

Government of Nepal  
Ministry of Energy  
**Department of Electricity Development**  
Anamnagar, Kathmandu

**Expression of Interest (EOI)**

*For*

Preparation of Powerhouse Design Guidelines of  
Hydropower projects

Job No. 2070/71-7

November, 2013



**Government of Nepal**  
**Ministry of Energy**  
**Department of Electricity Development**  
**Anamnagar**

**Invitation for Expression of Interest (EOI)**

*For*

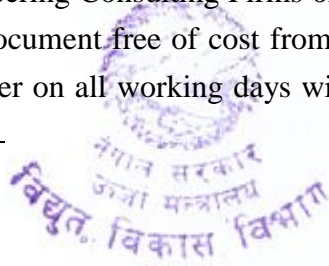
**The Following Consultancy Services as indicated in the table of clause 1.**

**(Date of First Publication 2070 -08 -19 )**

1. As per the approved program for fiscal year 2070/71, the Government of Nepal (GoN) intends to conduct the following jobs as indicated in the table below using funds allocated by GoN for the purpose. Hence, Department of Electricity Development (DoED) intends to prepare separate lists of competent local consulting firms for each of the jobs indicated below. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures for the jobs.

Job No.	Title
2070/71-1	Feasibility Study and EIA Study of Sankhuwa Khola Hydropower Project, Sankhuwasabha district
2070/71-2	Feasibility Study and EIA Study of Dudhkoshi - IV Hydropower Project, Solukhumbu district
2070/71-3	Feasibility Study and IEE Study of Myagdi Khola Hydropower Project, Myagdi district
2070/71-4	Feasibility Study and EIA Study of Beni-Kaligandaki Hydropower Project, Baglung, Parbat and Myagdi districts
2070/71-5	Feasibility Study and EIA Study of Sankhuwa Khola - 1 Hydropower Project, Sankhuwasabha district
2070/71-6	Screening and Ranking Study of Hydropower Projects
2070/71-7	Powerhouse Design Guidelines
2070/71-8	Operation and Maintenance Guidelines of Hydropower Plants, Substations and Transmission Lines
2070/71-9	Inspection Guidelines of Hydropower Plants, Substations and Transmission Lines
2070/71-10	Establishment of GIS Based License Management System (GBLMS) in DoED

2. The consulting firm can apply either singly or in joint venture such that the total number of firms including the lead firm does not exceed a maximum of four consulting firms. However the same firm is not allowed to enter into more than one joint venture for the same work.
3. Eligible Engineering Consulting Firms or their authorized representatives may obtain a hard copy of EOI document free of cost from DoED during office hours upon submission of an application letter on all working days within the 20<sup>th</sup> day of first publication of this notice.



EOI document can also be downloaded from the website <http://www.doed.gov.np> or <http://www.moen.gov.np>. The instruction to the consultant, prescribed formats, evaluation criteria, scope of work, duration of study and other details of the project are mentioned in the EOI document.

4. Duly completed EOI documents in hard copy should be submitted for each job separately to the address mentioned below clearly mentioning the name of the project in sealed envelopes before 12 Noon (NST-Nepal Standard Time) within 21<sup>st</sup> day of first publication of this notice :

The Director General  
Department of Electricity Development  
Anamnagar, Kathmandu  
Tel: 4481408, 4481614, 4479921, 4480218, 4496800 ext. 1401, 3202, 5700  
Fax: 4480257

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.
6. Duly completed EOI documents received after the due date & time, will not be considered for evaluation and will be returned back.
7. The EOI submitted by consultant or their joint venture received by the due date and within the specified time will be opened at 2.00 PM on the 21<sup>st</sup> day for the jobs specified from Job No. 1 to 5 and the remaining jobs i.e. Job No. 6 to 10 will be opened on 22<sup>nd</sup> day at 2:00 PM; of first publication of this notice in the presence of the applicant or their authorized representatives. Absence of any applicant (or their authorized representative), however, shall not obstruct or prevent the opening of the EOI in any way.
8. The EOI documents submitted by consultant or joint venture Firms will be evaluated on the basis of the evaluation criteria approved by DoED. Only six top ranked firms obtaining at least 50 % marks in the EOI evaluation process will be listed separately for the said consultancy services as qualified firms.
9. The list of firms qualified in EOI process will be notified in due course of time for the submission of Technical and Financial proposals i.e. Request for proposal (RFP) Process. During RFP process, the consulting firm will be selected in accordance with Quality and Cost Based Selection procedure (QCBS).
10. DoED reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever.
11. Further information on the EOI can be obtained from DoED during office hours in all working days prior to the deadline of submission of completed EOI.



# 1. INSTRUCTIONS TO APPLICANTS

## 1.1 INTRODUCTION

### 1.1.1 *Scope of Qualification*

1. DoED intends to prepare a list of local consulting firms, or their joint ventures, by inviting Expression of Interest for preparing **Powerhouse Design Guidelines of hydropower projects**. The EOI process will be conducted in an open and transparent process managed by DoED.
2. Applicants intending to file an application in response to this EOI should submit an Application together with the duly completed EOI document providing all the information required therein at the address mentioned in the EOI document within the time period specified in this invitation for EOI.
3. The EOI documents submitted by the applicants shall be evaluated on the basis of the approved evaluation criteria given in Annex-2. Only six top ranked applicants obtaining at least 50% marks in the EOI evaluation process shall be listed as qualified Firms.

### 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 their joint venture that intends to submit or submit completed EOI document as per notice and 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 DoED in connection with the process.

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

“DoED” means the "Department of Electricity Development".

“EIA” means "Environmental Impact Assessment".

"EPA" means "Environment Protection Act, 1997"

"EPR" means "Environment Protection Regulation, 1997"

“GoN” means "Government of Nepal".

“IEE” means "Initial Environmental Examination".

“IT” means "Income Tax".

“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".

“MOSTE” means "Ministry of Science, Technology and Environment".



“MOEn” means Ministry of Energy.

“Project” means the Hydropower Project intended for study under this EOI and RFP.

“RFP” means a Request for Proposal.

“T/L” means Transmission Line.

“TOR” means "Terms of Reference".

“VAT” means "Value Added Tax".

### 1.1.3 Eligible Applicants

1. EOI process is open to local consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures. The Applicants shall have a good professional reputation with demonstrated competency in successfully preparing Design Guidelines in the field of hydropower and water resources projects, conducting Feasibility Study/ Detail Engineering Design of hydropower projects and experience design or construction supervision of other civil engineering projects and have a sound financial status.
2. To be eligible for consideration in the EOI process, the Consulting firms shall be registered in Nepal as per the current legislation i.e. they should have firm registration, PAN/VAT registration and should have tax clearance certificate.
3. The Applicant shall submit Self Declaration mentioning their eligibility and litigation history (if any).

## 1.2 REQUEST FOR EXPRESSION OF INTEREST

### 1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may contact DoED during office hours on all working days prior to the deadline for submission of the completed EOI document at the address indicated in Section 1.4.1

#### Contact person

Ram Gopal Kharbuja, S.D.E

Powerhouse design guideline preparation Team

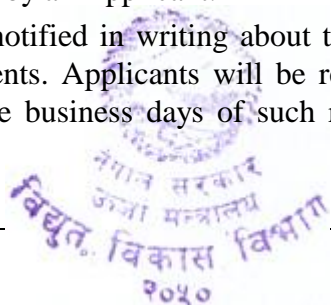
DoED, Anamnagar, Kathmandu

Tel:- 977-14496800, 4480218 Ext:-.....

Fax:- 977-1-4480257

### 1.2.2 Amendment to EOI Documents

1. At any time prior to the deadline for the submission of the completed EOI document, DoED may amend the EOI, 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 receipt of any amendment within three business days of such receipt. Otherwise, DoED will assume



that the information contained in the amendment is taken into account by the Applicant in its Application.

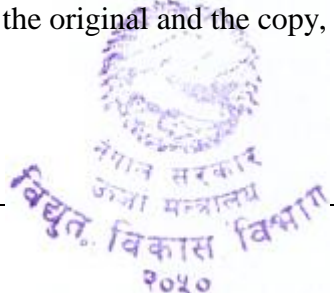
### 1.3 PREPARATION OF THE EOI DOCUMENT FOR SUBMISSION

#### 1.3.1 Documents for EOI

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

Form Type	Description/Content
<b>Form A</b>	Information Regarding Technical & Financial Capability of the Consulting Firm
<b>Form A-1</b>	Letter of Submission
<b>Form A-2</b>	Joint Venture Information
<b>Form A-3</b>	Self Declaration Form
<b>Form A-4</b>	Commitment to Code of Ethics and Anti-Corruption Policy
<b>Form A-5</b>	Eligibility Status
<b>Form A-6</b>	Identification of the Consulting Firm
<b>Form A-7</b>	Logistic Support of the Consulting Firm
<b>Form A-8</b>	Financial Capability of the Consulting Firm
<b>Form B</b>	Relevant Work Experience of the Firm in preparation of guidelines for Hydropower and water resources project, conducting feasibility study/detail engineering study of hydropower projects and feasibility study, design or construction supervision of other civil engineering projects.
<b>Form B-1</b>	Relevant Work Experience of the Firm in preparation of guidelines in Hydropower Projects and other water resources Projects
<b>Form B-2</b>	Relevant Work Experience of the Firm in Hydropower Projects
<b>Form B-3</b>	Relevant Work Experience of the Firm in feasibility study, design or construction supervision of other civil engineering Projects
<b>Form B-4</b>	Details of the work completed by Consulting Firm (s)
<b>Form C</b>	Details of Key Professional Staffs to be Deployed for Study

Applicant shall submit an original and 1 (one) extra set of copy of the completed EOI document clearly mentioning Original and Copy and name of the project. In the event of any discrepancy between the original and the copy, the original shall govern.



### 1.3.2 *Submission of EOI in Joint Venture*

A firm submitting the EOI in a joint venture shall furnish a duly signed Joint Venture Agreement stating responsibility of each partner in the Joint Venture and name of authorized signatories through a power of attorney signed by each Joint Venture firm.

### 1.3.3 *Cost of Preparation of EOI and Liability*

Applicant shall bear all costs associated with the preparation and submission of the completed EOI document. DOED 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. DOED shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

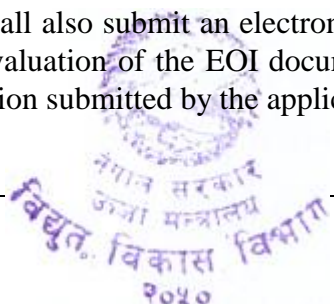
### 1.3.4 *Confidentiality of the Document*

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. DOED will make every effort to treat such documents in confidence as far as possible.

## 1.4 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

### 1.4.1 *Sealing and Marking*

1. The Applicant shall seal the original and 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 name of the project (assignment).
2. The inner and the outer envelopes shall be addressed to:  
The Director General  
Department of Electricity Development  
Anamnagar, Kathmandu, Nepal  
Tel: 4481408,4481614,4479921,4480218,4496800;  
Fax: 977-1-4480257
3. The envelopes should also indicate the name and address of the Applicant for identification purposes.
4. The Applicant shall also submit an electronic copy of the sections 2.1.2, 2.1.3 and 2.1.4. However, the evaluation of the EOI document shall only be based on the hard copy of the EOI application submitted by the applicant.



A handwritten signature in black ink, appearing to be 'G. G. G.', is written over a horizontal line.

#### 1.4.2 *Deadline for Submission*

1. The completed EOI document must be submitted to DoED at the address specified in Section 1.4.1 before 12:00 hr Nepal Standard Time (NST) **within 21<sup>th</sup> day from first publication of this notice.**
2. The completed EOI documents received by DoED after the deadline set forth in Section 1.4.2 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.

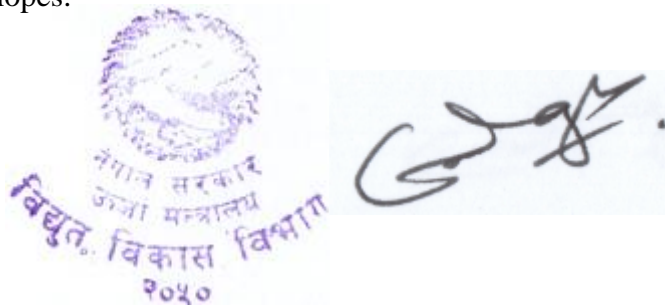
#### 1.4.3 *Withdrawal of EOI document*

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

#### 1.5 **PUBLIC OPENING OF SUBMITTED EOI DOCUMENT**

Completed EOI document received by the due date and within the time specified in Clause 1.4.2 will be opened at 2.00 PM NST on the 21<sup>st</sup> day for the submission of EOI documents for the jobs specified from Serial No. 1 to 5 and the remaining i.e. jobs 6 to 10 will be opened on 22<sup>nd</sup> day at 2:00 PM from the date of notice publication in the presence of the applicants or their authorized representatives. Absence of any applicant or authorized representative, however, shall not obstruct or prevent the opening process in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicants 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 DoED will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.





## 1.6 EVALUATION PROCESS

### 1.6.1 Evaluation of EOI Documents

DoED will carry out evaluation of the EOI documents based on the criteria approved by DOED. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing rules and regulations of Nepal.

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

#### A. Eligibility Requirement (Form -5)

i	Valid Registration Certificate
ii	PAN/VAT Certificate
iii	Tax clearance certificate (for fiscal year 2068/69)
iv	Self Declaration as shown in Form-A-3

Note: Each member in the JV shall submit the above eligibility documents.

#### Additional (for JVs)

i	Joint Venture (JV) Agreement between the JV Partners and Power of Attorney signed & sealed by each member of JV
ii	The minimum share percentage of lead firm must be 40. Also the lead firm should hold the power of attorney.
iii	Turnover of the lead firm must be the highest among all of the JV members.

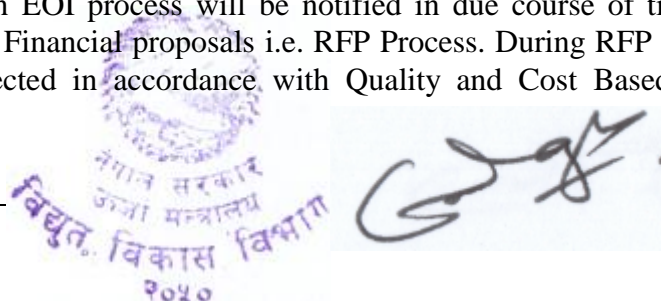
Applicant(s) failing to submit above basic criteria shall be disqualified.

#### B. Mark allotted for EOI evaluation

SN	Description
i	Capability of Firm – <b>20 Marks</b> .
ii	Experience of the firm in Guidelines/Manual/Standards preparation for hydropower or water resources sector, Feasibility Study/Detail Engineering Design of Hydropower projects and other feasibility study, design or construction supervision of other civil engineering projects during the last five years – <b>30 Marks</b>
iii	Personnel proposed to be deployed for this project (Qualification and Experience) – <b>50 Marks</b>

Evaluation of the EOI document will be carried out based on evaluation criteria mentioned in Annex-2.

The list of firms qualified in EOI process will be notified in due course of time for the submission of Technical and Financial proposals i.e. RFP Process. During RFP process the consulting firm will be selected in accordance with Quality and Cost Based Selection procedure (QCBS).

  
नेपाल सरकार  
जला मन्त्रालय  
विद्युत, विकास विभाग  
२०५०

### **1.6.2 Clarification during Evaluation by DoED**

1. During the evaluation, DOED may request the Applicant for necessary clarifications. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to DoED at the address given in Clause - 1.4.1.
2. Failure to provide information essential to evaluate the Applicant's qualifications, or to provide timely clarifications or substantiation of the information furnished, DOED would be at liberty to declare such bidder as non-responsive and reject his/her document.

### **1.6.3 Rejection of EOI Document of Applicant**

1. DoED 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 Bidders due to such rejection.
2. The consulting firm must submit the eligibility documents (eligibility criteria) viz; valid registration certificate of firm, PAN and VAT certificate, tax clearance certificate and Self Declaration as shown in Form-A-3. Failure to submit these documents will result in rejection of the application.
3. 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.

## **1.7 NOTICE OF RESULT OF EVALUATION**

All applicants irrespective of the qualification or disqualification will be notified in writing the result of qualification in due course of time. An applicant listed in the short-listing will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

## **1.8 APPLICATION IN JOINT VENTURE**

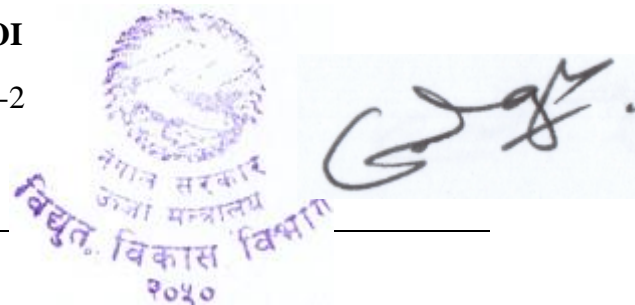
By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

## **1.9 SCOPE OF WORK AND DURATION OF STUDY**

The Duration of this project for preparation of powerhouse design guidelines of hydropower projects is 24 months from the date of consultancy service procurement agreement. The scope of this project is given in Annex-1

## **1.10 DETAIL EVALUATION CRITERIA FOR THE EOI**

The detail evaluation criteria of EOI is given in Annex-2



## 2. CONTENT OF EOI DOCUMENT AND ISTRUCTIONS TO THE APPLICANT

### PREPARATION AND COMPLETENESS 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 General Information

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

#### 2.1.2 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 the joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the document EOI. The letter shall also include the name of project being applied for.

##### Form A-2: Joint Venture Information

The applicant shall submit the joint venture information in Form A-2. The association between the Consulting Firms should be in the form of a joint venture only. The Joint Venture Agreement should clearly mention share percentage in JV and Power of Attorney must be submitted with the EOI Application.



**Form A-3: Self Declaration Statement of Consultant**

The applicant shall submit a self declaration statement stating that the Consulting Firm (all members in the joint venture) 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 in last five years. The self declaration letter shall be signed by 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.

**Form A-4: Commitment of Code of Ethics and Anti-corruption Policy**

The applicant shall submit a statement stating that the Consulting Firm shall abide by the code of ethics and anti-corruption policy. This commitment to abide by code of ethics and anti-corruption policy shall be presented in Form A-4 of this EOI document

**Form A-5: Eligibility Status**

The applicant shall fill form A-5 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of copies of registration certificate, Tax and VAT Certificate and Tax Clearance Certificate.

**Form A-6: Identification of the Firm**

The background information of the consulting firm shall be presented in the prescribed Form A-6. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-6.

**Form A-7: Logistics of the Firm**

The logistics of the consulting firm shall be presented in the prescribed Form A-7 of this EOI document. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-7.

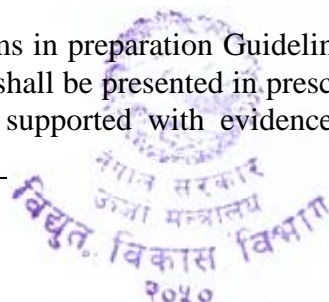
**Form A-8: Financial Capability of the Firm**

The financial capability of the consulting firm shall be presented in the prescribed Form A-8 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports for the three preceding fiscal years. The financial capability of the Consulting Firm shall not be considered for evaluation if not supported by copies of audit reports.

**2.1.3 Relevant Work Experience of the Firm**

**Form B-1: Experience of the Firm in preparation of Guidelines for hydropower and other water resources projects.**

Relevant Experience of the firms in preparation Guidelines for hydropower and other water resources projects in last 5 yrs shall be presented in prescribed Form B-1. The experience of the Consulting Firm shall be supported with evidence/proof in the form of experience



certificates/completion certificates showing the dates of completion of the assignments, short description of guidelines and value of the consulting assignments. The experience of the Consulting Firm without evidence/proof shall not be considered for evaluation.

**Form B-2: Experience of the Firm in Study of Hydropower Projects**

Relevant Experience of the firms in Feasibility Study and Detail Engineering Design of hydropower projects in the last 5 yrs shall be presented in the prescribed Form B-2. The experience of the Consulting Firm shall be supported with evidence/proof in the form of experience certificates/completion certificates showing the dates of completion of the assignments, capacity of the project and value of the consulting assignments. The experience of the Consulting Firm without evidence/proof shall not be considered for evaluation.

**Form B-3: Experience of the Firm in feasibility study, design or supervision of other civil engineering Projects**

The relevant Experience of the firms in feasibility study, design or supervision of civil engineering projects in the last 5 yrs shall be presented in the prescribed Form B-3. The experience of the firm shall be supported with evidence/proof in the form of experience/completion certificates showing the dates of completion of the assignments, short description of the projects and value of the consulting assignments. The experience of the firm without evidence/proof will not be considered for evaluation.

**Form B-4: Details of the work completed by Consulting Firm (s)**

The details of the experience of the Firm(s) in preparation of guidelines, study of Hydropower Projects and design or construction supervision of civil engineering projects shall be presented in prescribed Form B-4.

**2.1.4 Details of Key Professional staff to be deployed for the Study**

**Form C**

The details of proposed key professional staff to be deployed for the study and their experience shall be presented in prescribed Form C.

*Note: The firm is requested to provide the information provided in sections 2.1.2, 2.1.3 and 2.1.4 in electronic form (prepared in word or excel) after the opening date of the submitted EOI documents.*



FORM A-1

LETTER OF SUBMITTAL

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

Date: .....

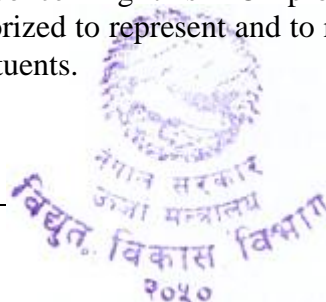
To:  
The Director General  
Department of Electricity Development  
Anamnagar, Kathmandu,  
Nepal

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 DOED as a consultant for the Preparation of Powerhouse Design Guidelines of Hydropower Project.

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



A handwritten signature in black ink, consisting of stylized, cursive letters.

## FORM A-2

### JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide 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.					
4.					

Note:

1. Maximum four (4) Firms can make Joint Venture.
2. In case of JV, the minimum share percentage of lead firm must be 40. Also the lead firm should hold the power of attorney.
3. provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.

#### Attachment

1. Joint Venture Agreement
2. Power of attorney of the signatory (ies) of the Applicants

Yes/No





FORM A-3

SELF DECLARATION FORM

Date:.....

To,  
Director General  
Department of Electricity Development  
Anamnagar, Kathmandu

Sir,

We, .....  
(name of all Consulting Firm) declare that we are legally eligible to participate in the procurement process of consulting services for the Preparation of Powerhouse Design Guidelines of Hydropower Projects.

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.)

Firm 1	Firm 2	Firm 3	Firm 4
Signature:	Signature:	Signature:	Signature:
Name:	Name:	Name:	Name:
Designation:	Designation:	Designation:	Designation:
For and on behalf of :	For and on behalf of:	For and on behalf of:	For and on behalf of:



FORM A-4

**COMMITMENT TO CODE OF ETHICS AND  
ANTI-CORRUPTION POLICY**

Provide the Firms' commitment to code of ethics and anti-corruption policy and a mechanism to monitor the adherence to these policies.



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FORM A-5

**ELIGIBILITY STATUS**

Fulfillment of Eligibility Requirements

Description	Status (Yes/No)	Remarks
Valid Registration Certificate (of each member of JV, in case of JV.)		
VAT Certificate (of each member of JV, in case of JV.)		
Tax clearance certificate at least of fiscal year 2068/69 (of each member of JV, in case of JV.)		
Self Declaration as per Form A-3		
Joint Venture (JV) Agreement between the JV Partners and Power of Attorney signed & sealed by each member of JV		
The minimum share percentage of lead firm must be 40. Also the lead firm should hold the power of attorney. (In case of JV)		
Turnover of the lead firm must be the highest among all of the JV members. (In case of JV)		



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FORM A-6

**IDENTIFICATION OF FIRM**

Full name of the Firm:

Address:

(Please attach location map of your office)

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

*Note: In case of the applicant being joint venture, provide similar information for each member in the joint venture separately*



FORM A-7

LOGISTIC SUPPORT OF FIRM

Total office space (Sq. ft.)	
No of Rooms	
Number of vehicles (four wheelers)	
Number of two wheelers vehicles	
Computer net work in office	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of computers	
Number of printers	
Number of theodolites/total stations (with all accessories)	
Number of level instruments (with all accessories)	
Number of commercial software related to engineering jobs (provide list of the softwares)	
Number of photocopy machine	
Do you have your own drilling equipment (If yes please attach a specification sheet)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have your own material testing laboratory (If yes please attach a specification sheet)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed :

Name & Designation :

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

Note:

In case of joint venture, provide similar information for each member in the joint venture separately



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**FORM A-8****FINANCIAL CAPABILITY**

Full name of the Consulting Firm:

**FINANCIAL STATUS**

Description	Amount
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current credit resources	

Description	2065/066	2066/067	2067/068	2068/069	2069/070	Average Annual
Turnover (NRs.)						

Note:

1. Provide similar information for each member in case of joint venture.
2. Average annual turnover of best three of last five years will be considered for evaluation. Supporting documents (Audited Report) should be submitted
3. In case of JV, turnover of the lead firm must be the highest among all of the JV members.



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FORM B-1

**RELEVANT WORK EXPERIENCE OF THE FIRM IN GUIDELINES PREPARATIONS (IN LAST FIVE YEARS)**

(EXPERIENCE IN GUIDELINES/MANUAL/STANDARDS PREPARATION FOR HYDROPOWER/WATER RESOURCES AND OTHER ENGINEERING SECTOR)

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

Note: The experience of the firm shall be supported with its evidence/proof of experience/ completion certificates showing the project description, date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation purpose. **Details of the work completed by Consulting Firm (s) should be filled in Form B-4**

Date:



Signature & Designation of Applicant:

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Seal of the Firm

**FORM B-2**

**RELEVANT WORK EXPERIENCE OF THE FIRM IN HYDROPOWER PROJECTS (IN LAST FIVE YEARS)**

(EXPERIENCE IN HYDROPOWER PROJECTS FOR FEASIBILITY STUDY / DETAIL ENGINEERING DESIGN)

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

Note: The experience of the firm shall be supported with its evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation purpose. **Details of the work completed by Consulting Firm (s) should be filled in Form B-4**

Date:



Signature & Designation of Applicant:

Seal of the Firm



### FORM B-3

## RELEVANT WORK EXPERIENCE OF THE FIRM IN DESIGN OR SUPERVISION (IN LAST FIVE YEARS)

(EXPERIENCE IN FEASIBILITY STUDY, DESIGN AND SUPERVISION OF OTHER CIVIL ENGINEERING PROJECTS)

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

Note: The experience of the firm shall be supported with its evidence/proof of experience/ completion certificates showing the project description, date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation purpose. **Details of the work completed by Consulting Firm (s) should be filled in Form B-4**

Date:



Signature & Designation of Applicant:

Seal of the Firm

## FORM B-4

### MAJOR WORK DURING LAST FIVE YEARS WHICH BEST ILLUSTRATES QUALIFICATIONS

(DETAILS OF THE WORKS SHOWN IN FORM B-1, FORM B-2 & FORM B-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 by the client stated below".

<b>Project Name:</b>		<b>Country:</b>
Project Location:		Professional Staff Provided by your Company:
Name of client:		No. Staff:
		No. of Man-months:
Start Date: (Month/Year)	Completion Date: (Month/Year)	Approximate Value of Services:
Name of associated firm(s) if any:		No. of man-months of Professional Staff provided by associated firm(s).
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 your company:		



FORM - C

DETAILS OF KEY PROFESSIONAL STAFF TO BE DEPLOYED FOR THE STUDY

S. N.	DESIGNATION	NAME	QUALIFICATION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED)	YEARS WITH COMPANY	TOTAL YEARS OF EXPERIENCE	*PROJECTS INVOLVED	FULL OR PART TIME
1	Project Coordinator (Engineering/management)						
2	Team Leader (Hydropower/Electrical)						
3	Hydropower Engineer						
4	Powerhouse designer (expert)						
5	Geologist						
6	Geotechnical Engineer						
7	Structural Engineer						
8	Architectural Engineer						
9	Hydraulic Engineer						
10	Electrical Engineer						
11	Mechanical Engineer						
12	Hydrologist						
13	River system/ Water Resources Engineer						
14	Environmental Expert						
15	Occupational health and safety expert						
16	Senior Surveyor						
17	Communication IT expert						
18	Civil Engineer						

Capacity of the project must be mentioned in case of Hydropower Project.

Date:

Signature & Designation of Applicant:

Seal of the Firm



*(Handwritten Signature)*

## **The scope of study of the project and duration of study**

### **Introduction**

The prime task is to prepare powerhouse design guidelines for hydropower projects in Nepal. Thus the scopes of the consulting services shall be as described in the following sections. The Consultant shall elaborate the work plan for all activities contemplated to complete the job that will be performed during the course of the study work. The consultant shall submit all the documents, drawings/figures/charts, and formats, methods of cataloging engineering calculations and reports to DoED for review. If DoED requires any changes, they shall be incorporated accordingly. However, the Inception Report must be accepted by DoED before any further work is embarked upon.

### **Background**

Nepal is endowed with enormous hydropower potential. Government of Nepal (GoN) has given due emphasis for enhancing economic growth of the country through the prudent development of hydropower sector. But less than 1% of the total theoretical potential of 83,000 MW has been harnessed to date. After promulgation of Hydropower Development Policy 1990 and its subsequent revision by Hydropower Development Policy 2001, there has been increased interest from national as well as foreign private sectors for developing Nepal's hydropower. Consequently, it is being felt necessary that design guidelines be prepared for hydropower projects. The preparation of guidelines for powerhouse design of Hydropower projects shall be supplementary to already prepared design guidelines on Headworks and Water Conveyance System of Hydropower projects.

### **Objective**

The main objective of the consultancy service shall be preparation of Powerhouse Design guidelines for hydropower projects at different stages of development, e.g. reconnaissance, prefeasibility study, feasibility study, Detail Project Report (DPR) and detail engineering.

- This guideline will help to provide uniform and consistent approach for planning, design and analysis of hydropower projects in Nepalese context.
- This shall provide common platform and support to compare the projects at equal footings.
- The guidelines shall provide general guidelines for design including installation, testing, commissioning and maintenance of powerhouse system of hydropower projects.



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## Scope of Works:

The scope of work is broadly described into two parts

### (a) General consideration:

The overall function of the powerhouse complex of a hydropower plant is to transform the potential energy of water into electric energy with the highest possible rate of efficiency under reliable, safe operational and economic conditions. Powerhouse complex generally includes inlet system up to end of penstock pipe, powerhouse, tailrace, tailrace outlet, tailrace surge tank, switchyards, workshop and quarters for the regular operations and maintenance.

The broad scope of works for preparation of Powerhouse Design Guidelines of hydropower projects have been listed out as follows. The list is not complete in itself neither can it represent a fixed, rather it can be used only as a guide to prepare the design guidelines for powerhouse of hydropower projects. The guideline shall cover following, but not limited to,

- All types of investigations that are required for planning, layout and design of all components of all types of Powerhouses. Consultant can classify the powerhouse based on capacity range, and surface/semi surface and subsurface.
- Planning, layout and design of all types of electromechanical equipments and its accessories used in Powerhouse
- Planning, layout and design of switchyards with its all electromechanical equipments and its accessories
- Planning, layout and design of civil/hydraulic structures required within and periphery of Powerhouse complex
- Evaluation of existing Powerhouse systems
- Planning, layout and design of general and emergency safety measures
- Occupational health and safety measures for workers in different phases
- Installation, Testing and commissioning of all hydro-mechanical, electromechanical and electrical equipment used in Powerhouse and switchyards
- Operation and maintenance of Powerhouse and its all components as above
- Power house tailrace structures considering both cascade and non cascade type configurations.



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**(b) Specific Considerations:**

The services that need to be incorporated/considered in preparing the Powerhouse Design Guidelines are listed as under the specific headings but not limited to these:

**A) Hydrology**

The consultant shall provide the guideline for assessment of hydrological parameters that are essential to design powerhouse and its components for hydropower projects. Guidelines shall cover recording of water level, assessment of Design Flood and GLoF (Glacier Lake outburst Flood), assessment of high flood level (HFL) corresponding to the design flood. Consultant need to provide methodologies for computing design flood discharge for the powerhouse including the recommendations for selection. In addition to the surface hydrology, guidelines shall cover methodologies for assessment and interpretation of subsurface flow parameters like ground water table, seepage flow, water quality etc. for underground powerhouse. Consultant shall provide guidelines for instrumentation to monitor surface and subsurface flow and water quality with their necessity and importance.

**B) Survey**

Consultant shall provide guidelines for preparation of topographic maps of the powerhouse site including cross section and longitudinal sections with their scale, range of acceptable errors and recommended control points and bench marks. Guideline shall cover the recommendations for establishment of the control points, necessary instruments and their accuracies for monitoring of settlements in powerhouse and its components.

**C) Geology**

Guidelines shall cover the methodology for preparation and interpretation of geomorphological, geological and structural geological investigation including subsurface geophysical and geotechnical investigations to select the proper site of power house and its components which may be underground, semi underground and surface. Consultant shall prepare list of in situ and lab test of rock and soil with their short description about the methods and their importance for design of powerhouse. Guidelines should address about the study of optimum rock stability condition assessment.

**D) Structure**

The consultant shall prepare the design criteria memorandum for the design of power house including Operating criteria and Serviceability, Critical Items, Design Requirements and Methodology, Physical Data, Design Loads, Materials, Structural Analysis etc.

Guidelines shall cover the methodology for preparation of preliminary layout, selection of power house type and sizing of structure on the basis of Topographic, Hydraulic, Environmental, Structural, Geotechnical, Mechanical Equipment and Maintenance Consideration.



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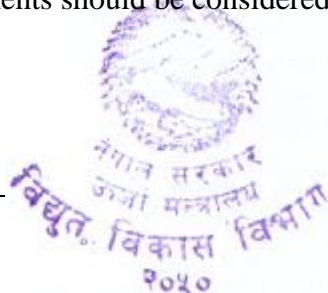
Guidelines shall include the methodology to estimate the loads in the design of power house such as Dead loads, Geotechnical Loads, Hydrostatic and Hydrodynamic Loads (Penstocks Discharge), Seismic Loads; Wind, Snow and Ice Loads; Equipment Loads; Storage of Goods and their combination. System analysis shall include the Stability Analysis (Moment Equilibrium, Shear Friction, Floatation, Non-Water Retention); Structural Safety, Base Shear, Foundation and component analysis based on Load Combination, Method of Reference Analysis, Special Components.

Guidelines shall also incorporate the considerations during the design process and the construction process.

### ***E) Electrical***

The consultant while preparing guidelines should consider grounding/ earthing /bonding protection requirements for structures and machineries, earthquake risk, lightning protection of machineries and structures. Consideration should be made on ventilation requirement such as m<sup>3</sup> air flow per minute, as well as quality of air such as temperature, humidity, pressure, gas content etc. Ambient working condition requirements inside the powerhouse for example temperature, pressure, humidity, noise level, air quality etc needs to be considered. Adequate illumination level inside powerhouse need to be maintained which comply with Illumination Engineering Society Handbook. Consideration need to be made on flameproof equipment selection and fire protection/fighting system requirements of power house. Comfort and conditioning should be provided throughout the control rooms, laboratories, office rooms and other spaces where operation and maintenance personnel spend considerable time.

Guidelines for Provision of emergency power supply such as standby generator or storage battery need to be made. Identification as to which function/services need to be automated should be made. Communication facility should be reliable even on the event of a.c. system failure. Considerations on various operations such as synchronizing, black start, generator coupling to turbine, excitation, bearing protection and management should be made. Selection criteria of switchyard and cabling connection from generator needs to be considered. Requirements on various functions such as control panel, power distribution system, protection system, auxiliary equipment system, measurements/ recording system should be considered. Consideration need to be made for adequate storage space, transportation ease of goods and machineries, adequate access for operation and maintenance. Testing and commissioning requirements of all machineries and systems in the power house should be considered. Consideration is made such that all floors have non slip surface, circulating water and pumps may be installed in the open except in the severe climate, central vacuum cleaning system, each equipment item should be clearly labeled both with equipment number and name, equipment earthing and system earthing should be properly done to have sufficiently low earth resistance. Scheduled and emergency maintenance requirements should be considered.



#### ***F) Hydro-Mechanical / Electro-Mechanical***

Selection criteria of generator should be discussed considering type, rating, voltage, frequency, short circuit rating, temperature rise, insulation class, winding, cooling system, connection, mechanical requirements, type, determination of size, excitation system AVR, neutral grounding, surge absorber, protection and control system etc. Selection Criteria of Bus bar schemes considering different busbar schemes (single, main and transfer, conventional breaker and a half, sectionalized, protection and control system etc.) as well as selection criteria for power and instrument transformers and their accessories, protection and control system etc. should also be considered. Selection criteria shall be considered for a) Powerhouse crane b) Turbine and Governor c) Draft Tube d) Butterfly valve e) Gate (draft tube) f) inlet valve, g) branching (bifurcation etc.) h) workshop requirements and its specification in powerhouse, j) control system of hydro-mechanical systems.

Consideration shall be made for floor plan (considering the dimension of electromechanical machines / controllers / auxiliaries), load transfer, drainage system, plant layout with due optimization for machine space, workspace, man and material movement, machine handling, safety devices accessibility, and cost effectiveness. Inventory management plan for spare parts, tools etc. as well as crane and hauling system design should be considered.

All the above mentioned should be categorically specified for:

- Machine dimension range.
- Machine Type/Make range.
- Machine operation range.

#### ***G) Auxiliary Systems***

Consultant shall provide guidelines for selection of overhead travelling crane, Consideration to be made for all types of hydropower projects viz. underground, semi surface and surface, mini, small, medium, large etc. Guidelines shall be presented in the category based on the capacity as well. Consultant need to provide consideration on dewatering and drainage system, cooling system for electrical and mechanical machines, governor and its lubricating system besides the ventilation and air conditioning and fire protection systems requirements in the powerhouse complex.

#### ***H) Occupational and Safety Hazard***

Consultant need to provide guidelines for requirements of safety and occupational hazard management system in powerhouse based on the review of prevailing practices, review and requirements for improvement and modifications for minimization of accidents in powerhouse due to mishandling of explosive, chemicals, machinery equipments, etc. Guidelines shall include the requirements of protective/remedial measures and first aid emergency treatment facilities to be taken for safety and occupational and safety of the personals in powerhouse.

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The Consultant shall review all available, relevant reports, data and information. The Consultant shall then identify and recommend the extent of studies that will be necessary to prepare powerhouse design guidelines of hydropower projects.

Consultant shall have consultative meetings with the relevant experts to in preparation of inception report for finalizing the road map and further works to be carried out for successful completion of this project.

Consultant shall have to organize a 3 days-2 night residential workshop to present/discuss draft report of Powerhouse Design Guidelines of hydropower projects. Consultant need to prepare final draft report incorporating comments/suggestions collected on the residential workshop. Technical Advisory Group (TAG) comprising maximum ten (10) numbers of expert will review the Inception report, Field visit report, Interim report, Draft report and Draft final report to maintain quality of this project implementation. Consultant shall produce 100 copies of the draft final powerhouse design guidelines in book binding form with hard cover and CD. Consultant shall organize several meetings to make presentation of the reports in different phases of study.



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## The Evaluation Criteria for EOI Document

### A. Eligibility Criteria

<u>Eligibility Requirement</u>		<u>Status</u>
i	Valid Registration Certificate	Yes
ii	PAN/VAT Certificates	Yes
iii	Tax Clearance Certificate (at least up to fiscal year 2068/069)	Yes
iv	Self Declaration as per Form A-3	Yes
v	Joint Venture Agreement in case of Joint Venture	Yes
vi	In case of JV, the minimum share percentage of lead firm must be 40. Also the lead firm should hold the power of attorney.	Yes
vii	In case of JV, turnover of the lead firm must be the highest among all of the JV members	Yes

### B. Evaluation Criteria

<u>S.N.</u>	<u>Description</u>	<u>Marking</u>	<u>Weightage</u>
<b>A</b>	<b><u>Capability of Firm</u></b>	<b><u>20.00</u></b>	<b>-</b>
<b>I</b>	<b>Average Annual Turnover in last three consecutive fiscal years (fiscal years 2066/067, 2067/068, 2068/069 or 2067/068, 2068/069, 2069/070)</b>		<b>15.00</b>
i	> 8 million	100%	
ii	6 to 8 million	85%	
iii	< 6 million	70%	
<b>II</b>	<b>Logistic of the Firm that can be made available for this project (Office Space, Computer, Printer and Photocopy machine)</b>		<b>5.00</b>
i	Excellent (at least Office space =>1000 ft <sup>2</sup> , computer => 5 no, Printer =>3 no and Photocopy machine = >2 no)	100%	
ii	Good (at least Office space =750 ft <sup>2</sup> , computer = 3 no, Printer = 2 no and Photocopy machine = 1 no)	85%	
iii	Satisfactory (at least Office space =500 ft <sup>2</sup> , computer =2 no, Printer = 1 no and Photocopy machine = 1 no)	70%	
<b>B</b>	<b>Experience of the firm in last 15 years:</b>	<b><u>30.0</u></b>	
<b>I</b>	<b>Year of Experience of the firm</b>		<b>10.0</b>
i	More than 15 years of experience	100%	
ii	10 to 15 years of experience	85%	
iii	5 to less than 10 years of experience	70%	
<b>II</b>	<b>Work experience of the firm in preparation of hydropower related guidelines and feasibility study &amp; detail design of hydropower projects and other civil engineering projects ( In Last Five years)</b>		<b>20.0</b>

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<b>a.</b>	<b>Experience in preparation of guideline in hydropower and other water resources projects.</b>	<b>5</b>	
i	Guidelines/manuals/standards related to Hydropower & other water resources sector/projects & its components	100%	
ii	Guidelines/manuals/standards for other engineering Projects	60%	
<b>b</b>	<b>Experience in Feasibility Study or Detail Engineering or construction supervision of Hydropower Project</b>	<b>10</b>	
i	Feasibility study or Detail Engineering Design of Hydropower Project with Capacity more than 20 MW	100%	
ii	Feasibility study or Detail Engineering Design or construction supervision of Hydropower Project with Capacity more than 10 MW up to 20 MW	85%	
iii	Feasibility study or Detail Engineering Design or construction supervision of Hydropower Project with Capacity more than 5 MW up to 10 MW	70%	
<b>c</b>	<b>Experience of the Firm in feasibility study, design or construction supervision of other civil engineering Projects</b>	<b>5</b>	
i	Projects having contract value > 2.5 million	100%	
ii	Projects having contract value more than 1.5 million to 2.5 million	85%	
iii	Projects having contract value < 1.5 million	70%	
<b>C</b>	<b>Proposed Personnel of the Firm (Qualification &amp; Experience) - Marks will be equally distributed among the list of Professional</b>	<b><u>50.00</u></b>	
<b>I</b>	<b>Qualification of the Personnel: (Qualification less than Bachelor Degree will not be considered for evaluation)</b>		<b>20.00</b>
i	Ph. D.	100%	
ii	Master's Degree Holders	85%	
ii	Bachelors Degree Holders	70%	
<b>II</b>	<b>Experience of the Personnel:</b>		<b>30.00</b>
i	Work experience of more than 20 years	100%	
ii	Work experience of 15 to 20 years	85%	
iii	Work experience of 10 to less than 15 years	70%	
iv	Work experience of 5 to less than 10 years	60%	
		<b>Total Marks</b>	<b>100.00</b>



**Note:**

a)	Evidence in form of firm's registration certificates, income tax clearance certificate, experience certificate or work completion certificate, audit report and other relevant information shall be furnished. The experience of the firm without the experience certificate or work completion certificate will not be considered for evaluation.
b)	In case of a joint venture, average mark will be taken from their individual turnover and logistic support marking of the consulting firms for evaluation. The evaluation of experience of joint venture will be conducted collectively. For this purpose the relevant figures/numbers of the each members of joint venture shall be added together to arrive at the joint venture's figures/numbers.
c)	The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing the project size and date of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation. Details of the work completed by the Firm should be filled in Form B-4.
d)	In case of firms experience in the hydropower sector if the completion is provided by a private client, the firm should mention the name of the public entity where the study reports are submitted.
e)	Marks will be given only to the key personnel listed in details of professional staff to be deployed for the study. The marks will be equally distributed among the list of key personnel. Minimum year of experience required of the key professionals will be 5 years except for project coordinator and team leader for whom the minimum years of experience will be 15. Minimum qualification required for the key professionals will be master degree in relevant field except for senior surveyor and civil engineer for whom the minimum qualification will be bachelor degree.
f)	Team leader should have minimum master degree in engineering. Project co-coordinator should have minimum master degree in Engineering/Management. Similarly the hydropower engineer and the powerhouse design expert should have master degree in engineering with experience in detail engineering studies of hydropower projects.
g)	i. Part time personnel will be evaluated with only 80 % weightage. ii. Public/Semipublic entity's employee needs to submit official no objection letter to provide consultancy services. Failure to submit this will cause Zero marks in his/her evaluation. iii. Any key personnel proposed by one consulting firm repeated with other consulting firm(s) for the same project will not be evaluated. In the similar manner, same key personnel should not be repeated for more than three projects.
h)	The information furnished by the Firm(s) in EOI document should be realistic. If any discrepancies/faults are found, legal action shall be taken as per prevailing rules and regulations.
i)	Only six top ranked firms obtaining at least 50 % marks in the EOI evaluation process will be listed as qualified firms.



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