



# Standard Expression of Interest (EOI) Document for Short listing of Consultants and Consulting Services

## Procurement of Consulting Services (For National Consulting Services)

Issued by:

**PATAN ACADEMY OF HEALTH SCIENCES  
(PAHS)  
LAGANKHEL, LALITPUR**



December, 2019

## PREFACE

1. This Standard Expression of Interest (EOI) document has been prepared by Public Procurement Monitoring Office of Government of Nepal (GoN) for the use by its implementing agencies including the procurement entities of Government Ministries, Departments, Authorities and Government owned corporate bodies for short listing of Consulting Firms for recruitment of consultants. The EOI document can be used for short listing of consultants for Quality and Cost-Based Selection (QCBS), Quality-Based Selection (QBS), Fixed Budget Based Selection (FBS), Least Cost Selection (LCS) and Consultant's Qualification Selection (CQS).
2. This Preface and notes provided for the procurement entity in this EOI document should be deleted.
3. EOI evaluation weightage range given in this document should be deleted and assignment specific weightage within the given the range should be provided while issuing the EOI document.



# Expression of Interest (EOI)

for

Preparation of Master plan, Conceptual Designs,  
Detailed Architectural & Engineering (A/E) Design, Cost  
Estimate, Tender Document and Construction  
Supervision of Patan Academy of Health and  
Sciences(PAHS) New Construction Project of Hospital  
Administration and OPD block

Method of Consulting Service  
*[National]*

**Project Name** : Consulting Service for Detailed A/E Design and construction  
Supervision of Hospital Administration and OPD block  
**EOI No** : PAHS/NCB/EOI/16/076/077  
**Office Name** : Patan Academy of Hospital Science (PAHS)  
**Office Address** : Lagankhel, Lalitpur  
**Funding agency** : Government of Nepal



## 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



# Contents

A. Request for Expression of Interest.....	6
B. Instructions for submission of Expression of Interest .....	8
C. Objective of Consultancy Services or Brief TOR .....	9
D. Evaluation of Consultant's EOI Application .....	29
E. EOI Forms & Formats .....	30
1. Letter of Application .....	31
2. Applicant's Information Form.....	33
3. Experience .....	34
4. Capacity.....	36
5. Key Experts (Include details of Key Experts only).....	37
6. Other information .....	37



# Request for Expression of Interest

## Notice

**PATAN ACADEMY OF HOSPITAL SCIENCE (PAHS)**  
**Lagankhel, Lalitpur, Nepal.**  
**Invitation of Expression of Interest (EOI) for Consultancy Services**  
**(EOI – PAHS/NCB/EOI/16/076/077)**  
**(Date of Publication: December 16, 2019)**

1. Patan Academy of Hospital Science (PAHS) is planning to construct New Construction Project of Hospital Administration and OPD block for the PAHS in its compound and intends to prepare separate lists of competent local consulting firms for the preparation of Master Plan, Conceptual Designs, Preparation of Detail Architectural and Engineering Design, Cost Estimation, Tender Document and Supervision of the same. This invitation of expression of interest (EOI) is made to invite applications from interested and eligible National Consulting firms registered in Nepal under GON rules and regulation.
2. The EOI document could be obtained free of cost during office hours on all government working days with in 15<sup>th</sup> days of first published of this notice from office of the registrar of PAHS or can be downloaded from website [http:// www. pahs.edu.np](http://www.pahs.edu.np). The instructions to applicants, prescribed formats, evaluation criteria, and detail information as well as the indicative Terms of Reference for the job is provided in Annex along with EOI.
3. Request for proposal (RFP) for each job will be issued to qualified short listed firms for respective Job for the submission of Technical and Financial Proposal. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
4. PAHS reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.
5. Further information on this EOI can be obtained from above address of PAHS during office hours in all working **days** prior to the deadline of submission of EOI.

### Address:

**Name of the Client** : Patan Academy of Hospital Science (PAHS)  
**Office Address** : Lagankhel, Lalitpur  
**Telephone** : +977-01-5545112  
**Fax** : +977-01-5545114  
**E-mail** : [garimashrestha@pahs.edu.np](mailto:garimashrestha@pahs.edu.np)  
**Website** : [www.pahs.edu.np](http://www.pahs.edu.np)



6. 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 and Maximum number of partners in JV shall be: **3 (three)**.
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 Consulting Service for Detailed A/E Design and construction Supervision of Hospital Administration and OPD block". The Envelope should also clearly indicate the name and address of the Applicant.
9. Dully completed EOI documents in hard copy should be submitted for this job to the address mentioned bellow clearly mentioning the name of the job in sealed envelopes before 1.0 pm with in 16<sup>th</sup> day of first publication of this notice.
- The Registrar, PAHS  
Lagankhel, Lalitpur, Nepal.**
10. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EOI application will be done in cumulative basis. Only three -six top ranked consulting firm obtaining specified marks in EOI evaluation process will be shortlisted as qualified firms.
11. The completed EOI documents received by the due date and within the specified time shall be opened at 2:30 PM on the 16th day of first date of publication of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way.
12. If the deadline specified herein falls on a government holiday, then deadline shall be extended automatically to the next working day at the same hour. Duly completed EOI documents received after the due date & time, shall be considered late, summarily rejected and returned un-opened.



## B. Instructions for submission of Expression of Interest

Technical proposal shall be evaluated on the basis of information dully provided by the consultant. Information must be supported by relevant evidence such as certificates, official letters, bills vouchers and necessary commitments wherever applicable otherwise that proposals shall be non responsive.

The consulting firm must include a team leader having minimum qualification mentioned in the evaluation criteria that he/ she must have degree and qualification mentioned above.

Failing to provide a team leader these minimum qualities will result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases of the key staff designed for the proposed assignment, if the consultant proposal meet the minimum criteria, consultant's proposal shall still be considered valid and shall dully be evaluated. However in such case where the proposed staff quality lacks the minimum criteria the firm's proposal in that case shall be awarded zero score.

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.



## c. Objective of Consultancy Services or Brief TOR

### 1. INTRODUCTION AND BACKGROUND

PATAN ACADEMY OF HEALTH SCIENCES intends to hire consulting firm's to Preparation of Master plan, Conceptual Designs, Detailed Architectural & Engineering (A/E) Design, Cost Estimate, Tender Document and Construction supervision of Patan Academy of Health and Sciences (PAHS) New Construction Project of Hospital Administration and OPD Block at Lagankhel, Lalitpur, Nepal

### 2. PROJECT INFORMATION

The Patan Academy of Health and sciences of Nepal intends to develop physical infrastructures in the existing and newly acquired area which is already prepared the topographic survey map of the area and is available at Patan Academy of Health and Sciences New Construction Project of Hospital Administration and OPD Block which is under department of PAHS. The Consultant shall review and conduct cross verification of map with the real site before proceeding to the Consulting Job.

### 3. OBJECTIVES

The main objective of hiring the consulting firm's to Preparation of Master plan, Conceptual Designs, Detailed Architectural & Engineering (A/E) Design, Cost Estimate, Tender Document and Construction supervision of following Physical Infrastructures Patan Academy of Health and Sciences (PAHS) New Construction Project of Hospital Administration and OPD Block (tentative proposed building area is 350,000.00 Sq. ft) at Lagankhel, Lalitpur, Nepal.

- a) New Construction Project of Hospital Administration and OPD Block
- b) Conference Hall (attached to main or annex building or separate)
- c) Annex buildings as necessary
- d) Landscaping
- e) Sit –Outs
- f) Security Barack and Security Post
- g) Guard house
- h) Road (within the compound)
- i) Parking (open/Closed)
- j) Main gate & other gates
- k) Gardening & greenery plantation on open spaces
- l) Compound Wall
- m) Water Tank
- n) Electrical Service Centre including Generator house
- o) Others, as per the Master Plan and necessity as deemed appropriate for the construction.

### 4. SCOPE OF THE SERVICES

The Consultant, under the Terms of Reference (TOR) and in close co-ordination with PAHS, shall carry out activities & deliver services. The consulting services to be carried out by the Consultant have been divided into five major phases as follows.

- Phase I: Preparation of Master plan and Conceptual Designs  
 Phase II: Detailed Architectural and Engineering Design & Drawings.  
 Phase III: Approval from the Lalitpur Metropolitan City& other concerned governmental agencies of designed documents  
 Phase IV: Preparation of Bidding Documents and Assisting the Procurement Process  
 Phase V: Construction Supervision Phase

**Note: Phase IV and Phase V stage consultancy fee will be payment only after the construction estimated budget allocation from government or funding Agency.**

The scope of work to be carried out by the Consultant shall include but may not be limited to the following:

## **Phase I: Preparation of Master plan and Conceptual Designs**

### **Desk study**

A desk study should be carried out, collecting all data, maps and information relevant to building design and reviewing for planning of further field survey and investigation works as well as detailed design.

### **Technical Feasibility Study**

It should include reviewing the available data, collecting, reviewing and analysis of field data including topographic survey, nature and structure of surface soil and subsurface soil including groundwater and other information as required for the study and conducting analysis to decide upon the technical feasibility of the proposed physical infrastructure constructions. The study shall include the feasibility of the utilization of the existing structures, demolition required etc.

### **Master plan & Conceptual Design**

The Consultant has to prepare master plan and conceptual design. At least three different alternatives shall be presented to the PAHS for the final approval of the master plan and conceptual design.

## **Phase II: Detailed Architectural and Engineering Design & Drawings**

### **Building Layout Selection**

The most suitable Layout for the construction of buildings and other physical infrastructures based on the access to the road, adequacy of light as well as other building on the surrounding location shall be selected. The building layout should also be guided by climatic factors and environmental considerations such as solar, rain, wind, temperature, noise, light, energy efficiency, ventilation, etc. & other existing and / or planned facilities in the area.

### **Geo-technical Investigation**

The Consultant should carry out Geo-Technical investigation of the proposed site to derive the detail engineering parameters for the design of foundation of the

structures which includes subsurface exploration, soil exploration, bore-holes, field tests, laboratory tests etc.

#### **Seismological Study**

The Consultant shall collect and refer to the available seismic data / records of the area. According to the Nepalese Standard Code of Practice for Earthquake Resistant Design of Structures, Nepal National Building Code, Municipality Norms, Rule and Regulation shall be followed.

#### **Consideration on Environment Protection:**

The design of the building should incorporate environmental concepts such as avoiding/ minimizing adverse environmental impacts, recycling or reusing and proper handling of wastes, making optimal use of natural systems (such as solar energy and natural lights), health & safety as well as accident / emergency management measures, contributing to positive environmental aspects (such as recharging groundwater) etc. The consultant shall carry out environmental assessment to predict damages of the building construction to the Environment and attempt first to avoid and then to minimize the risks or damage through appropriate lay-out and design features. The unavoidable risks should be mitigated through appropriate mitigation measures (technology, type of structures, management etc).

#### **Analysis of Data, Conclusion and Recommendation of Design Parameters**

Based upon the above mentioned studies and investigations the Consultant shall make best use of technical know-how and professional skill to arrive at and recommend the most cost effective design parameters.

#### **Detailed Design and Quantity/Cost Estimates**

Based on the collected information and results of the discussions mentioned above, the Consultant shall design the building following the standard codes of practice, norms and other applicable guidelines. The relevant codes for the design of Nepal National Building Code, Municipality Norms, Rules and Regulation shall be followed.

The Consultant is required to prepare detail design and cost estimates for each of the infrastructure mentioned in Section 2: Objective, inclusive of the following:

- As built drawing of existing structures (if not available) and their utilization
- Detailed Architectural Design and Working Drawings
- Detailed Structural Drawings
- Detailed Mechanical Drawings
- Detailed Electrical Design and Drawings
- Detailed Sanitary Design and Drawings
- Communication Network
- ICT Network
- Detailed Fire Safety Design & Drawings
- CCTV system
- HVAC system (Central AC system)
- Environmental Enhancement and Protection Measures
- Detailed Landscape Design
- Detailed list of Furniture and Equipment for the project
- Infrastructures facilitating for differently-able person
- Site Development Works & others
- Technical Specifications and Cost Estimate
- Municipality Drawings and Services in getting approval from the concerned government agencies
- Bill of Quantities for each building & other infrastructures therein.

- Rain Water Harvesting Plans
- Soil Water Recharge System
- Removal/relocation of the redundant structures identified during feasibility
- Any other document necessary for the bidding process & construction permit.

#### **Required Standards & Parameters**

The following supplementary documents shall be prepared by consultant as well. It is expected to prepare and submit clear and concise working drawing along with the report making three volumes as following.

Volume 1: Detailed design, requirements analysis, calculations and instructions etc for architecture and engineering designs.

Volume 2: Tender document with approximate cost estimates, bill of quantities (BoQ) and specification.

Volume 3: Working drawings as specified in following section

#### **Detailed Architectural Design (A/E) and Working Drawings**

- Site plan (1:200) with landscape design.
- Floor plans (1:100)
- Furniture layout Plans (1:200)
- Finishing schedule plan
- False ceiling plan
- Four side elevations (1:100)
- Sectional elevations (1:100)
- Door and window schedule with detail drawings and specification.
- Blow up details (staircase, toilet, wall sections, lintel, sill, parapet, ducts, expansion joint, flooring and roofing, low walls or partition walls, hand rail, grill and more details other than mention here needed to be prepared.

#### **Detail Structural Drawings in A3 size format**

- Structural model
- Structural report including design philosophy, design parameters, load calculations. Calculation and design of structural components like slab, foundation, staircase, shear wall and lift etc.
- Detailed foundation drawings (Isolated, combined of raft/ pile if necessary)
- Column layout plan, column details.
- Vertical section along column showing lap and joint detail.
- Lift and other shear wall detail drawing
- Tie beam, foundation beam, toe wall, sill band, lintel band detail drawings.
- Beam – column junction details
- Slab reinforcement detail (Plan and section)
- Staircase details
- Water tank detail and drawing
- Other roofing like truss details if required
- Expansion and construction joint detail
- Ramp drawing and detail
- Other necessary details if required.

#### **Detailed Electrical Design and Drawings**

- Lighting layout plan
- Power layout plan
- Telecommunication layout plan
- Power backup system plan

- Sound system plan
- AC unit plan
- Lightening arrester and earthing detail
- Main distribution & distribution board design
- Specify the standard dimension and position for placement of the switches, plug sockets, height hanging light or wall light.
- Provide catalogue or picture of any fixture and fittings that has been recommended.
- Design report must indicate the design illumination levels with load calculation for each room.
- Other documents as necessary

#### **Detailed Sanitary Design and Drawings**

- Soil and waste pipe layout plan (specifying required slope)
- Hot water and cold water layout plan
- Rainwater harvesting plan and details
- Section detail of piping at the critical locations such as ducts bends etc.
- Isometric illustration for the piping.
- Toilets and other sanitary fixtures layout plan
- Blow up sections showing fixtures specifying height from the floor and floor slopes
- Septic tank and soak pit details with design calculation
- Storm water flow / storm drainage system
- Specify precaution or instruction if any

#### **Detailed Fire Safety Design and Drawings**

- Indicated appropriate measures of fire safety measures in compliance with prevailing NNBC.

#### **Detailed Cost and Quantity Estimate including all Bill of Quantities (BOQ).**

- Detail quantity estimate and abstract of cost of each component (such as each building, land development etc.) including removal/relocation of redundant structures
- Consolidated abstract of cost
- Bill of quantities(BoQ)
- Rate of items are to be used from the district rate analysis collecting them from the related division offices. If there are any items which are not included in that rate analysis, consultant has to prepare rate analysis for those items based on prevailing norms.
- Specification

#### **Miscellaneous**

Even if any activities required for the detail design and drawing is not covered by the above sections, it shall be the responsibility of the consultant to perform all those activities such as studies, explorations, tests surveys, calculations, etc. required to produce full and complete set of working drawings, specifications, bills of quantities, complete cost estimates and tender document for the construction of all infrastructures.