

**PREQUALIFICATION DOCUMENT FOR
CONSTRUCTION OF GANESH MAN SINGH
INCLUSIVE BUILDING**

AT

JAWALAKHEL, LALITPUR

Procurement of Works

Issued by:

Government of Nepal
MINISTRY OF FEDERAL AFFAIRS AND LOCAL
DEVELOPMENT
DEPARTMENT OF LOCAL INFRASTRUCTURE DEVELOPMENT
AND AGRICULTURAL ROADS
SHREEMAHAL, PULCHOWK, LALITPUR
NOVEMBER 2016

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1. Abbreviations and Glossary

BOQ	Bill of Quantities
FIDIC	Federation Internationale des Ingenieurs-Conseils; an association based in Switzerland that produces GCOCs for different types of construction works.
GCOC	General Conditions of Contract
GITA	General Instructions to Applicants, in the SPD
ICB	International Competitive Bidding
IF	Information Forms
IFB	Invitation for Bids
IFP	Invitation for Prequalification
ITB	Instructions to Bidders
JV	Joint Venture
JVA	Joint Venture Agreement
NCB	National Competitive Bidding
PQ	Prequalification
PITA	Particular Instructions to Applicants, in the SPD
SBD	Standard Bidding Document
SPD	Standard Prequalification Document
DUDBC	Department of urban development and building construction
Applicant	A Firm or Joint Venture of firms applying for the Prequalification for the specific contract/ slice or package.
Bidder	A pre-qualified Firm or Joint Venture of firms which submit the Bids for the specific contract.
Employer	One of the two parties to a works contract, the other party being the "Contractor."
Contractor	The legal entity that is party to and performs a works contract, the other party to the contract being the "Employer."
Joint venture	An ad hoc association of firms that pool their resources and skills to undertake a large or complex contract in the role of "Contractor," with all firms (partners in the JV) being legally liable, jointly and severally, for the execution of the contract in the event of a partner's withdrawal.
Management Contractor	A firm, acting in the role of "Contractor," that does not usually perform construction work contract directly, but manages the work of other (sub) contractors, while bearing full responsibility and risk for price, quality, and timely performance of the contract.
Construction Manager	A Consultant, acting as agent of the Borrower/Employer, engaged to coordinate and monitor the timing of preparation, bidding award, and execution of a number of different contracts comprising a project, but does not take on the responsibility for price, quality, or performance of those contracts.

Nominated Subcontractor	A specialist enterprise selected and approved by the Employer to provide a pre-specified item in the BOQ, and nominated as subcontractor to the Contractor for such purpose. (For a more comprehensive definition, see Sub-Clauses 59.1 and 59.2 of the GCOC FIDIC 1987/92.)
Postqualification	An assessment made by the Employer after the evaluation of bids and immediately prior to award of contract, to ensure that the lowest-evaluated, responsive, eligible bidder is qualified to perform the contract in accordance with previously specified qualification requirements.
Prequalification	An assessment made by the Employer of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.
Prime contractor	A firm that performs a substantial part of a construction work contract itself and the balance, if any, by subcontractors, while bearing full responsibility for the whole contract.
Procurement Agency	Agency intending to procure the Goods, Services, and or Works to fulfill its objective.
Provisional sum	A sum included provisionally in the BOQ of a contract, normally for a specialized part of the works or for contingencies, which sum shall be used only on the instructions of the Employer/Engineer for payments to the Contractor and/or to Nominated Subcontractors.
Slice and Package	A procedure whereby a large homogeneous project is sliced into smaller similar contracts, which are bid simultaneously so as to attract the interest of both small and large firms; firms offer bids on individual contracts (slices) or on a group of similar contracts (packages), and award is made to the combination of bids offering the lowest cost to the Employer. Slices comprising a number of similar construction units together in a small area are sometimes referred to as "lots," which are bid concurrently with other similar "lots" as part of the larger "package."
Turnover	The gross earnings of a firm (in this context, a construction contractor), defined as the billings for contract work in progress and/or completed, normally expressed on an annual basis, and excluding income from other sources.
Works	The total work involvement in a construction contract, including the "Permanent" Works or finished product as specified, and the "Temporary" Works required by the Contractor for the execution of the contract.
Writing	For the purpose of this document, any authenticated handwritten, typed, or printed communication, including telex, cable, electronic mail, and facsimile transmission, with proof of receipt when requested by the sender.



4.. General Instructions to Applicants

Invitation for Prequalification

Government of Nepal
Ministry of Federal Affairs and Local Development
Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR)
Shreemahal, Pulchowk, Lalitpur
Notice no: 01/073/74
Contract Identification No: NCB/Irrigation/01/PQ/Works/2073/74.
Date of Publication: 2073/08/24

1. Government of Nepal has allocated funds towards the cost of the Construction of Ganesh Man Singh Inclusive Building at Jawalakhel, Lalitpur and it intends to apply part of the proceeds of the fund for payments under the contract for Construction of Ganesh Man Singh Inclusive Building at Jawalakhel, Lalitpur.
2. The Department of Local Infrastructure Development and Agricultural Roads, Shreemahal, Pulchowk, Lalitpur intends to prequalify contractors and/or firms for *Construction of Ganeshman Singh Inclusive Building, Jawalakhel, Lalitpur*. It is expected that invitations to bid will be made in Magh, 2073. Prequalification will be conducted following the criteria contained in the prequalification documents and is open to all eligible bidders from Nepal and Foreign Countries.

Interested eligible applicants may obtain further information and inspect the prequalification documents at the Small Irrigation, River Control and Other Infrastructure Development Section, DoLIDAR, from below address in office hours. A complete set of prequalification documents in English may be purchased by interested bidders upon submission of a written application and upon payment of a nonrefundable fee of NRs 10000.00

Name of the Bank: Nepal Bank Limited, Gabahal, Lalitpur

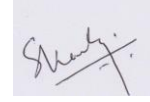
Rajaswa (Revenue) Account No: 180-41-2440

Revenue code :14227

3. The last date for purchase of Prequalification Document is 2073/09/24.

If requested by the applicant the document can also be sent by post/courier service upon the payment of additional postal charges but the office shall not be responsible for the late or non- delivery of the documents.

- 4 Applications for prequalification should be submitted in sealed envelopes, delivered to the address below on or before 12:00 noon of 2073/09/25 and be clearly marked "Application to Prequalify for *name of project and the contract name and number*."
5. Pre-Submission meeting shall be held at DoLIDAR in below address at 12:00 hrs of 2073/09/14
6. Applications for prequalification will be opened at 14:00 hrs of 2073/09/25 in the presence of applicants or their representatives who chose to attend or even their absence at DoLIDAR.
7. If the last date for purchase or submission of PQ document falls on a Government holiday the next working day shall be considered as the last date.
8. Applicants who chose to submit their application electronically may purchase hard copy of PQ documents as mentioned above or may download the PQ documents for e-submission from www.bolpatra.gov.np/ppmo Applicants, submitting their application electronically should



4.. General Instructions to Applicants

deposit the cost (as specified above) of PQ document in projects Rajaswa (Revenue) account as specified above and the scanned copy(PDF format) of bank deposit voucher shall be uploaded by the applicant at the time of electronic submission of the application.

Name of office: Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR), Small Irrigation, River Control and Other Infrastructure Development Section Shreemahal, Pulchowk, Lalitpur.

Telephone number, : 977-01-5528797

Facsimile : 977-01-5527790

email address: dolidar.irrigation@gmail.com



4.. General Instructions to Applicants

General Instructions to Applicants (GITA)

1. Source of Funds and Scope of Works

- Source of Funds 1.1 Government of Nepal (GON) has made budgetary allocation or has applied for or received a *[loan/grant/credit]* from *[it's own resources or name of Donor Agency called "the Donor Agency"]* equivalent to the amount in *[currency]* indicated in the Particular Instructions to Applicants (PITA). GON intends to apply the GON fund or a part of the *[loan/grant/credit]* to the eligible payments under the contract(s) for which this prequalification is issued.
- Scope of Work 1.2 The Employer, as named in the PITA, intends to prequalify the prospective bidders for the Works described in the PITA.
- Slice and Package 1.3 If so indicated in the PITA, the total Works to be constructed have been divided into a number of similar individual contracts (slices) and bids will be invited concurrently for individual contracts and for combinations of contracts (packages). Bidders can bid on individual contracts only or on a combination of contracts within their prequalified capacity as assessed by the Employer. Qualification criteria for slice and package bidding are described in Sub-Clause 4.15.
- Bid Invitation 1.4 It is expected that prequalified applicants will be invited to submit bids during the month and year indicated in the PITA.
- Type of Contract 1.5 The bidding documents, type of contract, and method of payment, whether prices are fixed or adjustable, and the time for completion are indicated in the PITA.
- Site Information 1.6 General information on the climate, hydrology, topography, geology, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the Employer, and other relevant data is attached as an Annex to the PITA.

2. Fraud and Corruption

2.1 GON/ Donor Agency require that the Employer as well as Bidders/ Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of contracts. In pursuant to this policy, GON:

- a. defines, for the purposes of this provision, the terms set forth below as follows:

"corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and



4.. General Instructions to Applicants

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the GON, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the GON of the benefits of free and open competition;

"collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

"coercive practice" is impairing or harming, or threatening to impair harm, directly or indirectly, any party or the property of the party to influence improperly the actions of the party;

"obstructive practice" deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators; and

- b. shall not accept a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent or collusive, coercive, or obstructive practices in competing for the contract in question; and
- c. shall declare a firm or individual ineligible, either indefinitely or for a stated period of time, to be awarded a GON/ Financing Agency funded contract if it at any time determines that the firm has engaged in corrupt or fraudulent or collusive, coercive, or obstructive practices in competing for, or in executing, a GON/ Financing Agency funded contract.

3. Eligibility of Countries and Bidders

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| Eligible Countries | 3.1 Except as provided in Sub-Clause 3.2 and 3.3, this Invitation for Prequalification is open to all eligible firms from Nepal for NCB contracts and Nepal and abroad for ICB contracts. The GON and or Financing Agency maintains a list of countries from which bidders, goods, and the services are not eligible to participate in procurement. Joint Ventures between firms from Nepal and abroad shall be permitted to bid. |
| Eligible bidders | 3.2 A firm that has been engaged by the GON to provide consulting services for the preparation or implementation of the Project, and any of its affiliates, shall be disqualified from subsequently providing goods or works (other than a continuation of the firm's earlier consulting services) for the same project. |



4.. General Instructions to Applicants

- 3.3 A firm declared ineligible by the GON and or Financing Agency shall be ineligible to bid for a contract during the period of time determined by the GON and or Financing Agency.

4. Qualification Criteria

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| General | 4.1 | Prequalification will be based on Applicants meeting all the following minimum pass–fail criteria regarding their general and particular construction experience, financial position, personnel and equipment capabilities, and other relevant information as demonstrated by the Applicant’s responses in the Information Forms attached to the Letter of Application. Additional requirements for joint ventures are given in Section 5. Qualifications, capacity, and resources of proposed subcontractors will not be taken into account in assessing those of individual or joint venture Applicants, unless they are named specialist subcontractors pursuant to Sub-Clause 4.4 and approved by the Employer. |
| Nominated Subcontracting | 4.2 | If so listed in the PITA, the Employer intends to execute certain specialized elements of the Works by Nominated Subcontractors in accordance with the GCC of the bidding documents and for which Provisional Sum will be included in the BOQ for the subject work. |
| Subcontracting | 4.3 | If an Applicant intends to subcontract parts of the Works such that the total of subcontracting is more than the percentage stated in the PITA of the Applicant’s approximated Bid Price, that intention shall be stated in the Letter of Application, together with a tentative listing of the elements of the Works to be subcontracted. |
| Specialist Subcontracting | 4.4 | If an Applicant intends to subcontract any highly specialized elements of the Works to specialist subcontractors, such elements and the proposed subcontractors shall be clearly identified, and the experience and capacity of the subcontractors shall be described in the relevant Information Forms. |
| Acceptable Substitutes | 4.5 | With reference to Sub-Clauses 4.3 and 4.4, the Employer may require Applicants to provide more information about their proposals. If any proposed subcontractor is found ineligible or unsuitable to carry out an assigned task, the Employer may request the Applicant to propose an acceptable substitute, and may conditionally prequalify the Applicant accordingly, before issuing an invitation to bid. |



4.. General Instructions to Applicants

Contractor's Responsibility 4.6 After award of contract, the subcontracting of any part of the Works, other than for the provision of labour and materials, or to subcontractors named in the Contract, shall require the prior consent of the Employer. Notwithstanding such consent, the Contractor shall remain responsible for the acts, defaults, and neglects of all subcontractors and nominated subcontractor during contract implementation.

General Construction Experience 4.7 The Applicant shall provide evidence that:

- a. it has been actively engaged in the civil works construction business for at least the period stated in the PITA immediately prior to the date of submission of applications, in the role of prime contractor, management contractor, partner in a joint venture, or subcontractor, and
- b. that the Applicant has generated an average annual construction turnover during the specified above period greater than the amount stated in the PITA.

The average annual turnover is defined as the total of certified payment certificates for works in progress or completed by the firm or firms comprising the Applicant, divided by the number of years stated in the PITA.

While calculating the Turnover of the National Contractors for the past years the turnover amount shall be calculated in present value by deducting the VAT amount and then applying the inflation rate/index of the Nepal Rastra Bank. For the purpose of calculating the average annual turnover, the turnover of the best three years out of last ten year's turnover shall be considered.

Particular Construction Experience 4.8 a. The Applicant shall provide evidence that it has successfully completed or substantially completed at least the number of contracts stated in the PITA, of contract amount, nature, complexity, and requiring construction technology similar to the proposed contract, within the period stated in the PITA. The works may have been executed by the Applicant as a prime contractor or as management contractor, or as member of a joint venture or as subcontractor with references being submitted to confirm satisfactory performance.

b. The Applicant shall also provide evidence that it has achieved the minimum monthly and/or annual production rates of the key construction activities described in the PITA under similar contract conditions.

Financial Capabilities 4.9 The Applicant shall demonstrate that it has access to, or has available, liquid assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements for the subject contract(s) in the event of stoppage, start-up, or other delays in payment, of the minimum estimated amount stated in the PITA, net of the Applicant's commitments for other contracts.



4.. General Instructions to Applicants

- 4.10 In the relevant Information Form, the Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments. For this the Applicants Bid Capacity shall be equal to or more than the value of the Slice or Package for which the Applicant has submitted Application for prequalification.
- 4.11 if not required by the laws of the Applicant's country, other financial statements acceptable to the Employer, for the last ten years (unless otherwise stated in the PITA) shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. If deemed necessary, the Employer shall have the authority to make inquiries with the Applicant's Financers.
- Personnel Capabilities 4.12 The Applicant shall supply general information on the management structure of the firm, and shall make provision for suitably qualified personnel to fill the key positions listed in the PITA, as required during contract implementation. The Applicant shall supply information on a prime candidate and an alternate, if stated in PITA, for each key position, both of whom shall meet the experience requirements specified.
- Equipment Capabilities 4.13 The Applicant shall own, or have assured access (through hire, lease, purchase agreement, other commercial means, or approved subcontracting) to key items of equipment, in full working order, as listed in the PITA, and must demonstrate that, based on known commitments, they will be available for timely use in the proposed contract. The Applicant may also list alternative types of equipment that it would propose for use on the contract, together with an explanation of the proposal.
- Litigation History 4.14 The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any partner of a joint venture may result in disqualification of the Applicant.
- Slice and Package 4.15 When applying for prequalification on more than one contract under the slice and package arrangements, the Applicant must provide evidence that it meets or exceeds the sum of all the individual requirements for the slices or lots being applied for in regard to:



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- a. average annual turnover (Sub-Clause 4.7 (b));
- b. particular experience including key production rates (Sub-Clause 4.8);
- c. financial capabilities, etc. (Sub-Clauses 4.9, 4.10, and 4.11);
- d. personnel capabilities (Sub-Clause 4.12); and
- e. equipment capabilities (Sub-Clause 4.13)

In case the Applicant fails to fully meet any of these criteria, it may be qualified only for those slices for which the Applicant meets the above requirement.

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| Clarifications of Applications | 4.16 To assist in the evaluation of Applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. |
| Right to Waive | 4.17 The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract. |

5. Joint Ventures

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| Eligibility | 1.1 If the Applicant comprises a number of firms with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). Then all the partners to the JV shall be jointly and severally liable. A joint venture and the individual partners in the joint venture shall need to be registered in GoN, Internal Revenue Office before signing Contract Agreement. |
| Qualification Criteria | 5.2 The joint venture must satisfy collectively the criteria of Clause 4. For this purpose the following data of each member of the joint venture shall be added together to meet the collective qualifying criteria. However the Partner in charge and each individual partner of joint venture must meet the percentages ¹ respectively of the requirement as specified in the PITA of the criteria Sub – Clause 5.2(a) ,5.2(c) and 5.2 (d) below: <ol style="list-style-type: none">a. average annual turnover (Sub-Clause 4.7 (b));b. particular experience (Sub-Clause 4.8 (a)) and key production rates (Sub-Clause 4.8 (b))c. construction cash flow (Sub-Clause 4.9);d. adequate sources to meet financial commitments in this and other contracts (Sub-Clause 4.10),e. personnel capabilities (Sub-Clause 4.12); andf. equipment capabilities (Sub-Clause 4.13). |

¹ The Qualification percentage to be met by each partner shall not be less than 25%



4.. General Instructions to Applicants

Each partner must satisfy the following criteria individually:

- a. general construction experience for the period of years stated in Sub-Clause 4.7 (a),
- b. adequate resource for completing the work in hand or committed new work (sub Clause 4.10)
- c. financial soundness (Sub-Clause 4.11), and
- d. litigation history (Sub-Clause 4.14).

In accordance with the above, the Application shall include all related information required under Clause 4 for individual partners in the joint venture.

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| Partner in Charge | 5.3 | One of the partners, who is responsible for performing a key function in contract management or is executing a major component of the proposed contract, shall be nominated as being in charge during the prequalification and bidding periods and, in the event of a successful bid, during contract execution. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners. Such authorization letter shall not be changed by the Applicant unilaterally and or without approval from the Employer. |
| Partner Limitation | 5.4 | Limit on the number of partners in a JV shall be as stated in the PITA however; the attention of Applicants is drawn to the provisions of Sub-Clause 5.5. |
| Joint and Several Liability | 5.5 | All partners of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization mentioned under Sub-Clause 5.3 above. |
| Joint Venture Agreement | 5.6 | A copy of the Joint Venture Agreement (JVA) entered into by the partners shall be submitted with the Application. Alternatively, a Letter of Intent to execute a JVA in the event of a successful bid shall be signed by all partners and submitted with the Application together with a copy of the proposed Agreement. Pursuant to Sub-Clauses 5.3 to 5.5 above, the JVA shall include among other things: the JV's objectives; the proposed management structure; the contribution of each partner to the joint venture operations; the commitment of the partners to joint and several liability for due performance; recourse/sanctions within the JV in the event of default or withdrawal of any partner; and arrangements for providing the required indemnities. Once submitted to the Employer such Joint venture agreements shall not be changed by the Applicant unilaterally and or without approval from the Employer. |



4.. General Instructions to Applicants

Dissolution of Joint Venture	5.7	Prequalification of a joint venture Applicant does not prequalify any of its partners to bid individually or as a partner in any other joint venture or association. In case of dissolution of a joint venture prior to the submission of bids, any of the constituent firms may prequalify if they meet all of the prequalification requirements, subject to the written approval of the Employer. Individual members of a dissolved joint venture may participate as subcontractor to qualified Applicants, subject to the provisions of Sub-Clause 9.3.
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6. Domestic bidder Price Preference

Eligibility	6.1	A domestic price preference for qualifying domestic bidders shall apply in bid evaluation as described in Sub-Clauses 6.2 and 6.3. On the basis of information submitted by Applicants and available at the time of notification, the Employer will inform prequalified Applicants of their apparent eligibility to qualify for the domestic bidder price preference (subject to subsequent confirmation at bid evaluation), in accordance with Sub-Clauses 6.2 and 6.3.
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Domestic bidders	6.2	Domestic bidders shall provide all evidence necessary to prove that they meet the following criteria to be eligible for a margin of preference stated below in the comparison of their bids with those of bidders who do not qualify for the preference.
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Domestic bidders which meet the following criteria shall be given a preference as specified in PITA.

- a. for an individual firm or joint venture of firms:
 - i. each firm is registered in Nepal,
 - ii. each firm has more than 50 percent ownership by nationals of Nepal
 - iii. will not subcontract more than 50 percent of the total value of the Works to foreign contractors,
 - iv. satisfies any other criteria specified for the purpose of domestic preference eligibility in the Bidding Data.
- b. for a joint venture between domestic and foreign firms:
 - i. each domestic firm is eligible for the preference according to the criteria stated in (a) above,
 - ii. at least 50 percent share in the joint venture is held by the Nepalese firms as demonstrated by the profit and loss sharing provisions of the joint venture agreement,
 - iii. will not subcontract more than 50% of the total value of the works to the foreign partner or other foreign firms,
 - iv. satisfies any other criteria specified for the purpose of domestic preference eligibility in the Bidding Data.

7. Requests for Clarification



4.. General Instructions to Applicants

Notification and Response	7.1	Applicants are responsible for requesting any clarification of the prequalification documents. A request for clarification shall be made in writing to the Employer's address indicated in the PITA. The Employer will respond to any request for clarification that it receives earlier than 15 days prior to the deadline for submission of application. Copies of the Employer's response, including a description of the inquiry but without identifying its source, will be forwarded to all purchasers of the prequalification document
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8. Amendment of Prequalification Document

Amendment of Prequalification Document	8.1	At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing addenda.
	8.2	Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the Prequalification Document directly from the Employer.
	8.3	To give prospective Applicants reasonable time in which to take an addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

9. Submission of Application

Cost of Applications	9.1	The Applicant shall bear all costs associated with the preparation and submission of its application, and the Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
Delivery	9.2	Submission of application for prequalification must be received in sealed envelopes either delivered by hand or by registered mail to the address, and not later than the time and date stated in the PITA or as modified in accordance with Sub –Clause 8.3. The name and mailing address of the Applicant shall be indicated on the envelope, which shall be clearly marked as indicated in the PITA. A receipt will be given for all applications submitted.
Late Applications	9.3	Prequalification application received later than the specified time in Sub - Clause 9.2 shall be returned unopened..
Language	9.4	All information requested for prequalification shall be provided by Applicants in the language indicated in the PITA. Information may be provided in another language, but it shall be accompanied by an accurate translation of its relevant passages into the language indicated in the PITA. Such translation shall be attested by the Applicant's country representative offices in Nepal. This translation will govern and will be used for interpreting the information.



4.. General Instructions to Applicants

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| Lack of Information | 9.5 | Failure of an Applicant to provide comprehensive and accurate information that is essential for the Employer's evaluation of the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant. If an Applicant can not submit a particular document as stated in the PQ document then a equivalent document submitted by the Applicant's may be considered for evaluation. |
| Material Changes | 9.6 | Subsequently prequalified or conditionally prequalified Applicants shall inform the Employer of any material change in information that might affect their qualification status. Bidders shall be also required to update key prequalification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process. If the status is found to be substantially of lower qualification than at the time of Prequalification, such bids shall be cancelled and not evaluate |

10. Employer's Notification and Bidding Process

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| Invitation for Bids | 10.1 | Within the period stated in the PITA from the date for submission of applications, the Employer will notify all Applicants in writing of the results of their application, including eligibility for domestic bidder price preference, in accordance with Clause 6, and of the names of all prequalified and conditionally prequalified applicants (see Sub-Clause 10.2 below). |
| Conditional Prequalification | 10.2 | An Applicant may be "conditionally prequalified," that is, qualified subject to certain specified nonmaterial deficiencies in the prequalification requirements being met by the Applicant to the satisfaction of the Employer, before submitting a bid. Upon full compliance with the prequalification requirements, other prequalified applicants will be notified accordingly. |
| One Bid per bidder | 10..3 | A qualified firm or a member of a qualified joint venture may participate in only one bid for the contract. If a firm submits more than one bid, singly or in joint venture, all bids including that firm will be rejected. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid. |
| Bid Security | 10.4 | Bidders will be required to provide bid security in the form and amount indicated in the bidding documents. The successful bidder will be required to provide performance security in the form and amount indicated in the bidding documents. |



4.. General Instructions to Applicants

- Changes after Prequalification 10.5 Any change in the structure or formation of an Applicant after being prequalified and invited to bid shall be subject to written approval of the Employer. Any such change shall be submitted to the Employer not later than fifteen (15) days after the date of the Invitation to Bid. Such approval shall be denied if as a consequence of any change,
- a. an individual firm, or a joint venture as a whole, or any individual member of the JV fails to meet any of the collective or individual qualifying requirements;
 - b. the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
 - c. in the opinion of the Employer, a substantial reduction in competition may result.
- Employer's Rights 10.6 The Employer reserves the right to take the following actions, and shall not be liable for any such actions:
- a. amend the scope and cost of any contract to be bid under this project, in which event bids will be invited only from those applicants who meet the resulting amended prequalification requirements;
 - b. reject or accept any prequalification application, and/or any late application; and
 - c. cancel the prequalification process and reject all applications.



5. Particular Instructions to Applicants (PITA)

Part A: General

Notes on Part A

All items in the PITA should be filled in by the Employer before issuance of the prequalification documents. An * inserted after the briefing notes for certain items indicates that supplemental guidance is given in Annex B, Parts 1 and 2.

The Employer should request that all financial information provided by applicants should be expressed either entirely in Nepalese Rupees or entirely in US Dollars for foreign Applicants.

The PITA below is formatted for prequalification related to either a single (individual) contract or multiple contracts ("slice and package"). Part A relates to general matters that are common to both processes. Part B relates to specific requirements for an individual contract or to each contract (slice) within a package.

These particular instructions and related Information Forms are intended to complement, amend, or supplement the provisions in the GITA. In the event of conflict or ambiguity, the provisions in the PITA shall prevail over those in the GITA.

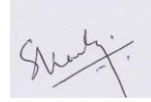
GITA Clause Reference

1.1	<p><u>Source of Funds</u></p> <p><i>Name of Financing Agency : Government of Nepal</i></p> <p><i>Name of Project: Construction of Ganeshman Singh Inclusive Building, Jawalakhel, Lalitpur.</i></p>
1.2	<p><u>The Employer:</u></p> <p><i>Name, : Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR)</i> <i>address, : Jawalakhel, Lalitpur, Nepal</i> <i>telephone : 977-01-5528797</i> <i>fax numbers, : 977-01-5527790</i> <i>electronic mail address dolidar.irrigation@gmail.com</i></p>
1.3	<p><u>Slice and Package</u></p> <p>Concurrent bidding on more than one contract: Not Applicable</p>
1.4	<p><u>Bid Invitation</u></p> <p>Expected date of Invitation for Bids: 2073 Magh.</p>



5. Particular Instructions to Applicants (PITA)

3.1	<p>Eligible Countries: The provisions in GITA 3.1 has been replaced as below:</p> <p>Except as provided in Sub-Clause 3.2 and 3.3, this Invitation for Prequalification is open to all eligible bidders from Nepal and foreign countries.</p> <p>The following documents shall be submitted as eligible criteria for National and International bidders.</p> <p>National Bidders:</p> <ul style="list-style-type: none">a. Firm/Company Registration Certificate Valid for F/Y 073/74b. Business Registration License Valid for F/Y 073/74c. VAT and PAN Registration Certificates Valid for F/Y 073/74d. Tax Clearance Certificate or Submissions of Tax Returns up to FY 072/073e. A written declaration made by the Bidder stating that the Bidder is not ineligible to participate in the Bid; has no conflict of interest in the proposed PQ procurement proceedings and has not been punished for the profession or businesses related offence.f. Joint Venture Authorization/ Agreement (if any)g. Power of Attorney <p><i>The documents should be attested by Notary Public.</i></p> <p>International Bidders:</p> <ul style="list-style-type: none">a. Up to date Firm/Company Registration Certificate in their respective countriesb. Up to Date Business Registration License in their respected countriesc. A written declaration made by the Bidder stating that the Bidder is not ineligible to participate in the Bid; has no conflict of interest in the proposed PQ procurement proceedings and has not been punished for the profession or businesses related offence.d. Joint Venture Authorization/ Agreement (if any)e. Power of Attorney <p><i>The documents shall be attested and verified from their respected Embassies or agency authorized for that.</i></p>
4.11	<p><u>Audited Balance Sheets</u></p> <p>Time period: Ten years From fiscal year 2063/64 to 2072/73 <i>In case of more than one balance sheet for a period (in cases when the firm is working in different joint ventures at the same period) a consolidated balance sheet should be submitted showing all income and expenditures.</i> <i>The documents should be attested by Notary Public.</i></p>
5.2	<p>Percentage to be met by each JV partner of minimum criteria 5.2(a),5.2(c) and 5.2(d): 25%</p> <p>Percentage to be met by partner in charge of minimum criteria 5.2(a), 5.2(c) and 5.2(d): 40% For 5.2(b) any one partner must meet 100%.</p>
5.4	<p>Joint Ventures</p> <p>Partner Limitation: Three</p>



5. Particular Instructions to Applicants (PITA)

6.1	<p><u>Domestic bidder Price Preference</u></p> <p>Preference shall apply for Eligible Domestic bidders: N/A</p> <p><i>Applicants considering themselves eligible for the Works preference in bid evaluation shall provide information and statements in accordance with GITA Sub-Clauses 6.1, 6.2 and 6.3 for review by the Employer.</i></p>
6.2	<p>Domestic bidders which meet the criteria as specified shall be given a preference of: N/A</p>
6.3	<p>Joint ventures between domestic and foreign firms which meet the specified criteria shall be given preference of N/A</p>
7.1	<p><u>Requests for Clarification:</u></p> <p>Address: Small Irrigation, River Control and Other Infrastructure Development Section, DoLIDAR, Shreemahal, Lalitpur Phone: 977-01-5528797 Fax: 977-1-5527790 Email: dolidar.irrigation@gmail.com</p>



5. Particular Instructions to Applicants (PITA)

9.2

Submission of Applications

Address: Small Irrigation, River Control and Other Infrastructure development Section, DoLIDAR, Pulchowk, Lalitpur

Time/ Date for Submission: **12:00 Noon of 2073/09/25**

Envelope Marking: "Prequalification Application for: Construction of Ganeshman Singh Inclusive Building : *NCB/Irrigation/01/PQ/Works/2073/74.*

Applicants may always submit their applications by mail or by hand or by courier. When so specified in the PITA, applicants shall have the option of submitting their PQ documents electronically. Procedures for submission, sealing and marking are as follows:

- (a) Applicants submitting PQ documents by mail, by hand or by courier
 - i. Applicants shall enclose the original and each copy of the PQ documents in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope.
 - ii. The inner and outer envelopes shall:
 - (aa) bear the name and address of the Applicants;
 - (bb) be addressed to the Employer as provided in PITA
 - (cc) bear the specific identification of this PQ documents process indicated in PITA and
 - (dd) bear a warning not to open before the time and date for PQ documents opening.



5. Particular Instructions to Applicants (PITA)

iii. If all envelopes are not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

(b) Applicants submitting PQ documents electronically

Applicants shall follow the electronic PQ document submission procedures specified below:

- i. For e-submission, the applicant is required to register in the web portal <https://www.bolpatra.gov.np/ppmo> for downloading and submitting the PQ document electronically.
- ii. Interested applicants may either purchase the PQ documents from the employer's office as specified in the notice or applicants registered in the web portal of DOLIDAR may download the PQ document from <https://www.bolpatra.gov.np/ppmo> after login. If applicants choose to download the PQ document and submit the PQ document electronically, then the cost of the PQ document shall be deposited as specified in notice. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the electronic PQ documents files.
- iii. The applicant shall then prepare/fill the PQ documents and forms included in the issued PQ documents or the downloaded PQ documents from the web portal of PPMO <https://www.bolpatra.gov.np/ppmo> as applicable. The required PQ documents and forms shall be prepared in PDF form in e-procurement system as specified below.

S. N.	Document	Requirement	Remarks
1	Letter of Application	Mandatory	PDF Forms
2	Company registration	Mandatory	PDF
3	VAT registration	Mandatory	PDF
4	Tax clearances certificate or evidence of tax return submission	Mandatory	PDF
5	Power of Attorney of Bid signatory	Mandatory	PDF
6	Declaration Letter	Mandatory	PDF
7	Bank Voucher for cost of PQ document	Mandatory	PDF
8	Joint venture agreement	Mandatory	Mandatory in case of JV Only
9	Qualification Information	Mandatory	PDF forms (Experience, Turnover, etc.)



5. Particular Instructions to Applicants (PITA)

	<p><i>Note:</i></p> <ul style="list-style-type: none">a) The documents specified as “Mandatory” should be included in e-submission and non submission of the documents shall be considered as non-responsive PQ document.b) Applicants (all partners in case of JV) should verify/update their profile documents as appropriate for the specific PQ document before submitting their PQ document electronically.iv) The applicants shall then upload the PDF PQ documents files and submit the complete PQ online through web portal of PPMO - https://www.bolpatra.gov.np/ppmo within the specified date and time.v) Applicants are advised to download the PQ submission report to ensure that all the documents/ files are up to date and complete.vi) The applicants shall meet the following requirements and conditions for e-submission of bids;<ul style="list-style-type: none">aa) The e-submitted PQ documents must be readable through open standards interfaces. Unreadable and or partially submitted PQ document files shall be considered incomplete and rejected for further evaluation.bb) In addition to electronically submitted PDF files, the Applicants shall be required to submit Hardcopy of the submitted PQ documents and clarifications.cc) The facility for submission of PQ documents electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the PQ process. The Applicants are fully responsible to use the e- submission facility properly in web portal of PPMO-https://www.bolpatra.gov.np/ppmo as per specified procedures and in no case the Employer shall be held liable for Applicants's inability to use this facility.dd) When a applicant submits electronic PQ document through the PPMO web portal, it is assumed that the applicant has prepared the PQ documents by studying and examining the complete set of the PQ documents.
9.4	<p>22.1 PQ documents must be received by the Employer at the address and no later than the date and time indicated in the notice.</p> <p>In case of e-submission, the standard time for e-submission is Nepalese Standard Time as set out in the server. The e-procurement system will accept the e-submission of PQ document from the date of publishing of notice and will automatically not allow the e-submission of PQ document after the deadline for submission of PQ document.</p> <p>22.2 The Employer may, at its discretion, extend the deadline for the submission of PQ documents by amending the PQ Document in which case all rights and obligations of the Employer and Applicants previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>



5. Particular Instructions to Applicants (PITA)

10.1	<p><u>Employer's Notification</u></p> <p>Time period from submission of applications: 120 days <i>[Depending on the complexity of the contract, and of the evaluation criteria (e.g. slice and package), etc., a period usually 90 days is considered appropriate, including seeking the Financing Agency's "no objection."]</i></p>
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5. Particular Instructions to Applicants (PITA)

Part B: Specific Contract Requirements

Notes on Part B

A separate Part B should be completed by the Employer for each contract in a multiple contract ("slice and package") prequalification.

These particular instructions and related Information Forms (IF) are intended to complement, amend, or supplement the provisions in the GITA. In the event of conflict or ambiguity, the provisions herein shall prevail over those in the GITA.

GITA Clause Reference

1.2	<p><u>Scope of Work</u></p> <p><u>Contract Reference:</u> NCB/Irrigation/01/PQ/Works/2073/74. <u>Title:</u> Construction of Ganeshman Singh Inclusive Building, Jawalakhel, Lalitpur</p> <p>The Works: Construction of Ganeshman Singh Inclusive Building consists of Demolition of old building, Construction of new building, Electrical works all complete, HVAC, Sanitary works all complete, Land Development all complete.</p>
1.5	<p><u>Type of Contract</u></p> <p>Bidding Documents: Standard Bidding Document SBD Works, (NCB) For Above 6 Million Rupees issued by PPMO</p> <p>Method of payment: Unit Rate with BOQ Prices</p> <p><u>Time for completion:</u> Three Years</p>
1.6	<p><u>Site Information:</u> The project site is located at Jawalakhel, Lalitpur District, Nepal</p>
4.2	<p><u>Nominated Subcontracting</u> Not Applicable</p>
4.3, 4.4	<p><u>Subcontracting by Applicant:</u> Not Applicable</p>



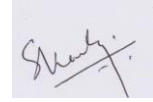
5. Particular Instructions to Applicants (PITA)

4.7	<p><u>General Construction Experience</u></p> <p>(a) <u>Time period in the Construction Business:</u> five years</p> <p>(b) <u>Required average annual Construction turnover:</u></p> <p>Minimum Average Annual Construction turnover of NRs 228500000.00 calculated as total certified payments received for construction contracts in progress or completed within best 3 (three) years out of last 10 (ten) years. The annual turnover of past years shall be evaluated in current year in national wholesale price index issued by Nepal Rastra Bank.</p>																														
4.8	<p><u>Particular Construction Experience</u></p> <p>(a) <u>Contracts of Similar Nature and Complexity</u></p> <p>Participation as Prime contractor, management contractor, or subcontractor, in at least Two contract within the last ten (10) years, with a value of at least NRs 370000000.00 that has been successfully or is substantially 100% completed and that are similar to the proposed works. The similarity shall be "Construction of Modern RCC Official Building with all facility"</p> <p>(b) <u>Minimum key production rates:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Construction Experience in Key Activities</th> </tr> </thead> <tbody> <tr> <td style="width: 40%;">For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum construction experience in the following key activities :</td> <td style="width: 10%;">must meet all requirements</td> <td style="width: 10%;">must meet all requirements</td> <td style="width: 10%;">not applicable</td> <td style="width: 10%;">not applicable</td> <td style="width: 10%;">Form EXP - 2(b)</td> </tr> <tr> <td>PCC for RCC (M20/M15 or equivalent)</td> <td>3500 cu.m</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Steel Reinforcement</td> <td>750 MT</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Brickwork</td> <td>650 cu.m.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Construction Experience in Key Activities						For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum construction experience in the following key activities :	must meet all requirements	must meet all requirements	not applicable	not applicable	Form EXP - 2(b)	PCC for RCC (M20/M15 or equivalent)	3500 cu.m					Steel Reinforcement	750 MT					Brickwork	650 cu.m.				
Construction Experience in Key Activities																															
For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum construction experience in the following key activities :	must meet all requirements	must meet all requirements	not applicable	not applicable	Form EXP - 2(b)																										
PCC for RCC (M20/M15 or equivalent)	3500 cu.m																														
Steel Reinforcement	750 MT																														
Brickwork	650 cu.m.																														
4.9	<p><u>Financial Capabilities</u></p> <p><u>Minimum Required Cash Flow amount:</u> NRs. 52500000.00</p>																														



5. Particular Instructions to Applicants (PITA)

4.10	<p><u>Adequate Source of Finance</u></p> <p>Minimum Bid Capacity (BC) to meet cash flow requirement for this and other contract commitment through the leveraged value of the applicant's available resources: NRS 45000000.00</p> <p>Where, Bid Capacity (BC) = 5x total financial resources - 40% of total contract value of current commitments</p>																																										
4.11	<p><u>Applicant's Financial Position:</u></p> <p>The Applicant's Net Worth calculated, as the difference between Total Assets and Total Liabilities, from the audited balance sheets of the last three years should be positive.</p>																																										
4.12	<p><u>Personnel Capabilities</u></p> <table border="1"><thead><tr><th>S.No.</th><th>Position</th><th>No</th><th>Qualification</th><th>Total Work/Business Experience (years)</th><th>In Similar Work (years)</th></tr></thead><tbody><tr><td>1</td><td>Project Manager</td><td>1</td><td>Master's Degree in Architecture/ Civil engineering/ Construction Management/ Engineering Management.</td><td>7</td><td>5</td></tr><tr><td>2</td><td>Civil Engineer</td><td>1</td><td>Bachelor's Degree in civil engineering</td><td>5</td><td>3</td></tr><tr><td>3</td><td>Architect</td><td>1</td><td>Bachelor's Degree in Architectural engineering</td><td>5</td><td>3</td></tr><tr><td>4</td><td>Electrical Engineer</td><td>1</td><td>Master's Degree in electrical engineering</td><td>5</td><td>3</td></tr><tr><td>5</td><td>Sanitary Engineer</td><td>1</td><td>Master's Degree in sanitary/ Environmental engineering</td><td>5</td><td>3</td></tr><tr><td>6</td><td>Skilled labour</td><td>2</td><td>Mason Training conducted by DUDBC and division offices/ municipalities and other authorities taking approval from DUDBC</td><td>5</td><td>3</td></tr></tbody></table> <p>The Applicant shall provide further details of the proposed personnel and their experience records in the relevant Information Forms 6 and 6A.</p>	S.No.	Position	No	Qualification	Total Work/Business Experience (years)	In Similar Work (years)	1	Project Manager	1	Master's Degree in Architecture/ Civil engineering/ Construction Management/ Engineering Management.	7	5	2	Civil Engineer	1	Bachelor's Degree in civil engineering	5	3	3	Architect	1	Bachelor's Degree in Architectural engineering	5	3	4	Electrical Engineer	1	Master's Degree in electrical engineering	5	3	5	Sanitary Engineer	1	Master's Degree in sanitary/ Environmental engineering	5	3	6	Skilled labour	2	Mason Training conducted by DUDBC and division offices/ municipalities and other authorities taking approval from DUDBC	5	3
S.No.	Position	No	Qualification	Total Work/Business Experience (years)	In Similar Work (years)																																						
1	Project Manager	1	Master's Degree in Architecture/ Civil engineering/ Construction Management/ Engineering Management.	7	5																																						
2	Civil Engineer	1	Bachelor's Degree in civil engineering	5	3																																						
3	Architect	1	Bachelor's Degree in Architectural engineering	5	3																																						
4	Electrical Engineer	1	Master's Degree in electrical engineering	5	3																																						
5	Sanitary Engineer	1	Master's Degree in sanitary/ Environmental engineering	5	3																																						
6	Skilled labour	2	Mason Training conducted by DUDBC and division offices/ municipalities and other authorities taking approval from DUDBC	5	3																																						



5. Particular Instructions to Applicants (PITA)

4.13	<u>Equipment Capabilities</u>		
	No.	Equipment Type and Characteristics	Min. Number Requirement
	1.	Concrete Batching Plant	1
	2.	Excavator	1
	3.	Truck/Tripper	4
4	Roller (20T)	1	
The Applicant shall provide further details of proposed items of equipment in the relevant Information Form.			
5.2	Qualification percentage required for Individual Partner: As mentioned in 5.2 of PITA, Part A. Qualification percentage required for Partner In charge: As mentioned in 5.2 of PITA, Part A.		

Site Information Annex

Pursuant to GITA 1.6, attached hereto is general information and site data relating to the subject contract.

[The Employer should prepare and attach a report providing information (as available at the time) on the topics listed in GITA 1.6.]



6. Letter of Application

[Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, and telephone, facsimile and electronic mail]

Date:

To: _____
[name and address of the Employer]

Name of Project: _____

1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification to bid on the contract or contracts indicated below:

[If prequalification refers to only one contract, delete the following paragraph and table, and insert the single contract reference and title.]

We have indicated (by signature) in column (3) below our preference for individual contract consideration, or for any combination thereof within our prequalified capacity as assessed by you.

Contract reference (1)	Contract title (2)	Preferred individual contract (3)
1.		
2.		
3.		
4. etc.		

[See Annex B, Part 1, Section 2 for the suggested number of slices]

2. Attached to this letter are copies of original documents defining¹:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).

¹ For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.



6. Letter of Application

3. With reference to GITA Sub-Clause 4.3, it is our intention to subcontract approximately _____ percentage of the Bid/Contract Price, details of which are provided herein.
4. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our other Agencies and Clients regarding any financial and technical aspects. 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 as requested by your selves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
5. Your Agency and its authorized representatives may contact the following persons for further information²:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Personnel inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

6. This application is made with the full understanding that:
 - (a) bids by prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - (b) your Agency reserves the right to:
 - amend the scope and value of any contracts to be bid under this project; in which event, bids will be invited only from those Applicants who meet the resulting amended prequalification requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications.
 - (c) your Agency shall not be liable for any such actions under 6 (b) above.

² Applications by joint ventures should provide on a separate sheet equivalent information for each party to the application.



6. Letter of Application

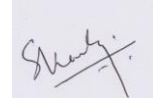
- 7. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture³ or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
- 8. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
- 9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

³ Applicants who are not joint ventures should delete paras. 7 and 8 and initial the deletions. The attention of Applicants who are JVs is drawn to GITA Sub-Clause 5.6 regarding Letters of Intent.



7. Information Forms

Supplementary information may be provided by Applicants as deemed necessary.

Notes on Information Forms

These basic Information Forms should be finalized by the Employer with appropriate minor changes to suit the particular prequalification requirements of the specific contract or contracts.



General Information

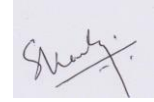
All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information should be provided for all owners or Applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use named subcontractors for highly specialized components of the Works (reference Sub-Clause 4.4 of the GITA), the following information should also be supplied for the subcontractor(s), together with the information in Forms 2, 3, 3A, 4, and 5.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Email
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners ¹		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

1. To be completed by all owners of partnerships or individually owned firms.

**General Construction Experience Record**

(ref. GITA Sub-Clause 4.7)

Name of Applicant or partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form with regard to the management of Works contracts. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed, in *[Nepali Rupees or US Dollars converted at the rate of exchange at the end of the period reported]*. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications.

A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, Employer, and other relevant details.

Use a separate sheet for each partner of a joint venture.

Applicants should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Annual turnover data (construction only)		
Year ¹	Turnover	[NRs. or US\$]
1.		
2.		
3.		
4.		
5.		

¹ The same period as in 4.7 of the PITA, commencing with the partial year up to the date of submission of applicants.

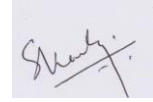


Joint Venture Summary

Names of all partners of a joint venture
1. Partner in charge
2. Partner
3. Partner
4. Partner
5. Partner
6. etc.

Total value of annual construction turnover, in terms of work billed to clients, in US\$ equivalent, converted at the rate of exchange at the end of the period reported:

Annual turnover data (construction only) : [NRs or US\$]						
Partner	Form 2 page no.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Etc.						
Totals						



Particular Construction Experience Record

(ref. GITA Sub-Clauses 4.4 and 4.8)

Name of Applicant or partner of a joint venture or named subcontractor
--

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the PITA.

On separate pages, using the format of Form (3A), the Applicant is requested to list contracts of a similar nature, complexity, and requiring similar construction technology to the contract or contracts for which the Applicant wishes to qualify, and which the Applicant has undertaken during the period, and of the number, stated in 4.8 of the PITA. Each partner of a joint venture should provide details of similar contracts on which they have had proportionate experience. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award. The information is to be summarized, using Form (3A), for each contract completed or under execution, by the Applicant or by each partner of a joint venture.

Where the Applicant proposes to use named subcontractors for highly specialized elements of the Works (reference Sub-Clause 4.4 of the GITA), the information in the following forms should also be supplied for each subcontractor (or alternate, if any).

**Details of Contracts of Similar Nature and Complexity**

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Contract Number	
	Name of contract	
	Country	
2.	Name of Employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) <input type="checkbox"/> Prime contractor <input type="checkbox"/> Management contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Partner in a joint venture	
6.	Amount of the total contract/ subcontract/ partner share (in specified currencies at completion, or at date of award for current contracts) Currency Currency Currency	
7.	Equivalent amount NRs Total contract: [NRs. or US\$] _____; Subcontract: [NRs. or US\$] _____; Partner share: [NRs. or US\$] _____	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation).	
10.	Contract was completed NRs. _____ equivalent under/over original contract amount (if over, provide explanation).	
11.	Special contractual/constructional requirements, including monthly/annual production rates of the key construction activities described in GITA 4.8	
12.	Indicate the approximate percent of total contract value (and NRs. amount) of work undertaken by subcontract, if any, and the nature of such work.	



Summary Sheet: Current Contract Commitments / Works in Progress

Name of Applicant or partner of a joint venture

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Employer, contact address/tel/fax/ email	Value of outstanding work (current NRs equivalent)	Estimated completion date	Average monthly invoicing over last six months [NRs. or US\$] month
1.				
2.				
3.				
4.				
5.				
etc.				

In accordance with GITA Sub-Clause 4.10, the Applicant shall provide evidence (in a similar manner to the requirements of Sub-Clause 4.9) to substantiate the adequacy of the sources of finance to meet the Applicant's cash flow requirements on the above contracts.



Financial Capabilities

Name of Applicant or partner of a joint venture

Applicants, including each partner of a joint venture, shall provide financial information to demonstrate that they meet the requirements stated in the PITA. Each applicant or partner of a joint venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous construction subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of Banker		
	Address of Banker		
	Telephone	Contact name and title	
	Fax	Email	

Summarize actual assets and liabilities in Nepali Rupees or US Dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years, or such period as stated in PITA 4.11. Based upon known commitments, summarize projected assets and liabilities in Nepali Rupees or US Dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Applicant.

Financial information [NRs or US\$]	Actual: Previous five years					Projected: Next two years	
	5	4	3	2	1	1	2
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							



7. Information Forms

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in PITA 4.9.

Source of financing	Amount [NRs or US\$]
1.	
2.	
3.	
4.	

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the period stated in PITA 4.11 (for the individual Applicant or each partner of a joint venture).

If audits are not required by the laws of Applicants' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.



Personnel Capabilities

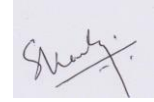
Name of Applicant

For specific positions essential to contract management and implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form (6A) for each candidate.

Applicants may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

1.	Title of position*
	Name of prime candidate
	Name of alternate candidate
2.	Title of position*
	Name of prime candidate
	Name of alternate candidate
3.	Title of position*
	Name of prime candidate
	Name of alternate candidate
4.	Title of position*
	Name of prime candidate
	Name of alternate candidate

*As listed in PITA 4.12.



Candidate Summary

Name of Applicant

Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	Name of candidate	Date of birth
	Professional qualifications	
Present employment	Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Fax	Email
	Job title of candidate	Years with present employer

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience



Equipment Capabilities

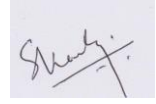
Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for each and all items of equipment listed in the PITA 4.13. A separate Form (7) shall be prepared for each item of equipment listed in the PITA, or for alternative equipment proposed by the Applicant.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> To be purchased	

Following information about ownership to be provided for those equipment which is proposed to be rented or leased or purchased by the Applicant or partner.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Email
Agreements	Details of rental / lease / purchasing agreements specific to the project	



7. Information Forms
