

Expression of Interest (EOI)

Title of Consulting Services :

Province Sports Information system

**Method of Consulting Service
*National***

Project Name : Province Sports Information System

EOI: SSPP_EOI_81/82_2

Office Name : Suchana tatha Sanchar Prabidhi Pratisthan

Office Address: Butwal, Rupandehi,

Issued on: January 26, 2025

Financing Agency: Government Budget

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

सूचना तथा संचार प्रविधि प्रतिष्ठान

Contents

A. Request for Expression of Interest	4
B. Instructions for submission of Expression of Interest.....	5
C. Objective of Consultancy Services or Brief TOR.....	6
D. Evaluation of Consultant's EOI Application	19
E. EOI Forms & Formats	21
1. Letter of Application	22
2. Applicant's Information Form	24
3. Experience.....	25
4. Capacity	28
5. Key Experts (Include details of Key Experts only)	29

सूचना तथा संचार प्रविधि प्रतिष्ठान

A. Request for Expression of Interest

Government of Nepal
Lumbini Province Government
Suchana tatha Sanchar Prabidhi Pratisthan
Butwal, Rupandehi,

Date: **January 26, 2025**

Name of Project: Province Sports Information System

1. Government of Nepal (GoN) has allocated fund **towards the cost of Province Sports Information System** and intends to apply this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **Suchana tatha Sanchar Prabidhi Pratisthan** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Design, Build and Commissioning of Web Based Province Sports Information System**
3. **Interested eligible consultants** may obtain further information and EOI document free of cost at the address during office hours on or before **09 February, 2025** or visit the website.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered manually to the address **Suchana tatha Sanchar Prabidhi Pratisthan, Butwal, Rupandehi, Province No. 5** on or before **09 February, 2025 13:00 hours**.
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%), Experience (50%), and Capacity (10%)** 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 **70**.

B. 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 and the maximum number of partners in JV shall be limited to three.
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 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm**.
4. The assignment has been scheduled for a period of **3 months**. Expected date of commencement of the assignment is **15 March,2025**.
5. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method.
6. 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).*
7. 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.
8. 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 **Province Sports Information system**. The Envelope should also clearly indicate the ***name and address of the Applicant***.
9. 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

Background of the Project:

The Province Sports Council (PSC) of Lumbini aims to implement a streamlined management system focusing on essential functionalities. This system will centralize core operations such as team management, player information management, and games scheduling. By doing so, it seeks to enhance operational efficiency, improve data accuracy, and facilitate better communication among stakeholders.

Scope of the Project:

The scope of this work are as follows:

- I. To design a scalable architecture that seamlessly provides all consolidate basic information related to teams, players, and games etc. into a single, easily accessible platform.
- II. To Design, Build and Deploy a Web Based System for realizing the system requirements.
- III. To design and deploy with architecture for high availability, robustness and fault tolerance.
- IV. Develop a Central Reporting Dashboard with fine-granular filtering support
- V. Provide Technical Support for a period of fiscal year 081/82.

Objective

- **Centralize Core Data:** The system will consolidate basic information related to teams, players, and games into a single, easily accessible platform. This centralization reduces data redundancy and ensures that everyone works with the most up-to-date information.
- **Improve Communication:** By providing tools like notifications and announcements, the system facilitates straightforward communication between coaches, players, and administrators, ensuring timely dissemination of important information.
- **Enhance Efficiency:** Automating key tasks such as scheduling, attendance tracking, and results entry reduces manual workload, minimizes errors, and allows staff to focus on more strategic activities.
- **Provide Basic Reporting:** Simple reporting tools enable stakeholders to track performance metrics, attendance, and other essential data, aiding in informed decision-making.

Project Requirements

1. Software Architecture Requirement:

The software architecture is required to be modular and highly extensible. However, such features should not come at the cost of security. Thus, the consultant is required to design a scalable, secure and robust software system architecture based on Microservices -- small, autonomous services that work together.

The designed microservices are required to fulfill the following properties:

- a. Each microservice should be an individual entity.
- b. Each microservice should be relatively small in Size and functionality. i.e. Cohesion and Coupling should be minutely studied.
- c. Messaging and Communication should be well built and documented following standard software engineering protocols and security principles.
- d. Each microservice should have contextual boundaries, that prevent executing any task other than provided by the API interface from scope outside of the defined perimeter.
- e. Each microservice must be independently deployable if necessary.
- f. Each microservice should have its own independent set of logical tests.

These microservices should be inter-operable i.e. should expose interfaces with compatible structure. The interface should be well documented.

2. User Roles and Permissions

2.1 Administrators

- **Manage User Accounts and Permissions:** Administrators can create, edit, and delete user accounts, assigning appropriate roles (e.g., coach, player) to control access levels.
- **Configure System Settings:** They have the authority to adjust system configurations, such as setting up notification preferences, managing data fields, and customizing interfaces to suit NSC's needs.

2.2 Coaches

- **Access Team and Player Information:** Coaches can view detailed profiles of their teams and players, including contact information and attendance records, to manage them effectively.
- **Schedule Training Sessions and Games:** They can plan practices and matches, inputting dates, times, and locations to keep everyone informed.
- **Monitor Player Attendance:** Coaches have tools to track which players attend training and games, helping them assess commitment and address issues promptly.

2.3 Players

- **View Personal Profiles and Performance Stats:** Players can log in to see their own profiles, including personal details and any performance metrics or feedback provided by coaches.
- **Access Training Schedules and Game Fixtures:** They can stay updated on upcoming events, ensuring they know when and where they need to be.

3. Core Features

3.1 Team Management

3.1.1 Team Profiles

- **Create and Edit Team Profiles:** The system allows for the creation of comprehensive team profiles, including team names, sports categories, and age groups.
- **Assign Coaches to Teams:** Administrators can link coaches to specific teams, ensuring coaches have access to relevant team information and communication channels.
- **Manage Team Rosters:** Easily add or remove players from team rosters, keeping the list of active players current and accurate.

3.2 Player Information Management

3.2.1 Personal Profiles

- **Store Personal Details:** Maintain a secure database of player information, including names, ages, contact details, and emergency contacts.
- **Upload Profile Photos:** Players or administrators can add photos to profiles, aiding in recognition and personalization.

3.2.2 Attendance Tracking

- **Record Player Attendance:** The system provides an interface for recording attendance at each training session and game, which helps in monitoring player engagement.
- **Generate Attendance Reports:** Coaches can view attendance history to identify patterns or issues that may need addressing.

3.3 Games Scheduling

3.3.1 Schedule Management

- **Plan and Schedule Upcoming Games:** Input details such as opponent, date, time, and location to create a clear and accessible game schedule.
- **Assign Basic Venue Information:** Include venue names and addresses to assist players and staff in logistics and planning.

3.3.2 Results Entry

- **Input Game Results:** After each game, authorized users can enter scores and outcomes into the system.
- **Update Team and Player Statistics:** Game results automatically update relevant statistics, providing real-time data for performance analysis.

3.4 Communication

3.4.1 Notifications

- **Send Email Alerts:** The system can send automated emails to users about new schedules, changes, or important announcements.
- **Call Notifications:** For urgent or critical updates, the system can initiate automated phone calls to users, ensuring immediate attention. This is particularly useful for last-minute changes or emergencies.
- **Set Notification Preferences:** Users can customize how they receive notifications, choosing between email, calls, or both, according to their preference.

3.4.2 Announcements

- **Post Important Announcements:** Administrators can broadcast messages that appear on user dashboards or are sent directly via email or calls, keeping everyone informed about significant events or updates.

3.5 Reporting

3.5.1 Standard Reports

- **Generate Simple Reports:** Create basic reports on player attendance, game outcomes, and team performance, which can aid in assessments and planning.
- **Export Reports in PDF Format:** Reports can be exported as PDF files for easy sharing, printing, or archiving.

3.6 User Management

3.6.1 Account Creation

- **Secure Registration Process:** New users can be added through a secure process that may include email verification to ensure authenticity.
- **Basic Authentication Mechanisms:** Implement login systems with usernames and passwords, and include password recovery options for user convenience.

3.6.2 Role-Based Access Control

- **Assign Predefined Roles:** Users are assigned roles (Administrator, Coach, Player) that determine their access level, ensuring that sensitive information is only accessible to authorized personnel.

4. Technical Specifications

4.1 Platform Requirements

- **Web-Based Application:** The system will be accessible through modern web browsers, eliminating the need for users to install additional software.
- **Responsive Design:** The user interface will adjust to different screen sizes and devices, ensuring usability on desktops, laptops, tablets, and smartphones.

4.2 Database Design

- **Relational Database System:** Utilize a relational database like MySQL to efficiently manage structured data.
- **Efficient Data Models:** Design the database schema to optimize performance, focusing on core functionalities to ensure quick data retrieval and storage.

- **Regular Data Backups:** Implement automated backups to prevent data loss and facilitate recovery in case of system failures.

4.3 Scalability

- **Future Feature Additions:** The system's architecture will be designed to allow for easy integration of additional features as more resources become available, ensuring long-term viability.

5. Security and Privacy

5.1 Data Protection

- **Basic Encryption:** Implement SSL/TLS protocols to encrypt data transmitted between the server and users, safeguarding sensitive information.
- **Compliance with Local Laws:** Ensure the system adheres to Nepal's data protection and privacy regulations to maintain legal compliance.

5.2 Audit Logs

- **Activity Logging:** Record critical actions such as logins, data edits, and account changes, aiding in security monitoring and issue resolution.

6. User Interface and Experience

6.1 Design Principles

- **Simple and Intuitive Interface:** Use clear navigation menus, straightforward forms, and logical layouts to make the system user-friendly, even for those with limited technical skills.
- **Consistent Design Elements:** Maintain uniformity in colors, fonts, and button styles across the application to provide a cohesive user experience.

Support and Maintenance

System Updates

- **Periodic Updates:** Schedule regular maintenance to apply updates that fix bugs, improve security, and enhance performance as required.
- **Minimal Downtime:** Plan updates during off-peak hours to reduce disruption to users, ensuring the system remains reliable.

Commissioning Support

The consultant should provide at least 6 months of technical support to ensure smooth operation of the developed system.

Bug Fixes, Security Patches and Maintenance

For a period of 6 months, the consultant is expected to issue bug fixes in a timely manner. Security patches are to be issued as they are made available on used services and libraries. Furthermore, regular maintenance of the application components, configuration validations are

to be carried out.

Quality Assurance and Testing Requirement

The company that develops the system must incorporate established software testing framework in the project life cycle. The following are the minimal required software testing approaches:

Software Unit Testing

All software controllers that directly/indirectly invoke database accesses must be accompanied by a thorough automated unit testing code block. All the unit tests must be implemented using well-recognized tools/frameworks. The tests must resemble production scenario as close as possible.

Deliverable: The unit testing code used as well as the test results in the final production build

Functional Testing

Functionality testing ensures that all the links, forms, and database connections on the web pages are properly functioning. It validates all the links, including the internal links, external links, broken links, and mail links on the website. It helps in testing the different forms on the websites as forms are important in collecting information from the users. In functionality testing, database testing is also conducted to check the data consistency as well as data integrity.

Deliverable: Automated functional testing results using frameworks such as Robots/Selenium and the results.

Security Testing

Security Practices should be one of the core priorities during the Software Development Life Cycle. The following stated security testing/best-practices must be carried out for execution of this project.

Methodologies Required:

Dependency Vulnerability Testing

This testing approach assumes at least one 3rd party module (or framework, libraries, code, etc.) have been used in the production build of the system. So, this testing requires security audit of those modules. The security engineer must verify and report whether modules that provide security services (firewall, authentication servers, etc.) fail during automated testing, whether there are known security vulnerabilities in the registries and whether all modules are properly updated to the latest security patch.

Client Facing Components Security Testing

During this type of testing a security engineer works only with the user interface and checks to produce unwanted results. This test involves entering incorrect input sequences or performing malformed POST requests. Some of the examples include using escape characters; using long strings; experimenting remote code injection and/or remote code execution; Performing SQL injection; User controlled cache bypassing; Cross site scripting; Cross Site Request Forgery attempt, etc.

Design and Implementation Vulnerability Testing

This testing is carried out manually to evaluate if there were any unintentional loose ends left behind from the software development process. This involves looking for demo user accounts, privilege leaks, open and unsecured ports, SSL coverage, intertwined debug logic, TOCTOU issues, etc.

Deliverable:

Along with the software test report, the developer must also submit a Security Test Report highlighting the following :

Scope of Tests

Assumption for Test Execution

Test Completion/Success Criteria

Testing Strategy/Tools

Measurement and Metrics Used

Threat tree

Static/Dynamic Testing Model

Penetration Testing for (Cross Site Scripting (XSS), Cross Site Request Forgery (CSRF), SQL injection, Code Injection attack, etc.

- a. Result of the vulnerabilities found and measures taken to mitigate them classified according to the titles stated above

सूचना तथा संचार प्रविधि प्रतिष्ठान

Support/Maintenance Contract:

Upon successful completion of the system deployment, the system shall be handed over to the ICTP. The developing company shall provide customer support for Fiscal year 810/82. Further support and maintenance shall be governed by a separate Annual Maintenance Contract.

Key Deliverables

1. Inception Report
2. Unit Tests Report
3. Functional Tests Report
4. Security Test Report
5. Deployed System on Provided Cloud Infrastructure
6. Project Completion Report
7. Software Manual

Key Manpower, Qualification and Experiences required for Personnel:

S.N.	Specialist	Qualifications and Experiences Required	Person-days Design and other technical works (including field work) for Single Project
1	Team Leader	<ul style="list-style-type: none"> • Masters in Computer Science or Computer Engineering. • Thorough understanding of the Software Development Lifecycle. • At least 5 years of experience in implementation, evaluation of large scale web systems. 	3 months
2	Senior Software	<ul style="list-style-type: none"> • Bachelors Degree in Computer Engineering or Information Systems. 	3 months

	Engineer	<ul style="list-style-type: none"> • Has Experience building back-end Development of the website and its systems. • Has at least 2 years of experience in developing enterprise-scale web applications. • Strong command in web security application concepts. • 2 years of experience in design and development of enterprise scale applications. 	
3	Software Engineer (Backend Technologies)	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline. • At least 1 year experience in developing web systems. • Experience in implementation of latest security measures for safe keeping of system. 	3 months
4	Software Engineer (Frontend Technology)	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline. • Experience Designing Layouts, User Interfaces for Enterprise applications. • Experience in implementation of latest security measures for safe keeping of system. 	3 months
5	Software Engineer (Database)	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline. • Experience Designing Secure, Robust, Scalable Relational Database Architectures. 	3 months
6	Cloud Deployment Engineer	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline. • At least 2 years of Experience in cloud deployment of enterprise-grade web applications. 	3 months
7	Security Engineer	<ul style="list-style-type: none"> • Bachelors in Computer Engineering or Information Systems or in similar discipline • Experience in implementation of system testing and security measures for safe 	3 months

		keeping of website from malicious attacks.	
8	Customer Support Officer	<ul style="list-style-type: none"> Bachelor's degree in CSIT or Equivalent. At least 6 months of experience in customer support management in Internet Technologies / Cloud Support. 	3 months
9	Technical Documentation Writer	<ul style="list-style-type: none"> Bachelors in Computer Science/Engineering or Equivalent Strong command over English Language with at Least 2 years of experience in technical documentation 	3 months
10	Finance Officer	<ul style="list-style-type: none"> Bachelors in Business Studies or Equivalent At least 2 years of experience in accounting and book-keeping. 	3 months

S.N. 1,2,3,4,5 will be used for evaluation.

Firm Qualification

The consulting firm to be selected through the procurement procedure should meet following criteria:

- a. The developer company/firm must be a legal entity registered in Nepal.
- b. The consulting company/firm must not be blacklisted by any agencies of Government of Nepal.
- c. Consulting company/firm must have at least of 3 years of experience in designing high-availability, high-traffic systems with microservices.
- d. Consulting company/firm must have at least of 3 years of experience in designing Enterprise Web System Applications.
- e. Consulting company/firm must have carried out at least 3 similar projects
- f. Other relevant documents like company registration and renewal, PAN registration, tax clearance certificate, etc. are necessary.

Time Schedule

The consultant shall commence the work from the date of signing of the agreement and should complete within the period mentioned in the agreement. The duration of the assignment shall be of 3 months from work order date.

Mode of Payment

The payment for the amounts claimed upon submission of the reports mentioned above based on the prevailing laws and rules/regulation of the Government of Nepal. As per agreement, the developer can claim the payment in a single installment after submission and acceptance of the Final Report(s) or in installment as follows:

- First installment, 20% of the total amount
- Second installment, 50% of the total amount upon successful completion of the development of the web system application.
- Final and remaining 30% of the total amount after submission of final completion report.

सूचना तथा संचार प्राविधि प्रातिष्ठान

D. 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	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (for National consulting firm only)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2080/81(for National consulting firm only)	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company; shall not be eligible consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>As per ToR</i>	40%
<i>Experience of Key Experts</i>	<i>As per ToR</i>	
B. Experience		
<i>General Experience of consulting firm</i>	<i>Should have at least 5 years of experience in the field of software development/support and/or IT consulting. Should have experience of working in projects funded by the Nepal Government.</i>	50%
<i>Specific experience of consulting firm within last 5 years.</i>	<i>1. Should have at least 3 years of documented experience in Designing microservice architecture based Web Applications relating to human resource management or similar one. 2. Should have designed and implemented at least 3 microservice architecture based software solutions with</i>	

	<i>atleast 1 Human resource management based system</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>In order to show geographical competence, provide the details required as per the attached format</i>	
C. Capacity		
<i>Financial Capacity¹</i>	<i>Average annual turnover of best two years out of last seven years should be at least NRs. 2.5 Million</i>	10%

Note : In Case, a 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 firm's or JV EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

¹ Average turnover required shall not exceed 150% of cost estimate

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

सूचना तथा संचार प्रविधि प्रतिष्ठान

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.²
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]

² Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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 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):

सूचना तथा संचार प्रविधि प्रतिष्ठान

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.)

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.						

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) ³ :
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: _____

³ Consultant should state value in the currency as mentioned in the contract

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.			

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 of Best of 3 Fiscal Year Of Last 7 Fiscal Years

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

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)