



Standard Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services (International)

Issued By:

Office of the Auditor General of Nepal

Anamnagar, Kathmandu

May 2022

Expression of Interest (EOI)

**Audit Services from International Audit Firms in association with
National Audit Firm to assist the Auditor General in conducting the
Financial Audit of the Nepal Rastra Bank**

**Method of Consulting Service
[International]**

Project Name : Audit Services to assist the Auditor General in conducting the
Financial Audit of the Nepal Rastra Bank

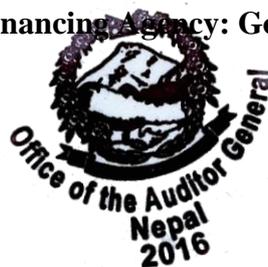
EOI : OAGN/AS/QCBS-01

Office Name : *Office of the Auditor General of Nepal*

Office Address : *Anamnagar, Kathmandu*

Issued on : 13 May, 2022

Financing Agency: Government Budget



Abbreviations

CV	-	Curriculum Vitae
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



File 7

Contents

A. Request for Expression of Interest.....	1
B. Instructions for submission of Expression of Interest	3
C. Objectives of Services / Brief TOR.....	4
D. Evaluation of Consultant's EOI Application.....	10
E. EOI Forms & Formats	12
1. Letter of Application	13
2. Applicant's Information Form.....	15
3. Experience	16
4. Capacity.....	19



[Handwritten signature]

A. Request for Expression of Interest

Office of the Auditor General of Nepal

Anamnagar, Kathmandu

Date: May 13, 2022

Name of Project: Audit Services to assist the Auditor General in conducting the Financial Audit of the Nepal Rastra Bank (NRB)

1. Government of Nepal (GoN) and Nepal Rastra Bank have allocated fund toward the cost of **“Audit Services from International Audit Firms in association with National Audit Firm to assist the Auditor General in conducting the Financial Audit of the Nepal Rastra Bank ”** and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest (EOI) is invited.
2. The OAGN now invites EOI from eligible Auditing firms to provide the following consulting services:

Objective of the assignment:

The major aim of obtaining the service of international auditors for this engagement is to *get expert service on financial audit* as well as assess the organizational strength of the NRB. The broad objectives of the assignment are as follows:

- Issuing an opinion whether the NRB's financial statements present a true and fair view in all material respects in accordance with the applicable financial reporting framework.
- Preparing a management letter containing observations related to and recommendations on addressing weaknesses related to governance and accountability, financial reporting, and internal controls observed during the audit.

Scope of Services:

The scope of work the consultant need to assist AG to discharge following duty:

- a) *Audit that the financial statements of NRB, in all material respects, are in conformity with the Nepal Rastra Bank Act 2058 (2002) (Nepal Financial Reporting Standards (NFRS) and, where applicable, the International Financial Reporting Standards (IFRS)), applicable accounting policy and procedure and internal control framework of the NRB.*
- b) *Audit that the NRB's books of accounts provide the basis for preparation of those financial statements and are established to reflect the financial transactions in respect of the NRB and that it maintains adequate internal controls and supporting documentation for transactions.*

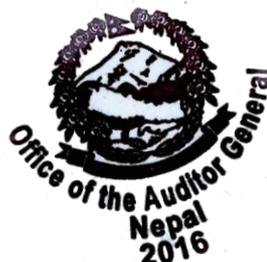


- c) *Audit the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.*
 - d) *Audit the adequacy of accounting standards and policies that have been applied and indicate the effect of any deviations from those standards and policies.*
 - e) *Comprehensive assessment on the adequacy of the accounting records, procedures, systems and controls that were examined during the course of the audit with particular reference to the observed instances of non-compliance.*
 - f) *Provide recommendations to address the observed deficiencies and areas of weaknesses in systems and controls which may be implemented.*
 - g) *Should any other function be regarded as imperative by the bidder, the function shall be offered and clearly defined.*
3. Interested eligible International Auditing firms may obtain further information and EOI document free of cost at the address: **Office of the Auditor General, Anamnagar, Kathmandu, Nepal** during office hours on or before **May 27,2022 at 5.00 PM** , Phone 9841368721 or visit e-GP system www.bolpatra.gov.np/egp or visit the client's website www.oag.gov.np.
 4. International Auditing firms shall associate with other *national* Audit Firms to enhance their qualifications.
 5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp on or before **May 30, 2022 at 1.00 PM (Nepal Standard Time) and will be opened same day at 2.00 PM.**
 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 50%, Experience 40% , and Capacity 10%** of 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)
 8. Minimum score to pass the EOI is **60%** .



B. Instructions for submission of Expression of Interest

1. EoI may be submitted by a International Audit Firm associated with National Audit firm.
2. Interested firms 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 firm / company / organization.
4. The assignment has been scheduled for a period of about 3 months. Expected date of commencement of the assignment is end of July, 2022
5. A firm will be selected in accordance with the **Quality and 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 EOI document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Audit Services from International Audit Firms in association with National Audit Firm to assist the Auditor General in conducting the Financial Audit of the Nepal Rastra Bank**". The Envelope should also clearly indicate the Office of the Auditor General, (Procurement Unit) Anamnagar, Kathmandu, Nepal. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
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. Objectives of Services / Brief TOR

Terms of Reference for

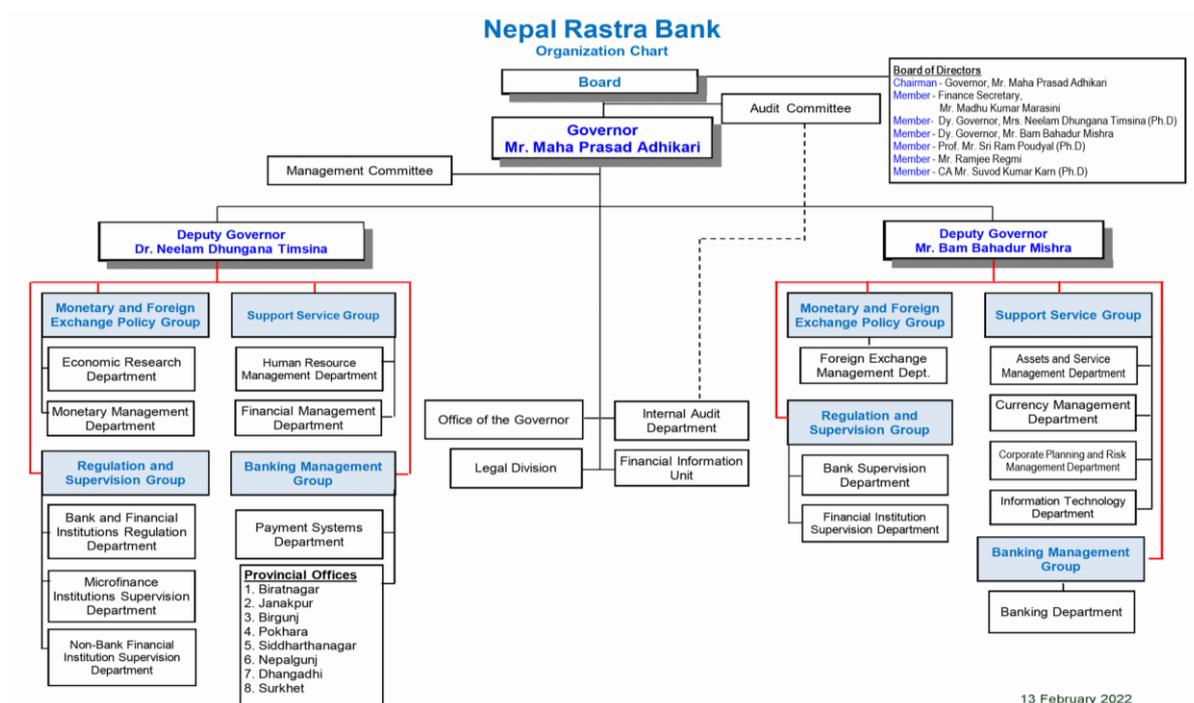
Audit Services from International Audit Firms in association with National Audit Firm

to assist the Auditor General in conducting the Financial Audit of the Nepal Rastra Bank (NRB)

1. Background:

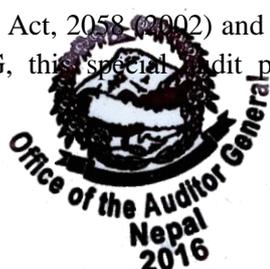
1.1. Audit Context:

Auditor General of Nepal (AG) is the constitutional body formed under The Constitution of Nepal. The constitution and Audit Act, 2075 (2019) has mandated the AG to conduct audit of the entities considering the aspects of the regularity, economy, efficiency, effectiveness and the propriety matters. This also includes conducting the audit of Nepal Rastra Bank (NRB). Nepal Rastra Bank (NRB) is the Central Bank of Nepal. It was established in 1956 (AD) under the Nepal Rastra Bank Act, 1955 (AD). The bank has the board of directors (BoD) as the apex body to guide the governor and the NRB for all the matters pertaining to the Nepal Rastra Bank Act 2058(2002). NRB is headed by the Governor and two Deputy Governors for the implementation of policy and programs approved by the BoD. NRB has the management committee for managing the bank's affairs to help the governor. In addition, bank has audit committee for assuring accountability of NRB in its management affairs. The organizational structure of the NRB is as follows:



1.2. Audit in Special Circumstances:

Though the NRB Act, 2058 (2002) and the Audit Act, 2075 (2019) requires conducting final audit by the AG, this special audit provision is being made to address the concern of



[Handwritten signature]

International Monetary Fund (IMF) in connection with the Extended Credit Facility (ECF). An Agreement to receive this facility has been signed between Government of Nepal (GoN) and the IMF; it includes a structural benchmark on the appointment of reputable international auditor with experience in auditing of central banks and application of International Standards on Auditing to audit the NRB financial statements, as recommended by the 2021 safeguards assessment of the NRB. More information can be found in the IMF Country Report No. 22/24.1

It is thus the Auditor General's intention to obtain audit services, under section 15 of the Audit Act, 2075 (2019) of international auditors, to assist the AG in conducting the financial audit of the NRB. The International audit firm shall perform this engagement in association with local auditors and shall make arrangement for knowledge and skill transfer. Auditor General may also depute his staff to facilitate the Audit team and if necessary, to perform separate engagement as per Audit Act 2075(2019).

2. **Objective of the assignment:**

The major aim of obtaining the service of international auditors for this engagement is to get expert service on financial audit as well as assess the organizational strength of the NRB. The broad objectives of the assignment are as follows:

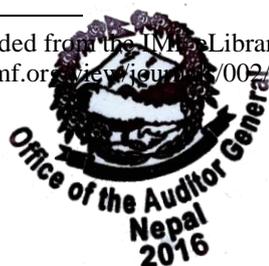
- Issuing an opinion whether the NRB's financial statements present a true and fair view in all material respects in accordance with the applicable financial reporting framework.
- Preparing a management letter containing observations related to and recommendations on addressing weaknesses related to governance and accountability, financial reporting, and internal controls observed during the audit.

3. **Scope of Services:**

3.1. The scope of work of international auditors:

- a) Audit that the financial statements of NRB, in all material respects, are in conformity with the Nepal Rastra Bank Act 2058 (2002) and Nepal Financial Reporting Standards (NFRS) and, where applicable, the International Financial Reporting Standards (IFRS)), applicable accounting policy and procedure and internal control framework of the NRB.
- b) Audit that the NRB's books of accounts provide the basis for preparation of those financial statements and are established to reflect the financial transactions in respect of the NRB and that it maintains adequate internal controls and supporting documentation for transactions.
- c) Audit the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.
- d) Audit the adequacy of accounting standards and policies that have been applied and indicate the effect of any deviations from those standards and policies.
- e) Comprehensive assessment on the adequacy of the accounting records, procedures, systems and controls that were examined during the course of the audit with particular reference to the observed instances of non-compliance.

¹ The report can be downloaded from the IMF eLibrary on the following link:
<https://www.elibrary.imf.org/view/urn:uuid:002/2022/024/002.2022.issue-024-en.xml>



- f) Provide recommendations to address the observed deficiencies and areas of weaknesses in systems and controls which may be implemented.
- g) Should any other function be regarded as imperative by the bidder, the functions shall be offered and clearly defined.

3.2. Compliance with the Constitution of Nepal, Audit Act 2075 (2019), NRB Act 2058 (2002) and other relevant law:

The auditors should assist to carry out audit in accordance with the Constitution of Nepal, Audit Act 2075(2019), NRB Act 2058 (2002), and other relevant acts relating to performance of NRB as well as audit directives issued by AG.

3.3. AG's supervision and Direction:

The international auditors shall work under AG's direct supervision and Direction and the concerned officials of OAGN deputed for this purpose. The OAGN officials deputed for this purpose shall have the audit of NRB reserve the right to review and collect the information/evidence to fulfill the requirement as provided by the Constitution of Nepal and the Audit Act 2075(2019)

3.4. Continuous communication:

The auditors will maintain an ongoing dialogue at all levels, in particular with the OAG, the NRB Board of Directors, and the NRB Internal Audit Department, allowing for the early resolution of issues. The auditors shall also hold an initial meeting with the OAG and the NRB Audit Committee, where the planning of the work and the main objectives will be presented, and a final meeting with the aim of presenting the results of the fieldwork. As is standard under IMF policies, the auditors will be authorized to hold discussion with the IMF staff on matters pertaining to the audit.

3.5. International Standards on Auditing:

The audit shall be conducted in accordance with International Standard on Auditing (ISA) issued by International Federation of Accountants.

4. Availability of Previous Documents, Reports and Data:

The audit of NRB has been carried out in every fiscal year. Hence, the audit reports of previous fiscal years can be made available by OAGN and NRB. Alternatively, the auditing firm can access to the NRB website for the audited financial statements of previous FYs (www.nrb.gov.np). Other relevant information can be downloaded from the website of OAGN (www.oag.gov.np).

5. Experience of Auditing Firm/s and Qualifications and Experience of Key Personnel, time period and responsibilities:

5.1. Minimum Technical Requirements:

The following are the minimum technical requirements that should be fulfilled by the auditors:

- a) Affiliation with a worldwide network of audit firms. The audit firm should be a full member of an international network of audit firms. The audit firm should provide a high-level description of the firm and of its international network, nature of professional

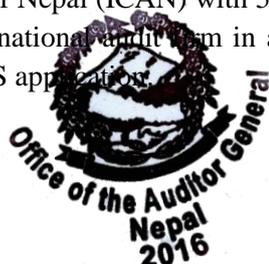
quality assurance and other interactions to ensure that the firm has maintained adequate quality management systems, policies and procedures as required by the international standards.

- b) Demonstration of experience and expertise of external auditing in IFRS based financial statements of central banks (other than the NRB) and large commercial banks.
- c) Proof of experience in performing financial audits of central banks and commercial banks. The audit firm should provide a list of central banks (other than the NRB) audited by the audit firm during last 7 years. The list should include the entities' contact persons, designations, contact numbers and length of appointments.
- d) Explanation of the approach to performing an external audit, including the audit methodology, nature, timing, and extent of audit procedures to be performed.
- e) Providing an activity plan of actions to achieve the objectives of the external audit function, specifying budgeted hours, timelines and sequence for its audit procedure and staff to be assigned.
- f) Incorporating CV's of the proposed professional staff. Key information should include the position of the individual in the firm, the role that the individual will have in the engagement, number of years' experience of auditing and degree of responsibility held in various assignments during the last five years in central banks and/or large commercial banks in accordance with ISA/IFRS, all tertiary and professional qualifications, professional memberships. Summary of CVs must be maximum one (1) page per expert and details should be attached separately.

5.2. Qualifications and Experience of Key Personnel:

The audit team shall, as a minimum, consist of:

- a) One audit engagement partner (from the international audit firm) with at least 10 years of recent international experience in auditing central banks and financial institutions with ISA and IFRS application;
- b) One concurring partner (from the international audit firm) with at least 10 years of recent international experience in auditing central banks and financial institutions with ISA and IFRS application;
- c) At least two certified auditors (from the international audit firm) with at least 5 years of professional experience in auditing banks and financial institutions with ISA and IFRS application;
- d) One IT audit expert with having 5 years relevant professional experience in Banking and Financial institutions (International);
- e) One valuation expert with having 5 years relevant professional experience in valuing financial instruments; (International)
- f) One actuarial expert with having 5 years relevant professional experience in Banking and Financial institutions (International)
- g) At least two local auditors that are current members of the Institute of Chartered Accountant of Nepal (ICAN) with 5 years of relevant professional experience in Nepal or with an international audit firm in auditing central banks and financial institutions with ISA and IFRS application.



6. Starting and Completion of Assignment/Consultancy Services:

The assignment is expected to commence on end of July and completed by the end of October 2022. The audit engagement covers the period 2078/4/1 to 2079/3/32 (corresponding to 16th July 2021 to 16th July 2022).

7. Facilities/Utilities and logistics to be provided by the Client:

Required rooms at the time of audit will be provided by the NRB. The audit team will be facilitated by the concerned staffs of NRB and OAGN. Internet facilities of both offices can be used during the audit period. Remuneration and all the relevant reimbursable expenditures will be as per the contract agreement. The consultant needs to establish their office separately complying the requirement of Nepali prevailing laws.

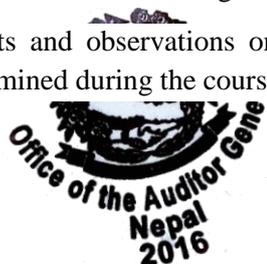
8. Reporting /Performance Requirements:

- a) Semi-monthly progress report should be presented to the OAG/N after the commencement of the work
- b) Any significant and material findings in course of the audit should immediately be reported to AG.
- c) The auditors are expected to submit an Audit Plan not later than 2nd week of August 2022, and present audit findings to the NRB through AG by the end of September 2022. NRB shall provide response on audit findings by first week of October 2022. These dates may be adjusted upon discussion with the AG.
- d) An audit report with a signed audit opinion from the audit firm to the AG shall be prepared by 15th October 2022.
- e) A draft management letter will be submitted to the OAGN not later than 15th October 2022.
- f) The auditors shall finalize Audit opinion and management letter after getting response from NRB by end of October 2022 together with financial statements duly approved by the NRB Board.
- g) Based on these deliverables, the AG will review and finalize his audit opinion and management letter.

9. Deliverables:

The auditors shall deliver the following reports and documents to the Auditor General.

- a) An opinion on the Financial Statements containing:
 - (i) A professional opinion on the financial statements and supporting schedules as regard to their true and fair view.
 - (ii) NFRS/IFRS and NRB accounting procedures and internal control framework that have been applied indicating the effect of any deviations from them.
 - (iii) The International Audit Standards that were applied.
- b) A Management Letter containing:
 - (i) Comments and observations on the accounting records, systems and controls that were examined during the course of the audit.



- (ii) Specific deficiencies and areas of weaknesses in systems and controls and make recommendations for improvement.
- (iii) Matters that have come to their attention during the audit which might have a significant impact on the implementation and sustainability of the NRB.
- (iv) Report on the implementation status of recommendations pertaining to previous period audit reports.
- (v) Areas of risk that need to be flagged out to management.
- (vi) Any other matters that the auditors consider pertinent to be brought to the NRB's attention.

10. Skill Transfer and Training:

Before submitting the reports, the auditors should deliver a presentation on the audit, audit findings, and recommendations to the OAGN and NRB. It will be arranged in the OAGN premises. All the documents collected should be handed over by the auditors to OAGN.

11. Selection Method:

An Audit Firm will be selected in accordance with The Government of Nepal Public Procurement Act 2063 BS and Public Procurement Regulations 2064 BS, Chapter 6: Section 70-71, Provisions Relating to Consultancy Services, set out in public procurement regulations. The selection method will be QCBS (Quality and Cost Base Selection).

12. Contract Agreement:

The Consultant shall be required to enter into agreement with the OAG/N on Lump Sum Contract.

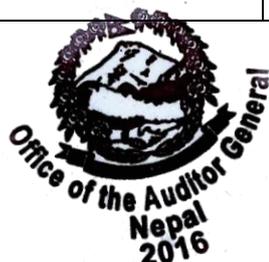


D. Evaluation of Consultant's EOI Application

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	Mandatory
VAT/PAN Registration (<i>for National firm only</i>)	Mandatory for National Firm
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2077/78 (B.S.) (<i>for National firm only</i>)	Mandatory for National Firm
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.	Mandatory Declaration Letter in the Firm's Letter Pad Stating " The firm/consultant is not blacklisted, has not penalized on professional misconduct/fault and has no conflict of interest in this assignment"
EOI Form 1: Letter of Application	<u>Duly filled/Submitted</u>
EOI Form 2: Applicant's Information Form	<u>Duly filled/Submitted</u>
EOI Form 3: Experience (3(A) and 3(B))	<u>Duly filled/Submitted</u>
EOI Form 4: Capacity	<u>Duly filled/Submitted</u>
EOI Form 5: Qualification of Key Experts	<u>Duly filled/ Submitted</u>

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	
A. Qualification-50 Marks		
Qualification of Key Experts	50 % Out of 100 % Key Expert's Academic Qualification, Experience, Professional Training, General and Specific Experience as per ToR	
Experience of Key Experts		
B. Experience-40 Marks		
General experience of firm	10 % Out of 100 % Experience in completion of auditing number if audit / project in any banks (Including Central Banks)	
Specific experience of firm within last 7 years. In case of person, specific experience of the person within last 7 years.	28 % Out of 100 % Experience in completion of external auditing number of audit projects in central banks	

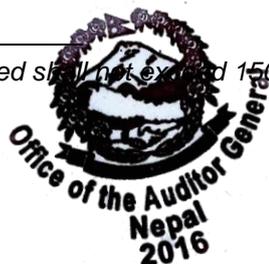


[Handwritten signature]

Experience of Auditing Firm in similar economy	2% Out of 100 % Similar assignment performed in similar economy countries.	
C. Capacity-10 Marks		
Financial Capacity ²	10 % Out of 100 % Average auditing services turnover of best three years in last 7 years should be at least NPR 40 Million or equivalent in foreign Currency	
<p>NOTE: 1.PASS MARKS: 60% in A,B,C altogether,</p>		

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 association, such Natural Person or Board of Director of the firm/institution /company or any partner of association such firm's or association EoI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

² Average turnover required shall not exceed 150% of cost estimate



[Handwritten signature]

E. EOI Forms & Formats

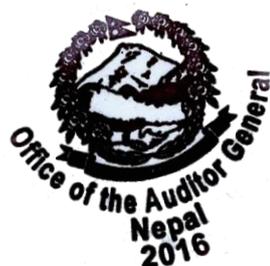
Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Similar Economy*)

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.: _____

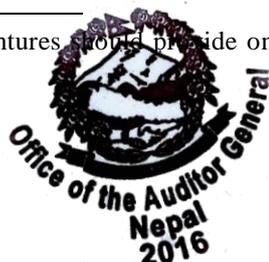
Fax No.: _____

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.³
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

³ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



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, 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 (Authorised Signature/ Person having Power of Attorney) :

Name :

Designation :

For and on behalf of (name of Applicant) :

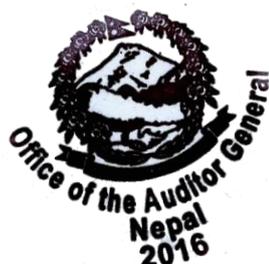


2. Applicant's Information Form

(In case of association of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company (As registered):
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. Firm's Organization Structure:
10. Total number of staffs:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each association partner for this assignment.)



3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each firm or member of a association 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: List all the assignments for the last 10 years or above. The marks will be assigned as per the number of projects nature, years of operation, nature and value of assignments etc. If shortlisted as per the list provided in this category the consulting must produce the documentary evidence duly certified as specified at the time of RFP submission. Non-submission at the time of RFP shall be disqualified from the RFP evaluation.



[Handwritten signature]

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of association 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) ⁴ :
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 association partner, if any:	Narrative description of Project:
<p>Description of actual services provided in the assignment:</p> <p>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</p> <p><i>Note: List all the assignments for the last 7 years. The marks will be assigned as per the number of projects nature, years of operation, specific nature and value of assignments etc. If shortlisted as per the list provided in this category the consulting must produce the documentary evidence duly certified as specified at the time of RFP submission. Non-submission at the time of RFP shall be disqualified from the RFP evaluation.</i></p>	

Firm's Name: _____

⁴ Consultant should state value in the currency as mentioned in the contract



3(C). Similar Economy Experience

Experience of working in similar economy countries

(In case of association of two or more firms to be filled separately for each constituent member)

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Note: List all the assignments for the last 15 years or above. The marks will be assigned as per the number of projects nature, years of operation, nature and value of assignments etc. If shortlisted as per the list provided in this category the consulting must produce the documentary evidence duly certified as specified at the time of RFP submission. Non-submission at the time of RFP shall be disqualified from the RFP evaluation.



4. Capacity

4(A). Financial Capacity

(In case of association 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 (Balance Sheets and Income Statements for last 7 years) for Average Turnover should be submitted for the above.)

Note: List all the assignments for the last 7 years. The marks will be assigned as per the number of projects nature, years of operation, nature and value of assignments etc. If shortlisted as per the list provided in this category the consulting must produce the documentary evidence duly certified as specified at the time of RFP submission. Non-submission at the time of RFP shall be disqualified from the RFP evaluation.



Key Experts (Include details of Key Experts only)

(In case of association 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)

NOTE: Submit the Curriculum Vitae of the Key personnel as required in the ToR. For Non-Key experts also submit their CV in the list of personnel (not Evaluated). CVs should be recently signed by the consulting auditor and stamped by the audit firm. For the CV submitted, the qualifications documentary evidence is not required for EOI evaluation. But while submitting the Request for Proposal, the same key experts should be available and all the documentary evidences mentioned in CV should be submitted at the time of the RFP submission. In case of material deviation from this EOI, the applicants shall be declared as non-responsive and shall be rejected from RFP evaluation.

SPECIAL NOTE FOR EOI EVALUATION: The applicants (as Firm/s as well as individuals) should obtain minimum pass marks in every evaluation criteria. If the firm did not obtain the pass mark in every concerned criteria the applicants will be term as non-responsive and will not be consider for further EOI evaluation.

