

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: 01-ITLAB-S-2076/77

Method of Consulting Service: National

**Project Name : Monitoring, Evaluation & Certification of Supply, Delivery,
Installation and Commissioning of Equipment to Establish IT Labs in 930
Government High Schools of 7 Provinces**

EOI : EOI-ITLAB-01

Office Name: Nepal Telecommunications Authority

Office Address: Kathmandu Kathmandu

Funding agency : Internal Resources

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 23-09-2019 00:00

Name of Project: Monitoring, Evaluation & Certification of Supply, Delivery, Installation and Commissioning of Equipment to Establish IT Labs in 930 Government High Schools of 7 Provinces

1. Government of Nepal (GoN) has allocated fund toward the cost of Monitoring, Evaluation & Certification of Supply, Delivery, Installation and Commissioning of Equipment to Establish IT Labs in 930 Government High Schools of 7 Provinces and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Consultant shall monitor, evaluate and certify the Supply, Delivery and Installation, Commissioning of Equipment to Establish IT Labs in 930 Government High Schools of 7 Provinces by Supplier
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority, Nepal Telecommunications Authority
Kamladi
Kathmandu
Nepal during office hours on or before 14-10-2019 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://nta.gov.np/en/home/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp or manually to the address:
Nepal Telecommunications Authority
Kamladi
Kathmandu
Nepal on or before 14-10-2019 12:00
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on Qualification 40.0 %, Experience 50.0 %, and Capacity 10.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 6 Month. Expected date of commencement of the assignment is 03-02-2020.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Monitoring, Evaluation & Certification of Supply, Delivery, Installation and Commissioning of Equipment to Establish IT Labs in 930 Government High Schools of 7 Provinces. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference
Of
Consultant
For
Monitoring, Evaluation & Certification of Supply, Delivery, Installation and
Commissioning of Equipments to Establish IT Labs in 930 Government
High Schools of 7 Provinces

1. Background

As Nepal moves to attain stability and prosperity, creating a digital Nepal remains its vital agenda for it boosts enhanced connectivity, inclusive economic growth, democratic governance system and quality of the life of citizens. The 15th Five-Year Plan had incorporated the Digital Nepal Framework with a view to add Rs 8 billion to the gross domestic product in four years. The 2018 Digital Nepal Framework of the Ministry of Communication and Technology has rolled out an array of initiatives to find innovative ways to solve major challenges facing society within a short span of time and identify opportunities for Nepal to participate in the global economy. Based on the overarching goal of Prosperous Nepal, Happy Nepali, the Framework encompasses the idea of One Nation, Eight Domains and 80 Digital Initiatives. It has specified eight sectors – agriculture, health, education, urban infrastructure, energy, tourism, finance, and connectivity.

Nepal Telecommunications Authority (NTA) is an autonomous telecommunications regulatory body established in February 1998 pursuant to Telecommunications Act, 1997 and Telecommunications Regulation 1997. The concept of digital Nepal has largely gained ground on the back of ever-expanding telecommunication infrastructure in the country in the last one decade. One of major function of NTA is to carry out or cause to carry out the research about the development and use of new technology and develop the skilled manpower in the field of Telecommunications or ICT. Ministry of Communication and Information Technology, Government of Nepal formulate working procedure to establish and manage Information Technology Lab in community Secondary School, 2018. As per the role, responsibility and function of Nepal Telecommunications Authority on the basis of Telecommunications Act, 1997 and working procedure, 2018, NTA has selected M/s OBCI/MAX/NEPA (JV), Patandhoka, Lalitpur and M/s Star-Surya Roshani (JV), Putlisadak, Kathmandu as supplier to Supply, Delivery and Installation, Commissioning of Equipment to Establish IT Labs in 930 and 70 Government High Schools of 7 Provinces respectively.

It can be assumed that the major part of the places, where the IT Labs needs to be installed, will be in remote areas. Moreover, some of the areas lie in hilly and mountainous ecological zones, it may require climbing capability of the personnel who will be involved for the monitoring across the hilly and mountainous areas. Hence, it seems necessary that the professionals assigned to this job must be physically fit & willingness to travel.

2. Objective

The overall objective of this consulting service is to Monitor and evaluate the implementation of obligation of Supplier.

2. Scope of Work

2.1. Monitoring and Evaluation

- 2.1.1 The consultant shall monitor, evaluate and certify the Supply, Delivery and Installation, Commissioning of Equipment to Establish IT Labs in 930 Government High Schools of 7 Provinces by Supplier. In particular, the consultant shall:
- Design and upon approval from NTA, implement an audit and certification process that will facilitate NTA to verify the obligation of the supplier.
 - Develop a process with design of format to monitor and evaluate the phase wise (1st Phase: supply, delivery and installation of the 50% of the goods in all province; 2nd phase: Remaining supply, delivery and installation of the 50% of the goods in all districts, 3rd Phase: Acceptance Test and 4th Phase: Warranty Test) progress of the supplier.
 - Establish a mechanism to report on the progress achieved by the supplier to achieve its obligation to NTA, so that NTA can take timely and appropriate action.
 - Suggest any changes required for the smooth implementation of similar projects in future.
- 2.1.2 The consultant will carry out the above tasks in order to ensure that
- The supplier complies equipment as mentioned in Annex-II.
- 2.1.3 The consultant shall physically verify all the sites as required by the obligation of supplier which is mentioned in the Annex I and ensure according to clause 2.1.2 of above.
- 2.1.4 The consultant shall include the recommendation letter of respective schools about the the final report of the monitoring & evaluation of telecommunication service.

3 Qualification:

The Consultant is expected to be a firm or joint ventures and will be selected based on its experience and capacity in carrying out this type of work.

Its knowledge of, and experience in the ICT sector, particularly in equipment testing, will be most important. The consultant's team should consist of key personnel with skills and experience (as specified in following clause 3.1, 3.2 & 3.3).

The consultancy firm must have personnel with the following minimum required experience of proposed professional staff:

3.1 Team Leader

- Minimum experience of 5 years in the ICT field.
- A minimum of Bachelor of Engineering degree in the field of Computer or equivalent.
- Through work experience and competence in installation, operation and monitoring and evaluation of ICT projects including quality/acceptance testing.
- Experience of Rural Telecom Service/Projects will be an added advantage.
- Be in good health and physically fit to trek on foot to the remote areas.
- Understanding of contractual matters, specifications/terms for certification.
- Should be able to verify the installed equipment against the given specification.

3.2 Field Computer Engineer (at least 28)

- Minimum experience of 2 years in the ICT field.
- A minimum of Bachelor of Engineering degree in the field of IT or equivalent.
- Be in good health and physically fit to travel on foot to the remote areas.
- Field shall be on full time basis.
- Should have knowledge of Computer and its components.

3.3 Network Engineer (at least 14)

- Minimum experience of 2 years in the Networking field.
- A minimum of Bachelor of Engineering degree in the field of IT or equivalent.
- Be in good health and physically fit to travel on foot to the remote areas.
- Field shall be on full time basis.

3.4 Electrical Engineer (at least 14)

- Minimum experience of 2 years in the power/Energy field.
- A minimum of Bachelor of Engineering degree in the field of Electrical or equivalent.
- Be in good health and physically fit to travel on foot to the remote areas.
- Field shall be on full time basis.
- Should have knowledge of Electric Wiring, Power management and UPS.

***No personnel shall be changed except the death, unable to work due to illness and any other valid reason.**

4. Time Frame

Consultant should be available for at least two year as and when required.

5. Working Mechanism

- The Consultants will work together with concerned Schools (if necessary) to ensure that the supplier meets its obligation on roll out obligation and service quality.
- List of schools to be reported will be provided by NTA.
- In 1st Phase, 2nd Phase and 3rd Phase, consultant has to physically verify all sites.

- In 3rd Phase, consultant has to verify through survey data of schools.
- The consultants have to work in close co-ordination with NTA.

6. Facilitation to the consultant

NTA will provide all the necessary concerned documents required to monitor the service as specified in Annex I and II

7. Deliverables

Based on the tasks described above, the consultants shall deliver the following:

- a. An inception report: within 15 days from the signing of contract.
- b. First Phase report: within 1 Month from issuing written request by NTA.
- c. Second Phase report: within 1 Month from issuing written request by NTA
- d. Acceptance Test report: within 2 Months from issuing written request by NTA.
- e. Warranty Test Report: within 1 month after warranty period.

7. Payment schedule

| S.No. | Activities | Payment |
|-------|--|---------|
| 1 | Submission of Inception Report and upon its approval | 10% |
| 2 | Submission of the 1 st Phase Report and upon its approval | 25% |
| 3 | Submission of 2 nd Phase Report and upon its approval | 25% |
| 4 | Submission of Acceptance Test report and upon its approval | 30% |
| 5 | Submission of Warranty Test report and upon its approval | 10% |

8. Selection Process:

Quality and Cost based selection Method.

D. Evaluation of Consultant's EOI Application

Evaluation of Consultant's EOI Application

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

i) Eligibility & Completeness Test

| Sl. No. | Criteria Title | Compliance |
|---------|---|------------|
| 1 | Corporate Registration | |
| 2 | Tax Clearance/Tax Return Submission for F/Y 2075/76 | |
| 3 | VAT/PAN Registration | |
| 4 | EOI Form 1: Letter of Application | |
| 5 | EOI Form 2: Applicants Information Form | |
| 6 | EOI Form 3: Experience (3(A) and 3(B)) | |
| 7 | EOI Form 4: Capacity | |
| 8 | EOI Form 5: Qualification of Key Experts | |

ii) EOI Evaluation Criteria

A. Qualification

| Sl. No. | Criteria | Minimum Requirement |
|---------|------------------------------|---------------------|
| 1 | Qualification of Key Experts | As per TOR |
| 2 | Experience of Key Experts | As Per TOR |

Score: 40.0

B. Experience

| Sl. No. | Criteria | Minimum Requirement |
|---------|--|---------------------|
| 1 | General Experience of consulting firm | 5 Year |
| 2 | Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years. | 2 Similar Project |

Score: 50.0

C. Capacity

| Sl. No. | Criteria | Minimum Requirement |
|---------|---------------------|--------------------------------|
| 1 | Financial Capacity. | Annual Turnover NRs 10 Million |

Score: 10.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

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

Standard EOI Document

2. Applicant's Information Form

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

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

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

Standard EOI Document

3. Experience

3(A). General Work Experience

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

| S. N. | Name of assignment | Location | Value of Contract | Year Completed | Client | Description of work carried out |
|--------------|---------------------------|-----------------|--------------------------|-----------------------|---------------|--|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

| | |
|--|--|
| Assignment name: | Approx. value of the contract (in current NRs; US\$ or Euro) ² : |
| Country: Location within country: | Duration of assignment (months): |
| Name of Client: | Total No. of person-months of the assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro): |
| Start date (month/year): Completion date (month/year): | No. of professional person-months provided by the joint venture partners or the Sub-Consultants: |
| Name of joint venture partner or sub-Consultants, if any: | Narrative description of Project: |
| Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment. | |

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

| Annual Turnover | |
|------------------------|------------------------|
| Year | Amount Currency |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

- **Average Annual Turnover**

| |
|--|
| |
|--|

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

| No | Infrastructure/equipment Required | Requirements Description |
|-----------|--|---------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

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

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

| SN | Name | Position | Highest Qualification | Work Experience (in year) | Specific Work Experience (in year) | Nationality |
|-----------|-------------|-----------------|------------------------------|----------------------------------|---|--------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

(Please insert more rows as necessary)