



Expression of Interest (EOI)

Title of Consulting Services: Farmers Portal Development

National Consulting Service

Contract ID:

Office Name: Agriculture Information and Training Center (AITC),

Office Address: Hariharbhawan, Lalitpur.

Issued on: *Chaitra 2078*

Financing 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

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Request for Expression of Interest

Ministry of Agriculture and Livestock Development
Agriculture Information and Training Centre (AITC), Hariharbhawan, Lalitpur
Hariharbhawan, Lalitpur
Contact: 54222558, 5425617, 5522248, 5555127, Email : info@aitc.gov.np

REQUEST FOR EXPRESSION OF INTEREST

Consultancy Service for 'Preparation of Farmers Portal'

Contract ID: CS-AITC-78/79-1

Date of First Publication: 2078.12.07

- B. The Agriculture Information and Training Center, Hariharbhawan, Lalitpur invites 'REQUEST FOR EXPRESSION OF INTEREST' (EoI) for consulting services from the eligible firm. The consulting services include the 'Preparation of Farmers Portal'. The total duration of the consulting services will be of 75 days and the expected start date is 10 Baisakh 2078.
- C. The detailed Terms of Reference (TOR) for the assignment and (EoI) submission guidelines can be found at aitc.gov.np or obtained from the address above. Further information can be obtained at the address above during office hours. i.e. 10:00 a.m. to 5:00 p.m.
- D. The firm should provide information demonstrating that they have the required qualifications and relevant experience to carry out the consulting service. The shortlisting criteria are;
- General Work Experience within last 10 years
 - Specific work experience within last 10 years
 - Technical and managerial capability of the firm.
- E. Interested firms may associate with other firms to enhance their qualification, but should clearly indicate whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
- F. A firm will be selected as per the Quality and Cost-based Selection method set out in the Procurement Regulation.
- G. Expression of Interest must be delivered in a written form to the address above in person by 5 p.m 2078.12.21.
- H. The eligible firms are encouraged to express their interest for the consulting services to 'Prepare Farmers' Portal' advertised by Agriculture Information and Training Center Hariharbhawan, Lalitpur.

I. 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 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**
4. The assignment has been scheduled for a period of three months. Expected date of commencement of the assignment is first week of Baisak 2079.
5. A Consultant will be selected in accordance with the **Quality and Cost Based Selection** 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 **Development of Farmers Portal**". 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.

J. Objective of Consultancy Services or Brief TOR

Farmers Portal, a web and android mobile app-based system, manages agriculture related data and information to be used by farmers and agricultural stakeholders.

The development of online Farmers Portal under AITC aims to:

- provide easy access to information and data to the farmers and other stakeholders
- aggregate data and information from different agricultural organizations (for example, seed information from SQCC, fruits seedlings/saplings from NCFD, Plant quarantine and pesticide information from PQPMC, indigenous and genetic resource information from CCDABC, notice and other information from Provincial MOLMAC, DoAD, DoLFD and other offices, Agriculture notices and other information from local Government Levels.
- provide packages of practices of different crops and different livestock production practices useful for farmers from NARC and other agencies
- manage database of different resource centres
- make available notices released from various agricultural organizations (State level, Provincial level and Local Government level)
- Provide space of forms and format for application for subsidized program for farmers and entrepreneurs.
- provide information regarding agricultural and livestock insurance and calculation of insurance premium
- provide list of contact details of all agricultural and livestock related government and non-government organizations

K. 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 (<i>for National consulting firm only</i>)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2077/78	
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 of consulting firm</i>		50 %
<i>Specific experience of consulting firm within last 7 years.</i>		
C. Capacity		
<i>Financial Capacity¹</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.

L. 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

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]
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

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

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):

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.						

Note: The consulting firm shall submit evidences of work experience which are mentioned in this form.

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) 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):
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: _____

Note: The consulting firm shall submit evidences of work experience which are mentioned in this form.

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

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**

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

4. 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)