



नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL

(Established under the Nepal Chartered Accountants Act, 1997)



च. नं.
Ref. No.



Development of Learning Materials of Law and Taxation Related Subjects under New Chartered Accountancy Professional Qualification Syllabus को लागि आशयपत्र आह्वान गरिएको बारे

दोश्रो पटक प्रकाशित मिति : २०८१/०५/३१

यस संस्थाले विकास गरेको चार्टर्ड एकाउन्टेन्ट्स शिक्षाको नयाँ पाठ्यक्रममा आधारित देहाय बमोजिमका कर र कानून विषयका पाठ्यपुस्तक विकास गर्नका लागि योग्यता पुगेका इच्छुक परामर्शदाताहरूबाट आशयपत्र आह्वान गरिएको छ। यस कार्यका लागि इच्छुक परामर्शदाताहरूले मिति २०८१/०६/०७ गते दिउसो १ बजे भित्र सातदोबाटो स्थित संस्थाको केन्द्रिय कार्यालयमा आशयपत्र पेश गर्न सूचित गरिन्छ।

यस सम्बन्धमा संस्थाले मिति २०८१ भाद्र १३ गते जारी गरेको पहिलो सूचना अनुसार आशयपत्र पेश गरेका परामर्शदाताहरूलाई यस सूचना अनुसार पून आशयपत्र पेश गर्न समेत सूचित गरिन्छ।

क्र.सं.	तह	विषय	पूर्णाङ्क
1.	Foundation	i. Law and Taxation	100
2.	Application	i. Applied Law	100
		ii. Applied Taxation	100
3.	Advisory	i. Advanced Law	100
		ii. Advanced Taxation	100
Total Marks			500

यस सम्बन्धी आवश्यक कागजात संस्थाको वेबसाईट www.ican.org.np को Notice खण्डमा राखिएको छ।



नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था

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Handwritten signature and date: 2089/05/30

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Expression of Interest (EOI)

Development of Learning Materials of Law and Taxation Related Subjects under New Chartered Accountancy Professional Qualification Syllabus

National Consulting Service

Project Name : Development of Learning Materials of Law and Taxation Related Subjects under New Chartered Accountancy Professional Qualification Syllabus

EOI: EOI 01/2081/82

Office Name : The Institute of Chartered Accountants of Nepal

Office Address: ICAN Marg, Satdobato , Lalitpur

Second Time Issued on: 2081/05/31

Abbreviations

CV	-	Curriculum Vitae
DP	-	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.....	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.....	14
E. EOI Forms & Formats.....	15
1. Letter of Application.....	16
2. Applicant’s Information Form.....	18
3. Experience.....	19
4. Capacity.....	21
5. Key Experts (Include details of Key Experts only).....	22

A. Request for Expression of Interest

**The Institute of Chartered Accountants of Nepal
ICAN Marg, Satdobato, Lalitpur, Nepal
Second Time Publication Date: 2081/05/31**

**Name of Project: Development of Learning Materials of Law and Taxation Related Subjects
under New Chartered Accountancy Professional Qualification Syllabus**

1. The Institute of Chartered Accountants of Nepal (ICAN) invites Expression of Interest (EOI) from eligible consulting firms (“Consultant”) to provide the consulting services for **Development of Learning Materials of Law and Taxation Related Subjects under New Chartered Accountancy Professional Qualification Syllabus**.
2. Interested eligible consultants may obtain further information and EOI document free of cost at the address **The Institute of Chartered Accountants of Nepal, ICAN Marg, Satdobato, Lalitpur** during office hours on or before **2081/06/07 at 11:00 AM** or visit notice section of website of ICAN- www.ican.org.np
3. Consultants may associate with other consultants to enhance their qualifications in the form of Joint Venture (JV).
4. Expressions of interest shall be delivered manually to the address “**The Institute of Chartered Accountants of Nepal, ICAN Marg, Satdobato, Lalitpur**” on or before **2081/06/07 at 1:00 PM**.
5. 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 in above Clause 4.
6. EOI will be assessed based on *Qualification (50%), Experience (40%), 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.
7. Minimum score to pass the EOI is **60%**.

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/person/company/ organization**.
4. In case, the applicant is individual consultant, details of handling similar assignments, their location in the previous years and audited Balance Sheet and Bio Data shall be considered for evaluation.
5. The assignment has been scheduled for a period of Nine months. Expected date of commencement of the assignment is second week of Ashoj 2081.
6. A Consultant will be selected in accordance with the **Quality and Cost Based Selection (QCBS)** method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of Company/Firm duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as “EOI Application for Short-listing for the **Development of Learning Materials of Law and Taxation Related Subjects under New Chartered Accountancy Professional Qualification Syllabus**. The Envelope should also clearly indicate the ***name and address of the Applicant***.
10. The completed EOI document must be submitted on or before the date and address mentioned in the “***Request for Expression of Interest***”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference

Development of Learning Materials of Law and Taxation Related Subjects under New Chartered Accountancy Professional Qualification Syllabus

Background

The Institute of Chartered Accountants of Nepal (ICAN) entered into an agreement with The Institute of Chartered Accountants in England and Wales (ICAEW) in 2022 for the development of new syllabus of Chartered Accountancy Professional Qualification in line with the expert opinion received from the Expert hired for designing the syllabus structure following the International Development and Syllabus prescribed by IAESB and the new syllabus recommended by the experts from ICAEW was approved by the Council with appropriate modification to have altogether 16 papers in 3 levels which are mentioned in Annexure hereunder. The project for development of new syllabus is thus completed and ICAN is now considering the procurement of learning materials based on approved syllabus 2022.

Objective of the Assignment

ICAN intends to hire the services of consultants/developers/publishers to develop the textbooks, model questions and mock exam sets which will be called Learning Materials (LM) collectively as per approved ICAN syllabus 2022. This TOR will consist of developing learning materials related to 5 subjects of total 500 marks as follows:

S. No.	Level	Subject
1	Foundation	Law and Taxation
2	Application	Applied Law
3	Application	Applied Taxation
4	Advisory	Advanced Law
5	Advisory	Advanced Taxation

Consultant/Developer/Publisher should develop the learning materials considering the International Education Standards (IES) and recent developments in the accounting profession within the approved syllabus 2022. Through development of learning materials, the assignment should strive to support the development of competent professional accountants capable of providing high-quality professional accounting/auditing services and related management services in various capacities.

Scope of Work

The Consultant/Publisher/Developer will be expected to:

- a) create and apply a template for the ICAN LMs, to be approved and signed off by the ICAN, and can be used in the preparation of all LMs.
- b) produce a book plan for each textbook indicating proposed chapters and syllabus coverage within each chapter, to be approved and signed off by the ICAN.
- c) produce an outline structure for each question bank and for each mock exam showing the number and style of questions (MCQ or long form) to be included for each syllabus area, to be approved and signed off by the ICAN.

- d) engage subject matter experts to adapt the Consultant's/Developer's/Publisher's existing content, deleting existing content and/or adding new content wherever appropriate, to ensure comprehensive coverage of the ICAN syllabus.
- e) ensure that any new content and content which undergoes significant change is reviewed by another subject matter expert.
- f) develop the learning material in English Language and localise existing content by using Nepalese Rupees as the common currency, converting to Nepali names, and reflecting local context where appropriate (ICAN will be able to assist with matters of local context).
- g) provide typesetting and editorial/proofreading services to ensure presentation of all LMs is of a consistently high standard.
- h) provide final shape of the learning materials in line with standard format of other learning materials developed by ICAEW.
- i) develop the learning materials from scratch without being reproduced from any other sources. Any kind of plagiarism will not be acceptable. However, the contents of various Acts or any other relevant aspects shall be used in the study material as appropriate with proper reference. The Institute at any point of time even after completion of the assignment and consultant work shall not be liable for any kind of claim and dispute arising out of violation of copyright and privacy of other's publication made by the consultant while preparing this study material.

Deliverables

Scope	Deliverables	Timeline (From the start date of the Project (in Months))
1. Designing Stage		
Prepare a design of textbooks, question banks, mock question set and revision materials	Provide book plan along with outline of contents which will be covered in learning materials	1
2. Deliverable – Foundation Level		
Prepare textbooks of all subjects (300 to 600 pages with total weight of 100 marks)	Provide printable e-copy (word file and pdf) of all the documents	4
Prepare question bank equivalent to six full exams (i.e., 600 marks)		
Prepare 2 mock exam sets in examination format		
3. Deliverable – Application Level		
Prepare textbooks of all subjects (300 to 600 pages with total weight of 100 marks)	Provide printable e-copy (word file and pdf) of all the documents	6
Prepare question bank equivalent to six full exams (i.e., 600 marks)		
Prepare 2 mock exam sets in examination format		

Scope	Deliverables	Timeline (From the start date of the Project (in Months))
4. Deliverable – Advisory Level		
Prepare textbooks of all subjects (300 to 600 pages with total weight of 100 marks)	Provide printable e-copy (word file and pdf) of all the documents	8
Prepare question bank equivalent to six full exams (i.e., 600 marks)		
Prepare 2 mock exam sets in examination format		
5. Technical Support		
Provide technical support on the final learning materials, including online training and other aspects during the project's duration.	Provide 3 online training of 2 days each at a reasonable date before the beginning of Foundation, Application and Advisory Level	9

Publishers / Developer's Team Composition

The composition of the Publisher is set out below. However, the Publisher can propose the team and skill compositions appropriate to their proposed work plan. Preferably, the publisher should possess a combination of qualifications and competencies as follows:

Qualifications and Competencies of Consulting Firm (Score: 40%)

S. No.	Criteria	Minimum Requirement
1.	General Experience	<ul style="list-style-type: none"> Minimum 7 years' experience in developing learning material/textbooks or providing advisory services to business houses. (More Experience is Preferable)
2.	Specific Experience	<ul style="list-style-type: none"> Minimum 1 learning material/textbooks published for any University/PAO/Educational Institutions or minimum 1 advisory service provided to business houses in relation to law and taxation in last 5 years. (More Experience is Preferable)

Qualifications of Technical Experts: (Score: 20%)

S. No.	Criteria	Minimum Requirement	Estimated Man days
1.	Project Director (1)	<ul style="list-style-type: none"> At least a professional accountancy qualification from a professional accounting body recognized by IFAC or post-graduate (Master's) degree in accounting, finance or economics. 	18

		<ul style="list-style-type: none"> At least a professional accountancy qualification from a professional accounting body recognized by IFAC and post-graduate (Master's) degree in accounting, finance or economics is preferable. 	
2.	Project Manager (1)	<ul style="list-style-type: none"> At least a professional accountancy qualification from a professional accounting body recognized by IFAC or post-graduate (Master's) degree in Law. At least a professional accountancy qualification from a professional accounting body recognized by IFAC and post-graduate (Master's) degree in Law is preferable. 	24
3.	Key Expert (1) Tax Expert	<ul style="list-style-type: none"> At least a professional accountancy qualification from a professional accounting body recognized by IFAC or post-graduate (Master's) degree in management with taxation as a subject. Professional accountancy qualification from a professional accounting body recognized by IFAC and post-graduate (Master's) degree in management with taxation as a major subject is preferable. 	135
4.	Key Expert (1) Legal Expert	<ul style="list-style-type: none"> At least a professional accountancy qualification from a professional accounting body recognized by IFAC or post-graduate (Master's) degree in law. Professional accountancy qualification from a professional accounting body recognized by IFAC and post-graduate (Master's) degree in law is preferable. 	135

Competencies/Experience of Technical Experts: (Score: 30%)

S. No.	Criteria	Minimum Requirement
1.	Project Director (1)	<ul style="list-style-type: none"> At least 10 years of post-qualification experience in research and development or as a tutor of taxation or law related matters or in learning materials related projects of least Chartered Accountancy Course or University level. (Relevant supporting document shall be submitted) (More Experience is Preferable)
2.	Project Manager (1)	<ul style="list-style-type: none"> At least 7 years of post-qualification experience in the practice of commercial/business laws or taxation. (Supporting document of practice of handling litigation cases of commercial/business law or taxation shall be submitted) (More Experience is Preferable)
3.	Key Expert (1) Tax Expert	<ul style="list-style-type: none"> At least 7 years of post-qualification experience as tutor or technical author of taxation related matters of at least Chartered Accountancy Course or University level. (Relevant supporting document shall be submitted) (More Experience is Preferable)

4.	Key Expert (1) Legal Expert	<ul style="list-style-type: none"> At least 7 years of post-qualification experience as tutor or technical author of law related matters at least Chartered Accountancy Course or University level. (Relevant supporting document shall be submitted) (More Experience is Preferable)
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(The above competencies and qualifications of experts shall be mentioned in the CV and related supporting document regarding qualification and experience shall be submitted by the Consultant/Publisher/Developer)

Capacity: (Score: 10%)

S. No.	Criteria	Minimum Requirement
1.	Financial Capacity	<ul style="list-style-type: none"> Minimum average turnover in last 3 years: NPR 5 million (More Turnover is Preferable) Tax Clearance Certificate of latest fiscal year (i.e. 2079/80) Audit Report of last 3 fiscal years (i.e. 2077/78, 2078/79 and 2079/80)

This service will be procured in accordance with Quality and Cost Based Selection (QCBS) procedures for selection and employment of Consultants. The minimum marks to qualify is 60%.

Payment Terms

The payment schedule shall be as follows:

S. No.	Deliverables	Percentage (%) of payment
1	Learning Materials of Foundation Level	20%
2	Learning Materials of Application Level	35%
3	Learning Materials of Advisory Level	45%

The above payment shall be made only after approval of learning materials of respective level by the client.

Client's Input

ICAN will provide necessary coordination, information and timely approval of the deliverables for further progression of the assignment. The quality and technical aspects of the materials will be subject to review by ICAN before its approval. ICAN reserves the right to ask the Consultant/Publisher/Developer to modify the materials as per its own review and need, which the Consultant/Publisher/Developer is expected to cooperate.

The Consultant/Developer/Publisher will have access to authorities of the Institute of Chartered Accountants of Nepal (ICAN) with regard to development of learning materials:

- The Executive Director, Education and Examination Division for necessary coordination and information;
- The Board of Studies for necessary discussion and consultation;
- The Council for necessary discussion and consultation;

Contract Duration

The Contract's estimated duration will be 9 calendar months and is expected to commence on a date of signing of the contract between ICAN and the Consultant/Developer/Publisher, which is expected to be September 2024 after approval of the procurement process by the responsible authority.

Important Notes:

The Consultant shall take due note of the following matters when preparing its EOI:

1. EOI shall be supported by.
 - a) Letter of Application
 - b) Profile of Company/Firm
 - c) Experience- List of completed work done by the consulting company/firm
 - d) Capacity
 - e) Qualification of Key Experts including CV signed by concerned staff
 - f) Self-Declaration of not being blacklisted in past and that the firm is not ineligible to participate in proposed proceeding; has no conflict of interest in proposed procurement proceeding and has not been punished for a Professional or Business-related Offence.
2. Bidders are advised to ensure that sufficient information is provided in the CVs of the experts to support any qualifications and experience claimed.
3. All experts shall provide an original signed letter of availability and association for the duration of the assignment. In the event of their unavailability, the Consultant shall be under the obligation to provide a replacement of equal or better caliber at no extra cost to the Client.

About ICAN

The Institute of Chartered Accountants of Nepal (ICAN), an autonomous body, established under a Separate Act, The Nepal Chartered Accountants Act 1997, is entrusted by the statute to promote and regulate the accounting profession in the country. ICAN is committed to contribute in the economic development of the country and under take responsibility of leadership on matters of public interest, constructive submissions on legislation and Government Policy, and enhancement of social recognition and faith in the accounting profession. The Institute provides access to Chartered Accountancy and Accounting Technician education to aspiring students. The members of the Institute provide professional accounting services and ICAN aspire to equip them with the expertise for professional excellence.

ICAN is a member of the International Federation of Accountants (IFAC), which represents more than three million professional accountants in 135 countries through 180-Professional Accountancy Organizations (PAOs). It is also a member of Confederation of Asian and Pacific Accountants (CAPA), a regional organization representing thirty-three national professional accountancy organizations in the Asia-Pacific Region and South Asian Federation of Accountants (SAFA), a forum of regional Professional Accounting Bodies in the South Asian Region.

Furthermore, ICAN is supportive towards:

- The government with constructive suggestions on formulation and the revision of legislations relating to industry and commerce, trades, corporate bodies, public financial management, government accounts etc;
- Increasing public awareness regarding accounting and accounting profession so as to enhance the public recognition and trust towards accounting and accounting profession;
- The economic development process by increasing the confidence among investors and general public towards the capital market by pronouncing the standards of disclosures in the financial reporting practices.

About Chartered Accountancy Education

Chartered Accountancy is a prestigious and rewarding profession. Chartered Accountants (CAs) are trusted as independent professionals with excellence in auditing, accounting, taxation, advisory, corporate laws, consultancy services and general administration. The Chartered Accountancy Course imparts the best combination of theoretical knowledge, practical experience with analytical as well as technical skill to look after the entire operations and management of the modern business organization.

Chartered Accountants today hold top management positions in public as well as private sector organizations. Rapid changes in Global economy, taxation and regulations have enhanced the opportunities for the Chartered Accountants and opened up avenues for many rewarding career options. Chartered Accountants come through a rigorous system of examinations and three years long practical training (Article Ship) under practicing Chartered Accountants which exposes them with the real-life scenario making them capable of delivering under range of circumstances.

New CA PQ Syllabus 2022

In 2022, ICAN has approved a new CA Professional Qualification Syllabus, and it is in the process to develop the Learning Materials / Study Materials under new syllabus as under:

Foundation Level:

1. Accounting
2. Business and Finance
3. Assurance and Information System
4. Law and Taxation

Application Level:

1. Business Strategy
2. Management Accounting and Financial Management
3. Financial Accounting and Reporting
4. Audit and Assurance
5. Applied Law
6. Applied Taxation

Advisory Level:

1. Advanced Financial Reporting
2. Advanced Assurance
3. Advanced Law
4. Advanced Taxation
5. Advanced Business and Financial Management
6. Advanced Management Accounting

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	
Tax Clearance Certificate of fiscal year 2079/080	
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 to be a consultant.	
If the corruption case is being filed to Court against the Natural Person or Board of Director of the Firm/Institution /Company or any partner of JV, such Natural Person or Board of Director of the Firm/Institution /Company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	
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>	As per TOR	20%
<i>Experience of Key Experts</i>	As per TOR	30%
B. Experience		
<i>General of consulting firm</i>	As per TOR	10%
<i>Specific experience of consulting firm within last 7 years.</i>	As per TOR	30%
C. Capacity		
<i>Financial Capacity</i>	As per TOR	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.

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

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

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

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

Firm's Name: _____

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

4. 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 (NPR)
FY 2077/78	
FY 2078/79	
FY 2079/80	

- **Average Annual Turnover of Best of 3 Fiscal Year
Of Last 3 Fiscal Years**

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(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)

Please submit CV of all experts in the expression of interest.