलवार हटिया संकलन हुने मात्रा
	नलवारी चौक (२५ ओटा पसल)		बुधवार शनिवार हटिया संकलन हुने मात्रा
१०	बिहिबारे बजार	३ कुईन्टल	बिहिवार हटिया संकलन हुने मात्रा
	भाउन्ने चौक		बुधवार हटिया संकलन हुने मात्रा
	नारायण चौक		आइतवार हटिया संकलन हुने मात्रा
११	मंगलवारे बजार	१० कुईन्टल	मंगलवार हटिया संकलन हुने मात्रा
	बजार क्षेत्र २ स्थान		
	शनिवारे हजार		शनिवार बिहिवार हटिया संकलन हुने मात्रा
	सुम्निमा चौक		
	भाडवारी , ज्ञानोदय चौक , आर्दश चौक र जुराह बिच		
	जम्मा	९० कुईन्टल	९ टन संकलन हुने मात्रा

४ व्यवस्थापनकर्ताले तल उल्लेखित फोहरमैला श्रोतहरुबाट उत्पादित फोहरमैला संकलन गरी नगरपालिकाले तोकेको निर्दिष्ट स्थानमा व्यवस्थापन प्रदान गर्नुपर्ने छ ।

क. घरायसी

क.सं.	विषय/विवरण	अनुमानित घर संख्या	सेवा प्रदान गरिने समय र दिन
१	घरायसी शुल्क		
क	साधारण घरहरु (टाँडे)	३८०५	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
ख	पक्क घर १ तल्ले सम्मका	१३९४	"
ग	पक्क घर २ तल्ले सम्मका	६१६	"
घ	पक्क घर ३ तल्ले सम्मका	२५२	"
ड	३ तल्ले भन्दा माथि	१०४	"

ख. कार्यालय बैंक तथा वित्तिय संस्थाहरु :

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन
१	सरकारी कार्यालयहरु	३१	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
क	बैंक तथा वित्तिय संस्थाहरु	२०	"
ख	सहकारी	३८	"
ग	मनि ट्रान्सफर/ मनि एक्सचेन्ज अफिस	१४	"
घ	INGO/		"
ड	NGO/ म्यानपावर		"

घ. शैक्षिक संस्थाहरु :

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन
१	शैक्षिक संस्थाहरु :		

क	मन्टेश्वरी स्कूल	१९	वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक
ख	प्राईमरी स्कूल	११	"
ग	सेकेन्डरी स्कूल	१२	"
घ	स्कूल बोर्डस सहित	५	"
ङ	कलेज/उच्च मावि	३	"
च	ट्रेनिङ्ग इन्स्टिच्युटहरु	९	"
छ	स्कूल/कलेज क्यान्टिन	४	"
ज	होस्टलहरु	०	"
झ	सबै खाले सरकारी विद्यालय	३१	हप्ताको १ पटक

ड. होटल तथा लजहरु :

क्र.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१.	होटल तथा लजहरु :		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	साधारण होटलहरु(चिया,नस्ता)	३२६	"	खाना सहितको लागी थप ५०
ख	मदिरा पसल (भट्टि पसल)	८१	"	
ग	रेष्टुरेन्टहरु/भोजनालय	४	"	
घ	डिस्को/डान्सबार/पब	०	"	
ङ	साधारण लज	१	"	
च	होटल सहितका लज	६	"	
छ	एक तारा सम्मका होटल	०	"	थप प्रति तरा ५००
ज	फाष्ट फुड/ठेला पसल	२६	"	

घ. पसलहरु :

क्र.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१.	पसलहरु		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	साधारण पसल	५२०	"	साना किराना, खुद्रा सामान आदि बिक्री गर्ने
ख	खाद्य पसल/होलसेल पसल	४८	"	
ग	औषधि पसल	३८	"	क्लिनिक सहितको औषधि पसल भए थप ५०
घ	फलफुल पसल	५१	"	ठेला पसल भए थप रु ५०
ङ	तरकारी पसल	७५	"	ठेला पसल भए थप रु ५०
च	अन्य होलसेल पसल	१९	"	
छ	गिफ्ट पसल	४७	"	
ज	पान पसल	१९	"	

भ	भेटेरीनरी/एग्रोभेट	२०	"	
ज	क्स्मेटिक	६८	"	
ट	फेन्सि स्टोर	६४	"	
ठ	ग्याँस डिलर	३५	"	
ड	पुस्तक पसल	२२	"	
ढ	सपिङ्ग कम्प्लेक्स (ठुलो / डिपार्टमेन्टल स्टोर	१	"	किचन भए थप ५००
ण	हार्डवेयर पसल		"	
त	कम्युनिकेसन		"	
थ	सुनचाँदी गहना पसल		"	
द	भाँडा पसल		"	
ध	बस टिकट काउन्टर		"	
न	मिठाई पसल		"	
प	बेतना सिमसार	१	"	
फ	मासु पसल		"	

ड. स्वास्थ्य संस्थाहरु

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१.	स्वस्थ संस्थाहरु		वडा नं १,२,३, १० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	क्लिनिक			
	साना	२०	"	
	मझौला	६	"	
	ठूला	०	"	आवश्यकता हेरी दिनको २ पटक पनि जान सकिने
घ	डेन्टल क्लिनिक	४	"	
ड	चस्मा पसल	४	"	

च. उद्योग तथा कलकारखाना

क.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१	उद्योग तथा कलकारखाना		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	फर्निचर/श मिल	४२	"	
ख	गृह/आलुमुनियम उद्योग	२५	"	

ग	प्रिन्टिङ्ग प्रेस/प्रकाशन गृह	८	"	
घ	राईस मिल	१६	"	
ङ	अन्य खाद्यन्न मिल	२२	"	
च	अन्य उद्योगहरु	१५	"	अद्योगको स्तर अनुसार तय हुने

छ. सेवा र मनोरञ्जन

क्र.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१	सेवा र मनोरञ्जन		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	कलरल्याब	१	"	
ख	सैलुन/ब्युटि पार्लर	५८	"	
ग	सिनेमाहल	२	"	
घ	पेन्टर पसल	९	"	
ङ	फोटो स्टुडियो	१९	"	
च	फोटोकपि/संचार सेवाहरु	२७	"	
छ	टेलरिङ्ग/फेसनहाउस	३८	"	
ज	वर्कशपहरु		"	
	रिक्सा साईकल		"	
	मोटरसाईकल	४९	"	
	कार तथा ठुला भेहिकलहरु	५	"	
	ईलेक्ट्रिक/ईलेक्ट्रोनिक्स	३२	"	
झ	पार्टी प्यालेस			

च. अन्य

क्र.सं.	विषय/विवरण	संख्या	सेवा प्रदान गरिने समय र दिन	कैफियत
१	अन्य		वडा नं १,२,३,१० र ११ को लोक मार्ग को उत्तर दक्षिण ५०० मि सम्म दैनिक , १००० मि उत्तर दक्षिण हप्ताको २ पटक र अन्य स्थानहरुमा हप्ताको एक पटक	
क	शिसा पसल	१०	"	स्तर अनुसार तय हुने
ख	नर्सरीहरु	६	"	
ग	कृषि संस्थाहरु	४	"	
घ	दुग्ध उत्पादन संस्था/डेरि उद्योग	१४	"	
ङ	कुखुरा पालन केन्द्र	३९	"	
च	बंगुर पालन केन्द्र	१४	"	
छ	पेट्रोल पम्प			
ज	विवाह, ब्रतबन्ध, भोज, यज्ञ, महायज्ञ		"	



महेन्द्र खड्का
शाखा अधिकृत

५. व्यवस्थापनकर्ताले फोहरमैला व्यवस्थापन कार्य गरेकोमा व्यवस्थापनकर्तालाई नगरपालिकाले सम्झौता बमोजिमको रकम भुक्तानी गर्ने छ । व्यवस्थापन गर्न लाग्ने सम्पूर्ण खर्च व्यवस्थापनकर्ताले व्यहोर्नु पर्ने छ ।