

Nepal Insurance Authority  
**INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY  
SERVICE (EOI-CS)**

**Relating to  
Design, Development and Installation of Agriculture & Livestock Insurance System**

Date: 03, April 2023

Notice No. NIA/CS/01/2079-80

1. Nepal Insurance Authority, the insurance regulatory authority of Nepal invites sealed Expression of Interest for Consultancy Service (EOI-CS) from qualified and eligible Applicants for **“Design, Development and Installation of Agriculture & Livestock Insurance System”** as per the Notice No. NIA/CS/01/2079-80.
2. This EOI is invited for Design, Development and Installation of **Agriculture & Livestock Insurance System** with the objectives to have implemented an easy to use, understand and implement web-based **Agriculture & Livestock Insurance System** for managing all the activities and process with real-time databases of agricultural insurance. Following two steps shall be involved in the selection of Applicant:
  - i. Step-1 : Invitation for Expression of Interest for Consultancy Service (EOI-CS)
  - ii. Step-2 : Request for Proposal for Consultancy Service (RFP-CS)
3. The Applicant shall be a firm, company, joint-venture (JV) or Consortium.
4. This invitation for EOI-CS is the first step and this Consultancy Service shall be financed by Government of Nepal budget.
5. A complete set of EOI-CS documents may be obtained by the interested Applicant(s) free of cost on submission of a written application to the office mentioned in Clause No.13 of SECTION I during office hours or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website [www.nia.gov.np](http://www.nia.gov.np). The format of the written application for obtaining EOI documents shall be as per the Sample EOI Form No. 5.
6. The Applicant(s) shall submit the EOI-CS document while submitting their proposal, with the seal and sign of the authorized person(s) on each and every page. The EOI-CS proposal that do not conform to the conditions mentioned above shall not be accepted.
7. The Applicant shall provide its services relating to **“Design, Development and Installation of Agriculture & Livestock Insurance System (Kisan Beema System)”** as specified in the SECTION II **‘Terms of Reference for Consultancy Service (TOR-CS) relating to Design, Development and Installation of Agriculture & Livestock Insurance System’**. The TOR-CS is available at Nepal Insurance Authority office as specified in Clause No. 13 below.
8. Interested Applicants having qualifications and eligibility in adherence to the **‘Terms of Reference for Consultancy Service (TOR-CS) relating to Design, Development and Installation of Agriculture & Livestock Insurance System’** are requested to submit **‘Expression of Interest for Consultancy Service (EOI-CS)’** along with the company profile, signed Curriculum Vitae of key personnel (i.e. Team Leader, Onsite Coordinator and Experts), certified copies of academic and professional certificates of its key personnel and other relevant documents in accordance to the forms attached in the TOR-CS.
9. The interested Applicants are requested to submit information by taking into reference the following documents attached in the TOR-CS while submitting the EOI-CS:



certified

- a) Sample EOI Form No. 1 :Letter of Application
  - b) Sample EOI Form No. 2 :Applicant's Information Form
  - c) Sample EOI Form No. 3 :Experience (*General, Specific and Geographical*)
  - d) Sample EOI Form No 4 :Capacity
  - e) Sample EOI Form No 5 :Qualification of Key Experts
  - f) Sample EOI Form No 6 :Proposed Team Composition and Task Assignments of the Applicant
  - g) Sample EOI Form No7 : Comments and Suggestions of Applicants on the Terms of Reference for Consultancy Service
  - h) Sample EOI Form No 8 : Application for obtaining EOI Document
  - i) Sample EOI Form No 9 : Participation on the EOI Opening
- Interested Applicant may submit additional information with their application.

10. 'Request for Proposal for Consultancy Service (RFP-CS)' will be issued only to the Applicants that are short-listed from their submitted 'Expression of Interest for Consultancy Service (EOI-CS)'. At least three (3) and maximum six (6) Applicants that fulfill 'Eligibility Criteria of the Applicant' listed in ANNEX-1 will be short-listed. An Applicant will be selected in accordance with the **Quality and Cost Based Selection** method.

In step-2, the short-listed Applicants shall submit their Technical and Financial Proposals as part of their RFP-CS.

11. The details of the Consultancy Service are as specified in the 'Terms of Reference for Consultancy Service (TOR-CS)'. The suggestions and remarks from the prospective Applicants in their EOI-CS may be considered in the amendments of the TOR-CS, and shall be applicable for 'Request for Proposal for Consultancy Service (RFP-CS)'.

12. Any of the interested Applicants whether it is a partner of Joint Venture or individual, can participate by submitting only one application for EOI-CS.

If any of the Applicants participates by submitting more than one application, then all applications consisting of that Applicant shall be rejected.

The JV or consortium shall not be of more than three partners and shall be required to submit 'Joint Venture Agreement' or 'Consortium Agreement' between them. Besides, the names, addresses, profiles of such firms or companies and the name of lead firm or company must be submitted. All members of the JV/Consortium shall undertake in their Agreement that each partner/party shall be jointly and severally liable to any or all obligations and responsibilities arising out of the contract for the Consultancy Service.

The lead firm of the JV or Consortium shall confirm unconditional acceptance of full responsibility of executing this Consultancy Service. This confirmation shall be submitted along with the EOI-CS; and failure to submit such confirmation shall disqualify the application(s).

13. Interested Applicants may obtain further information from the office of:

**Nepal Insurance Authority**  
**Kupandole, Lalitpur, Nepal**  
**Tel. No. : +977 15451079**  
**Fax No : +977 1 5450119**  
**E-Mail : [info@nia.gov.np](mailto:info@nia.gov.np)**  
**Website : [www.nia.gov.np](http://www.nia.gov.np)**



14. The signed EOI-CS document along with all the relevant documents must be submitted through e-GP system [www.bolpatra.gov.np/egpby](http://www.bolpatra.gov.np/egpby) using the forms and instructions provided by the system on or before **03, May 2023, 12:00 Hours**. Documents received after this deadline shall be rejected and not considered for further process.

15. All EOI-CS documents received within the above specified deadline shall be opened in the presence of Applicants' representatives who choose to attend on **03, May 2023 at 14:00 Hours** at Nepal Insurance Authority, Kupandole, Lalitpur, Nepal as specified in Clause No.14 of SECTION 1. The bid opening process will not be hampered even if the Applicants' representative(s) are not present.

The Applicant's representatives who are authorized by the Applicant can only participate in EOI-CS Bid Opening. The Applicant's representative shall submit the authorization letter as per **Sample EOI Form No. 9**. The Applicant's representative who is present in EOI-CS Bid Opening shall sign on EOI-CS opening checklists evidencing their attendance.

16. If the last date of submission and opening of EOI-CS Bid falls on a government holiday, then the immediate next working day shall be considered as the last day for submission and opening of the bid.

17. A prospective Applicant requiring any clarification of the EOI-CS documents may notify Nepal Insurance Authority in writing at the mailing address indicated in the invitation for EOI-CS. Nepal Insurance Authority will respond in writing to any request for clarification of the EOI-CS documents received not later than **Fifteen (15) days** prior to the deadline for submission of EOI-CS.

Written copies of Nepal Insurance Authority's response (including explanation(s) of the query but without identifying the source of the query) will be sent to all prospective Applicants who have purchased the EOI document.

*Non-submission of queries within the time stipulated as above shall be considered as acceptance by Applicant for all the terms and conditions in the EOI-CS Document as interpreted by Nepal Insurance Authority.*

18. At any time prior to the deadline for submission of proposals, Nepal Insurance Authority may amend the EOI-CS document by issuing amendment. Any amendment issued shall be part of the EOI-CS document. Such amendment shall be uploaded in e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) for notification to all prospective bidders. The issued amendment shall also be published in Nepal Insurance Authority's Website.

Nepal Insurance Authority may, at its discretion, extend this deadline for submission of EOI-CS proposal by amending the documents at any time prior to opening date of the EOI-CS proposal. The notice of extension shall be published in daily newspaper and Nepal Insurance Authority's Website.

19. Nepal Insurance Authority reserves the right to accept or reject any or all of the Expressions of Interest for Consultancy Service (EOI-CS) without assigning any reason whatsoever.

