



Expression of Interest **(EOI)**

Title of Consulting Services
***Internal Auditing of RBBL 4 Departments, 1 Provincial
Office & 55 Branch Offices***

Method of Consulting Service
National

Project Name : *Internal Auditing of RBBL 4 Departments, 1 Provincial Office & 55 Branch Offices*
EOI Number : *RBBL/GSD/EOI/IA -60/079/80*
Office Name : *Rastriya Banijya Bank Ltd, Central Office, General Service Department*
Address : *Singhadurbarplaza, Kathmandu*
Issued on : *Kartik 04, 2079 (October 21, 2022)*



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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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A. Request for Expression of Interest

Rastriya Banijya Bank Limited, Central Office, General Service Department

Date: 2079/07/04 (October 21, 2022)

Name of Project: **Internal Auditing of RBBL 4 Departments, 1 Provincial Office & 55 Branch Offices**

- Rastriya Banijya Bank Ltd. (RBBL) has allocated fund *toward the cost of Internal Auditing of RBBL 4 Departments, 1 Provincial Office & 55 Branch Offices* and intends to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
- The **RBBL** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: **Internal Auditing of RBBL 4 Departments, 1 Provincial Office & 55 Branch Offices**. Interested firm should submit an **Expression of Interest (EOI)** in their own format that shall include:
 - A covering letter (with expression of interest and declaration to submit detailed proposal)
 - The profile and applicable organizational certificates.
 - An area coverage with details breakdown and the concept note on how for this proposal.
 - The details of similar experience with evidence
 - A proposed team composition, designation and CVs of key team members.
 - The document to verify RBBL minimum qualification and experience requirement (Important note: Noncompliance with minimum qualification requirement will be considered as ineligible for shortlisting)
- Interested eligible consultants may obtain further information and EOI document free of cost at the address **Rastriya Banijya Bank Ltd, Central Office, General Service Department, Singhadurbarplaza, Kathmandu, Nepal** during office hours on or before **Kartik 24, 2079 (Nov 10, 2022)**. A complete set of EOI Document is also available online and can be downloaded from RBBL website **www.rbb.com.np**
- Consultants may associate with other consultants to enhance their qualifications.
- Expressions of interest shall be delivered manually to the **Rastriya Banijya Bank Ltd, Central Office, General Service Department, Singhadurbarplaza, Kathmandu, Nepal** on or before **Kartik 25, 2079 (Nov 11, 2022) 12:00 PM**.
- 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.
- 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 (RFP). Minimum score to pass the EOI is **70**.
- Average annual turnover of best three years out of last seven years should be at least NRs. 6.6 Million.
- Required Qualification & Experience criteria for **Internal Auditing of RBBL 4 Departments, 1 Provincial Office & 55 Branch Offices**
 - Consulting company/firm must have specific experience in internal auditing within last three years. The consultant is required to furnish at least 2 clients (Any bank or financial institution) testimonials for the same.
 - The Agency/Audit firm/Organization should have at least 20 personnel working in the office. Among them, firm should have minimum of an FCA, 5 CA and other personnel should have an experience of accounting, finance & banking practices.
 - The team leader and other members to be engaged for auditing in each department, province office or branch office shall be as follows:

Transaction volume of Internal Audit units	Minimum qualification and experience	
	Team Leader	Other engaging members
Loan or Deposit: 5 Arab or more	FCA with 3 years of experience in Auditing in Banking Sector	Bachelor in Management or CA studying with minimum 3 years of experience in Auditing in Banking Sector
Loan or Deposit: 3 to 5 Arab	FCA with 3 years of experience in Auditing in Banking Sector	Bachelor in Management or CA studying with minimum 2 years of experience in Auditing in Banking Sector
Loan or Deposit: 2 to 3 Arab	FCA with 2 years of experience in Auditing in Banking Sector	Bachelor in Management or CA studying with minimum 2 years of experience in Auditing in Banking Sector
Loan or Deposit: 1 to 2 Arab	FCA with 2 years of experience in Auditing in Banking Sector	Bachelor in Management or CA studying with minimum 2 years of experience in Auditing in Banking Sector
Loan or Deposit: 1 Arab or less	FCA with 2 years of experience in Auditing in Banking Sector	Bachelor in Management or CA studying with minimum 1 years of experience in Auditing in Banking Sector
Department and provincial office	FCA with 3 years of experience in Auditing in Banking Sector	Bachelor in Management or CA studying with minimum 1 years of experience in Auditing in Banking Sector

- The RBBL reserves all the right to accept or reject one or all EOI proposals without assigning any reason whatsoever with its sole discretion.



RASTRIYA BANIJYA BANK LTD.

Central Office

General Service Department

Phone: 4252595 Ext. no. 1317,2411 Fax: 4249565

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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 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. The assignment has been scheduled for a fiscal year 2079/80. Expected date of commencement of the assignment is as per the Internal Audit Department of RBBL
5. A Consultant will be selected in accordance with the **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 **Internal Auditing of RBBL 4 Departments, 1 Provincial Office & 55 Branch Offices**. 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 / TOR

आन्तरिक लेखापरीक्षण कार्यको लागि Outsourcing गर्ने कम्पनी/फर्मको Terms of References

१. बैंकका विभाग तथा कार्यालयहरूको आन्तरिक लेखापरीक्षण कार्य राष्ट्रिय बाणिज्य बैंक लिमिटेड, आन्तरिक लेखापरीक्षण निर्देशिका, २०७९ बमोजिम जोखिममा आधारित लेखापरीक्षणको मान्यता बमोजिम हुनुपर्नेछ ।
२. आन्तरिक लेखापरीक्षण गर्ने छनौट भएको फर्म/कम्पनीले लेखापरीक्षण कार्य प्रारम्भ गर्नु अगावै विभागसमक्ष सम्झौता बमोजिमको लेखापरीक्षण योजना पेश गर्नुपर्नेछ ।
३. विभाग, प्रादेशिक कार्यालय तथा शाखा कार्यालयहरूको आन्तरिक लेखापरीक्षण गर्दा अघिल्लो आन्तरिक लेखापरीक्षण भएको अवधिभन्दा पछिदेखि आन्तरिक लेखापरीक्षण गर्न खटाईएको अघिल्लो महिनाको अन्त्यसम्मको अवधिमा भएको कारोवार समेटिनुपर्नेछ ।
४. सम्झौता/कार्यादेशमा उल्लेखित आन्तरिक लेखापरीक्षण गर्नुपर्ने इकाईहरूको आन्तरिक लेखापरीक्षणको अन्तिम प्रतिवेदन आन्तरिक लेखापरीक्षण विभागले तोकेको समयभित्र विभागमा पेश गर्नुपर्नेछ ।
५. सामान्यतया आन्तरिक लेखापरीक्षण गर्ने प्रयोजनार्थ निर्धारण गरिएको आन्तरिक लेखापरीक्षण कार्यतालिकामा हेरफेर हुनेछैन । तर यस्तो तालिकामा हेरफेर गर्नुपर्ने मनासिब कारण सहित लेखापरीक्षण गर्ने फर्मले अनुरोध गरेमा पूर्व निर्धारित लेखापरीक्षण कार्यतालिका आन्तरिक लेखापरीक्षण विभागको स्वीकृतिमा हेरफेर गर्न सकिनेछ ।
६. आन्तरिक लेखापरीक्षण गर्न खटाइने टोली प्रमुख एव अन्य सदस्यहरूको योग्यता र अनुभव समेतको सूची आन्तरिक लेखापरीक्षण विभागलाई पेश गर्नुपर्नेछ । आन्तरिक लेखापरीक्षणका लागि टोली खटाउंदा एउटा टोलीमा प्रमुख सहित कम्तीमा २ जना लेखापरीक्षक हुनुपर्नेछ । आन्तरिक लेखापरीक्षणका लागि टोली खटाउंदा निम्नानुसार योग्यता एवम् अनुभव भएको लेखापरीक्षकहरूको टोली खटाउनुपर्नेछ ।

आलेप गरिने इकाईको कारोवार	न्यूनतम योग्यता तथा अनुभव	
	टोली प्रमुख	अन्य सदस्य
कर्जा वा निक्षेप: ५ अर्ब वा सो भन्दा बढी भएमा	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम् बैकिंग क्षेत्रमा ३ वर्ष लेखा परीक्षण गरेको अनुभव भएको	बाणिज्यशास्त्रमा स्नातक उत्तीर्ण वा चार्टर्ड एकाउन्टेन्ट अध्ययनरत भई कम्तीमा ३ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको
कर्जा तथा निक्षेप: ३ अर्ब वा सो भन्दा माथि ५ अर्ब सम्म भएमा	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम् ३ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको	बाणिज्यशास्त्रमा स्नातक उत्तीर्ण वा चार्टर्ड एकाउन्टेन्ट अध्ययनरत भई कम्तीमा २ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको
कर्जा तथा निक्षेप: २ अर्ब वा सो भन्दा माथि ३ अर्ब सम्म भएमा	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम् २ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको	बाणिज्यशास्त्रमा स्नातक उत्तीर्ण वा चार्टर्ड एकाउन्टेन्ट अध्ययनरत भई कम्तीमा २ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको
कर्जा तथा निक्षेप: १ अर्ब वा सो भन्दा बढी २ अर्ब सम्म भएमा	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम् २ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको	बाणिज्यशास्त्रमा स्नातक उत्तीर्ण वा चार्टर्ड एकाउन्टेन्ट अध्ययनरत भई कम्तीमा २ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको
कर्जा तथा निक्षेप: १ अर्ब वा सो भन्दा कम भएमा	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम् २ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको	बाणिज्यशास्त्रमा स्नातक उत्तीर्ण वा चार्टर्ड एकाउन्टेन्ट अध्ययनरत भई कम्तीमा १ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको
विभाग र प्रादेशिक कार्यालयको हकमा	वरिष्ठ चार्टर्ड एकाउन्टेन्ट एवम् ३ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको	बाणिज्यशास्त्रमा स्नातक उत्तीर्ण वा चार्टर्ड एकाउन्टेन्ट अध्ययनरत भई कम्तीमा १ वर्ष बैकिंग क्षेत्रमा लेखा परीक्षण गरेको अनुभव भएको



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७. आन्तरिक लेखापरीक्षणको क्रममा परीक्षण गर्नुपर्ने कर्जा फायल, धितो सुरक्षण तथा परियोजनाको छनौट बैंकको विद्यमान आन्तरिक लेखापरीक्षण निर्देशिका बमोजिमको संख्यामा गर्नुपर्नेछ ।
८. लेखापरीक्षण समाप्त भए पश्चात प्रत्येक विभाग तथा कार्यालयको ड्राफ्ट लेखापरीक्षण प्रतिवेदन बैंकको विद्यमान आन्तरिक लेखापरीक्षण निर्देशिका, २०७९ बमोजिम तयार गरी सम्बन्धित ईकाइलाई तोकिएको समयभित्र इलेक्ट्रोनिक माध्यमबाट प्रेषित गर्नुपर्नेछ । सोको प्रति आन्तरिक लेखापरीक्षण विभागलाई समेत प्रेषित गर्नुपर्नेछ ।
९. सम्बन्धित ईकाइबाट ड्राफ्ट लेखापरीक्षण प्रतिवेदनको प्रतिकृया पश्चात अन्तिम प्रतिवेदन प्रमाणीकरण गरी आन्तरिक लेखापरीक्षण विभागलाई तोकिए बमोजिम प्रत्येक इकाइको छुट्टाछुट्टै प्रतिवेदन उपलब्ध गराउनुपर्नेछ । प्रतिवेदनसाथ लेखापरीक्षणको क्रममा प्राप्त भएका फाईल/कागजात तथा अन्य अवश्यक विवरणहरु समेत उपलब्ध गराउनु पर्नेछ ।
१०. सम्पूर्ण लेखापरीक्षण ईकाईहरुको समष्टिगत प्रतिवेदन तयार गरी आन्तरिक लेखापरीक्षण विभागलाई उपलब्ध गराउनु पर्नेछ ।
११. आन्तरिक लेखापरीक्षण सम्बन्धी सबै प्रतिवेदनहरुको इलेक्ट्रोनिक प्रति विभागलाई उपलब्ध गराउनुपर्नेछ ।

थप जिम्मेवारी:

१. आन्तरिक लेखापरीक्षण गर्न गएको पहिलो दिन कारोबार सुरु हुनुभन्दा अगाडि ढुकुटी तथा नगदको भौतिक परीक्षण गर्नुपर्नेछ । नगद परीक्षण गर्दा बैंकको Core Banking System र डिनोमिनेशन किताब अनुसार नगदको भौतिक अवस्था भए नभएको परिक्षण गर्नुपर्नेछ ।
२. बैंकमा प्रयोगमा रहेको Bio Metric हाजिरीको अवस्थाबारे प्रतिवेदनमा उल्लेख गर्नुपर्नेछ ।
३. आन्तरिक लेखापरीक्षणको क्रममा विगत आलेप भन्दा पछि लगानी भएका सम्पूर्ण नयां कर्जा फाइलको परीक्षण गर्नुपर्नेछ ।
४. निक्षेप कारोबार संचालन, रेमिटान्स कारोबार, कर्जा कारोबार लगायतका कारोबार सञ्चालनमा पालना गर्नुपर्ने नेपाल राष्ट्र बैंकबाट जारी निर्देशनहरुको अनुपालना भए नभएको परीक्षण गर्नुपर्नेछ ।
५. दैनिक कारोबार संचालन सम्बन्धमा बैंकबाट जारी भएका परिपत्र तथा निर्देशनहरुको पालना भएको नभएको निश्चित गर्नुपर्नेछ ।
६. IT अडिटको क्रममा Check List बमोजिम IT system संचालन भए नभएको एकिन गर्नुपर्नेछ ।
७. शाखा प्रबन्धक, सहायक शाखा प्रबन्धक, कर्जा इन्चार्ज, आइटी फोकल, प्रशासन इन्चार्ज लगायतका जिम्मेवार कर्मचारीहरुका बैंकमा रहेका व्यक्तिगत खाताहरुको परीक्षण गर्नुपर्नेछ ।
८. आन्तरिक लेखापरीक्षणको वस्तु विगतको आ.ले.प.ले औल्याएका कैफियतहरुमा सुधार भए नभएको अनुगमन गरी सोको स्थिति प्रतिवेदनमा उल्लेख गर्नुपर्नेछ ।
९. आ.ले.प. कार्यमा खटिएका निरीक्षकहरुले बैंकको विद्यमान आन्तरिक लेखापरीक्षण निर्देशिका, २०७९ का व्यवस्था बमोजिमका विषयहरुमा छलफलका लागि आ.ले.प. गरिने इकाइका कर्मचारीहरूसंग Entry Meeting र Exit Meeting गर्नुपर्नेछ ।
१०. आन्तरिक लेखापरीक्षणको क्रममा कुनै किसिमको गम्भीर त्रुटी वा कैफियत देखिएमा तत्काल आन्तरिक लेखापरीक्षण विभागलाई जानकारी गराउनुपर्नेछ ।



Standard EOI Document

Details of Units for Internal Audit

SN	Code	Audit Unit
1	204	Bhojpur
2	246	Ilambazar
3	267	Hangpang
4	228	Pashupatinagar
5	247	Phidim
6	236	Chakchaki
7	210	Phikkal
8	202	Salleri
9	227	Namchebazar
10	249	Madhumalla
11	264	Panbari
12	151	Balawabazar
13	156	Pipara
14	197	Chandrapur
15	186	Balara
16	109	Main Branch Office
17	149	Kharanitar
18	183	Ratnanagar
19	114	Pulchowk
20	163	Bhiman
21	102	Ramechhap
22	177	Bidur
23	147	Jalbire
24	501	Chautara
25	512	Thali
26	134	Gausala
27	173	Sanothimi
28	170	Teku

SN	Code	Audit Unit
29	511	Balambu
30	334	Benibazar
31	337	Baglungbazar
32	344	Patichaur
33	313	Tangikot
34	324	Bhachchek
35	356	Manang
36	330	Lunkhu Deurali
37	304	Besishahar
38	503	Rolpa
39	436	Narayanpur
40	447	Bhurigaun
41	301	Gulmi
42	353	Bandganga
43	323	Harthok
44	416	Tulsipur
45	333	Bardaghat
46	338	Thada
47	460	Rukumkot
48	314	Aaryabhanjyang
49	452	Mudkechula
50	459	Jajarkot
51	433	Chaurjahari
52	404	Bayalpata
53	430	Dipayal
54	420	Satti
55	426	Mangalsen

SN	Code	Department/Provincial Office
1	BOD	Branch Operation Department
2	CBD	Consumer Banking Department
3	CMRD	Credit Monitoring & Recovery Department
4	PSD	Payment & Settlement Department.
5	446	Province Office Sudurpaschim



Standard EOI Document

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
Updated Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance Certificate of FY 2078/79	
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	Minimum Requirement	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<i>As Mentioned in TOR</i>	40%
<i>Experience of Key Experts</i>	<i>As Mentioned in TOR</i>	
B. Experience		
<i>General of consulting firm</i>	Should have 3 years of general experience in internal auditing/ financial auditing/due diligence or any other type of auditing.	50%
<i>Specific experience of consulting firm within last 7 years.</i>	Consulting company/firm must have specific experience in internal auditing within last three years. The consultant is required to furnish at least 2 client (Any bank or any NRB recognized financial institution) testimonials for the same.	
C. Capacity		
<i>Financial Capacity (Average Turnover)</i>	Average annual turnover of best three years out of last seven years should be at least NRs. 6.6 Million	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.



Standard EOI Document

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.: _____

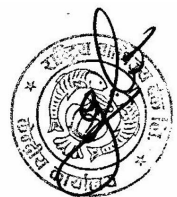
Email Address: _____

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 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):



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

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: _____

3(C). Geographic Experience – Not Applicable



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

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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**

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

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

Not Applicable



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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)

