

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: 01-EMR-2078/79

Method of Consulting Service: National

**Project Name : Measure EMR levels caused from the Radio frequency in the
Mobile Towers (Package 1 & Package 2)**

EOI : 01-EMR-2078/79

Office Name: Nepal Telecommunications Authority

Office Address: Kathmandu Kathmandu

Funding agency : Internal Resources

Abbreviations

DS.....	Data Sheet
RFP	Request For Proposal
DCS.....	Delivery and Completion Schedule
DoIT.....	Department of Information Technology
DP	Development Partner
EQC	Evaluation and Qualification Criteria
GCC	General Conditions of Contract
GoN	Government of Nepal
IFP	Invitation for Proposals
ITC	Instructions to Consultants
LGRS	List of Goods and Related Services
NCB	National Competitive Bidding
NTA	Nepal Telecommunications Authority
PAN	Permanent Account Number
PPMO	Public Procurement Monitoring Office
SBQ.....	Schedule of Bidder Qualifications
SCC.....	Special Conditions of Contract
SR	Schedule of Requirements
TOR.....	Terms of Reference
VAT	Value Added Tax

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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Nepal Telecommunications Authority

Date: 29-12-2021 18:00

Name of Project: Measure EMR levels caused from the Radio frequency in the Mobile Towers (Package 1 & Package 2)

1. Government of Nepal (GoN) has allocated fund toward the cost of Measure EMR levels caused from the Radio frequency in the Mobile Towers (Package 1 & Package 2) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service
2. The Nepal Telecommunications Authority now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services: Measure EMR levels caused from the radio frequency in the Mobile Towers to verify whether the standard set by the NTA have been compiled by the operators in the prescribed location.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address Nepal Telecommunications Authority,only EGp during office hours on or before 13-01-2022 12:00 or visit e-GP system www.bolpatra.gov.np/egp or visit the client’s website <https://nta.gov.np/en/>
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np/egp EGp only on or before 13-01-2022 12:00
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 40.0 %, Experience 45.0 %, and Capacity 15.0 % of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

Instructions for Submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).
3. This expression of interest is open to all eligible consulting firm/person/ company/ organization.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of [Insert time, period in years and/or months]. Expected date of commencement of the assignment is 21-03-2022.
6. A Consultant will be selected in accordance with the QCBS method.
7. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
 - EOI Form: Key Experts List (form 5).
8. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
9. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the Measure EMR levels caused from the Radio frequency in the Mobile Towers (Package 1 & Package 2). The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
10. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Terms of Reference for the consultant to measure EMR levels caused from the Radio frequency in the Mobile Towers

(Package 1 & Package 2)

1. Background:

NTA has prescribed the standards and norms to be complied by the telecom operators while installing and operating the Towers in relation to EMF Exposure caused from the operation of radio Frequency of Telecom Services. The maximum permissible EMF exposure levels have been defined in the bylaw relating to Safety from the Electromagnetic EMR caused from the Mobile Tower for the safety of the General people and Occupational. NTA intends to measure EMR levels caused from the radio frequency in the Mobile Towers to verify whether the standard set by the NTA have been complied by the operators or not as per the approved program and budget of this fiscal year 2078/79. In this connection, NTA intends to appoint the consultant for the measurement and verification of EMR compliance in the Mobile Tower of the operators in the specified places.

The measurement and verification of EMR compliance in the Mobile Tower is divided into two packages and a consulting firm will be appointed for each package. The Package details are as mentioned hereunder:

Package Details:

- i. Package 1- Districts of Province 1 and 2. The sample size of Mobile Towers shall be at least 600 sites.
- ii. Package 2- Districts of Karnali Province and Sudur Pashchim Province. The sample size of Mobile Towers shall be at least 400 sites.

2. Objective:

The objective of this assignment is to measure EMR levels caused from the radio frequency in the Mobile Towers to verify whether the standard set by the NTA have been complied by the operators in the prescribed location.

3. Scope of Work:

The scope of work of the consultant includes the followings:

- a. Study and analyze the bylaw introduced by the NTA in relation to protection of general public and occupational caused from the Radio frequency in the Mobile Towers.
- b. Determine the Sites/Towers in each districts of corresponding package to measure the EMR Levels caused from the Radio Frequency in the Mobile Towers. The consultant shall determine the site location through random sampling techniques including the sites of all operators if applicable.
- c. Package Details:
 - i. Package 1- Districts of Province 1 and 2. The sample size of Mobile Towers shall be at least 600 sites.
 - ii. Package 2- Districts of Karnali Province and Sudur Pashchim Province. The sample size of Mobile Towers shall be at least 400 sites.
- d. The consultant shall take into account at least 150 sites from the rural and sub-urban areas in each package.
- e. In case of no. of site variation in urban, sub-urban and rural areas as specified above, the consultant shall have prior approval from the NTA Management.
- f. The consultant shall determine the site location in close coordination with the Standardization Division/Section of NTA.
- g. The sites shall also be selected to measure the EMR level in the vicinity of Hospitals, Schools so that potential risk in the schools and hospitals would be explored thus confirmation of safety levels in the said locations.
- h. The sites selection shall include the different locations for the EMR Measurement taking into account the inclusion of Towers of all Operators as far as possible.
- i. The consultant shall measure the EMR in the vicinity of Mobile Towers caused from the Mobile Towers in different frequency bands including 900 MHz, 1800 MHz, 2100 MHz, 2300 MHz, 2500 MHz for different cellular Telecom technologies as applicable.
- j. The consultant shall analyze the EMR levels measured in different locations in relation to the standard set by the NTA and also determine whether the standard set by NTA has been complied or not.
- k. The consultant shall study and recommend the further action to be taken by NTA to enforce the bylaw provisions relating to protection of General public and occupations caused from the radio frequency in the Mobile Towers.
- l. The EMR measurement shall be performed using standard Tools.
- m. The tools/license used in the project shall be standard and genuine and should provide the tools/license details in the EOI. The consulting firm shall have either its own Measurement

Tools/license or assure the Tools/license in lease from other party through MOU/Agreement. The consulting firm shall submit the relevant document (MOU/Agreement) in relation to assurance of Measurement Tools/license during the Project Period in the EOI stage.

Note:

I. The consulting firm shall submit separate EOI document for each package (i.e. Package 1 & Package 2). The shortlisting will be done for each package through the EOI process. In the second stage, the RFP would be issued to the shortlisted candidates and the evaluation of RFP will be done in the following order: Package 1, Package 2.

II. The consulting firm successful to win bid for any one package among 2 packages will not be qualified for other package. Thus if any one firm is selected in a package through RFP evaluation, the financial proposal of the firm in other remaining package will be returned without opening. Thus a consulting firm will be qualified to acquire consultancy service in maximum of 1 package only.

4. Methodology

- The consultant shall assess the EMR bylaw introduced by the NTA relating to the protection of General Public and Occupational caused from the RF in the Mobile Towers.
- The consultant shall determine the random site selection in close coordination with the NTA concerned officials.
- The consultant shall coordinate with the mobile operators to determine the tower site location and site details.
- The consultant shall manage/arrange Equipment/Tools for the measurement of EMR values in the specified locations.
- NTA will facilitate to the consultant for import of EMR Measurement Tools through custom Office if applicable.
- The consultant shall measure the EMR, analyze the measurement values in reference to the standard set the NTA and present the same in the Report.

5. Eligibility Requirement

The Consultant should meet the following eligibility criteria:

- The consulting firm must be VAT registered.

- The consulting firm shall have Tax clearance of fiscal year 2076/77
- The consulting firm shall be of at least 7 years of standing.
- The consulting firm shall have at least 5 Telecom/ICT Project Experience and shall have at least 1 Project relating to the standardization/Quality of Telecom Equipment/services
- The consulting firm shall have standard EMR Measurement Equipment either owned or leased. The consulting firm shall submit the clear evidence of availability of standard EMR Measurement Equipment and ensure the availability of the equipment for the project duration.

6. Duration

The assignment must be completed within the 5 months effective from the date of signing of the contract in each package.

7. Team Composition:

- a. Team Leader: Should have at least Bachelor's Degree in Electronics & Communication Engineering or Computer Engineering or IT or its equivalent with experience of at least 10 years in Telecom/ICT Sector and working as a team leader for at least 4 Projects in Telecom Sector.
- b. Engineer (2 Nos): Should have at least Bachelor's Degree in Electronics & Communication Engineering or IT or its equivalent with minimum of 7 years' experience of working in Telecom Sector with completion of minimum of 2 project experience.
- c. Technician (2 Nos): Should have at least Diploma in Telecom/ELX & Communication/IT/Computer Engineering or its equivalent having minimum of 2 years of relevant experience.

8. Selection Criteria:

The Consultant will be selected based upon the QCBS criteria (80 % Technical: 20% Financial)

9. Deliverables:

1. Inception report: The consultant shall submit the inception report within 30 days from the date of contract. The inception report must clearly define:
 - i. The work plan and methodology for the completion of the assignment.
 - ii. The location and details of Mobile Towers for EMR Measurement.

2. The consultant shall submit the draft final report with detail measurement result of all the sites as specified in corresponding package within 4 months from the date of contract.
3. The consultant shall submit the final report with details of analysis of the measurement result within 5 months from the date of contract.

10. Payment of Schedule:

- a. 20% of the contract amount after the acceptance of the inception report by NTA management.
- b. 40% of the contract amount after the acceptance of the draft final report by NTA management.

D. Evaluation of Consultant's EOI Application

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

Sl. No.	Criteria Title	Compliance
1	Corporate Registration	
2	Tax Clearance/Tax Return Submission	
3	VAT/PAN Registration	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Applicants Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	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.	
10	If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV shall not be eligible to participate in procurement process till the concerned Court has not issued the decision of clearance against the Corruption Charges.	

ii) EOI Evaluation Criteria

A. Qualification

Sl. No.	Criteria	Minimum Requirement
1	Team Leader	As per TOR
2	Engineer	As per TOR
3	Technician	AS Per TOR

Score: 40.0

B. Experience

Sl. No.	Criteria	Minimum Requirement
1	General Experience of consulting firm	As per TOR
2	Specific experience of consulting firm within last 7 years. In case of person, specific experience of the person within last 4 years.	As per TOR

Score: 45.0

C. Capacity

Sl. No.	Criteria	Minimum Requirement
1	Financial Capacity.[Average turnover required shall not exceed 150% of cost estimate]	Average Annual Turnover NRs 50,00,000

Sl. No.	Criteria	Minimum Requirement
2	Infrastructure/equipment related to the proposed assignment.	EMR Measurement Equipment either owned or leased

Score: 15.0

Minimum score to pass the EOI is: 60

Note : If the corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such consultant's proposal shall be excluded during the evaluation.

E. EOI Forms & Formats

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

Standard EOI Document

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

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

Standard EOI Document

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

Standard EOI Document

2. Applicant's Information Form

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

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

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

Standard EOI Document

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Standard EOI Document

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

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

Firm's Name: _____

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

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

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

Standard EOI Document

4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

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

Standard EOI Document

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

Standard EOI Document

5. Key Experts *(Include details of Key Experts only)*

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

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)