



Government of Nepal
Ministry of Information and Communication (MoIC)

Film Development Board (FDB) Nepal

GPO Box 4400
Chabahil, Kathmandu, Nepal
Tel.: +977 1 4812332, 4812387
Fax: +977 1 4812360
Email: fdbnepal@gmail.com
URL: www.film.gov.np

Expression of Interest (EOI)

for

Selection of Engineering Consulting Firm

for

**Preparation of Detailed Project Report on Planning and Design of the Proposed Film City in
Khari Dunga, Bhimeshwer Ward No 9 (LakureDanda) 9 in Dolkha District**

Consulting Firm/Joint Venture

.....
.....

Lead Consultant (In case of JV)

.....

Country: Nepal

Project Name: Development of Film City in Dolkha

Loan/Credit/Grant No.:

Project ID No.:

Contract Identification No:

October 2017

Table of Content

INVITATION FOR EXPRESSION OF INTEREST

- 1. EXPRESSION OF INTEREST (EoI)**
- 2. GENERAL INFORMATION OF THE CONSULTING FIRM**
 - 2.1 CORPORATE INFORMATION**
 - 2.2 MANAGEMENT COMPETENCE**
- 3. ORGANISATIONAL STRUCTURE AND AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF**
- 4. EVALUATION CRITERIA FOR SHORT LISTING OF CONSULTING FIRMS**
 - 4.1 FOLLOWING CERTIFIED DOCUMENT NEED TO BE SUBMITTED**
 - 4.2 PINCIPAL CRITERIA INCLUDED FOR THE SHORT LISTING OF CONSULTING FIRMS**
- 5. DETAILED CRITERIA**
 - 5.1 GENERAL WORK EXPERIENCE OF CONSULTING FIRM**
 - 5.2 SIMILAR WORK EXPERIENCE OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 5 YEARS**
 - 5.3 FINANCIAL CAPABILITIES**
 - 5.4 ORGANIZATIONAL STRUCTURE/ MANAGEMENT AND TECHNICAL COMPETENCE**
 - 5.5LIST OF AVAILABLE EQUIPMENT AND FACILITIES**
- 6. ADHERENCE TO CODE OF ETHICS**
- 7. ADHERENCE TO ANTI CORRUPTION**
- 8. INSTRUCTION TO CONSULTING FIRM/S**

Government of Nepal
Ministry of Information and Communication (MoIC)
Film Development Board (FDB) Nepal
Chababil, Kathmandu

INVITATION FOR EXPRESSIONS OF INTEREST

(First date of publication:....2074/01/29.....)

COUNTRY: Nepal

NAME OF PROJECT: Development of a Film City in Dolkha

Assignment Title: **Detailed Project Report on Planning and Design of the Proposed Film City in Khari Dunga, LakureDanda Ward No 9 in Dolkha District**

Reference No.:

Nepal entered into the world of motion picture making only in 2007 BS with the release of Raja Harischandra, directed and produced in India. Aama is first Nepali movie produced by government of Nepal in 2022 BS, however indoor shooting and post production works were entirely carried out in Kolkata India. Maitighar is honored as first Nepali movie produced by Nepali film maker in which the outdoor and indoor shootings were carried out in Nepal and Mumbai along with post production works. Since then Nepal movie industry were moving in snail pace. Nepal witnessed unprecedented change after establishment of multi party democratic governance system in 1990. Nepal movie industry experienced manifold growth in changed socio economic paradigm. This resulted in unprecedented increase in annual movie production and construction of cinema halls all around country. Since then the market share of Nepali movie along with its coverage within the nation and outside nation has been increasing. The increased magnitude of business demanded network of distributors and other infrastructure. However, the Maoist insurgency affected the growing motion picture business and a slump was observed during this period.

With the signing of 12 point peace accord in 2063, the situation on ground improved and conducive environment for doing business in Nepal got enhanced. With improving law and order situation and overall governance in Nepal, the movie industry experienced another leap in movie production, market share and profit. The people engaged in the industry have been working on numerous projects with improved technology to enhance the quality of movies and hence in market share. They still have to depend on facilities in Mumbai, Chennai, Kolkata and other cities of India and abroad. Despite the herculean efforts of individual film makers and government institutions, the quality of film could not be achieved to desired level.

In this context, the government established the Film Development Board (FDB) on June 30, 2002 as per the motion picture (production, exhibition and distribution) act (amended) 1991. The major objective of the FDB is promote the film making through creating conducive environment and establishing of necessary infrastructure for quality movie production, distribution and exhibition. In this background the FDB has intended to develop a film city in Dolkha to provide necessary infrastructure to carry out indoor as well as outdoor shootings, post production works

and facilitate the film making and distribution. It will further reduce our dependence on Indian film cities and enhance our technology and hence the quality of movies in days to come.

The Film City is basically a huge studio with well-equipped exclusive spaces for indoor and outdoor shooting. It has facilities like recording room, theatre, garden, lakes, fighting ground and helipads at one place. Provision of all the important functions of cinema which includes shooting, editing, recording etc. should be there. The main highlight of the Film City are real-like sets, which include fake lakes, fountains, mountains, gardens houses, picnic spots, cities and villages which are essential for shooting. It can be destination place for the people where visitors see the film shooting with its famous star cast.. The Film City also boasts of having all the modern state of the art and technology, which helps in making movies with amazing quality. Film City has become a major shooting location for the entire film industry with major facilities at one place. From temple to artificial desert or to dense forest can be part of film industry. Apart from film the television shows are shot here.

The FDB has managed the finance for development of film city in 1500Ropaniesof land in Khari Dunga of LakureDanda in Dolkha District. and intends to apply partof the proceeds for consulting services.The consulting services (“the Services”) include preparation of Detailed Project Report (DPR) including Master Plan and Detailed Design of one of the selected prioritized project.

Implementationperiod of the Consulting Service shall be 6 month as per ToR. The FBD now invites eligible consulting firms (“Consultants”) to indicate their interestin providing the Services. Interested Consultants should provide information demonstrating that they havethe required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- (i) General Work Experience;
- (ii) Specific work experience relevant to the assignment & experience inpreparing Detailed Project Report (DPR) (55% weightage);
- (iii) Financial capability; and
- (iv) Organizational structure/ management and technical competence.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhancetheir qualifications.A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) Methodset out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours i.e. 10:00 to 17:00 hours(Nepal Standard time). Interested firms may download the ToR and EOI submission form from thewebsite: <http://www.....>

Contract Reference No.

Preparation of Detailed Project Report on Planning and Design of the Proposed Film City in Khari Dunga, LakureDanda Ward No 9 in Dolkha District

Attn:

Film Development Board
Chabahil, Kathmandu

1. EXPRESSION OF INTEREST (EoI)

Cover Letter (*this letter should be prepared on the applicant's letter head*)

Date:

**Programme Officer
Film Development Board
Chabahil, Kathmandu**

Subject: Submission of Expression of Interest (EOI)

Dear Sir/Madam,

We, the undersigned, offer to provide consulting services for **Consultancy Services on****Chabahil, Kathmandu**, in accordance with your advertisement for short-listing of firms and declare the followings:

- a. We are duly registered. We confirm that there was no involvement by us in preparing the EoI. We havenot been declared ineligible by Government of Nepal (GoN).
- b. We are in business for the last Years
- c. Our Firm registration certificate, Permanent Account Number (PAN) and Value Added Tax (VAT)Registration Certificate(s) and Tax Clearance Certificate (F/Y 2071/2072) from the Inland RevenueOffice are included.
- d. We have read the ToR and understood scope of services for the assignment.
- e. We authorize you and your authorized representatives to conduct any inquiries or investigations to verifythe statements, documents, and information submitted in this EoI.
- f. We understand that you may cancel the short-listing process at any time and that you are not bound toaccept any or all EoIs that you may receive without incurring any liability to the firms.

Signed by:.....

Print Name:.....

Position:.....

Duly authorized to sign the EoI for and on behalf of the Firm:.....

In case of JV:

Name of the Lead Partner:

Name of the JV Partner:

Date: - _

2. GENERAL INFORMATION OF THE CONSULTING FIRM

(In case of joint venture (Maximum 3) firms to be filled separately for each firm).

2.1 CORPORATE INFORMATION

- Name of Consulting Firm/Company/NGO
- Type of firm (Partnership/Pvt. Ltd./Public Ltd., etc.)
- Date of registration/incorporation
- Place of registration/incorporation
- Type of services provided
- Registered office (place, country)
- VAT/PAN registration (if applicable)
- Tax clearance certificate (up to F/Y 2072/073)
- Name of contact person and designation
- Telephone No., Fax No., Email address

2.2 MANAGEMENT COMPETENCE

2.2.1 ORGANIZATION CHART OF THE FIRM

Provide the organizational structure of the firm

2.2.2 INTERNAL QUALITY CONTROL

Describe how quality control in planning, report preparation, and deliverables and scrutinizing the document is done internally.

3. ORGANISATIONAL STRUCTURE AND AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF

Produce Organization Chart of your firm with duty and responsibilities of each in house permanent personnel of the firm.

3.1 Availability of professional staff

Provide list of relevant professionals:

S.N	Name	Qualification	Area of specialization	Years of experience	Remarks (regular employee / Contracted)

4. EVALUATION CRITERIA FOR SHORT LISTING OF CONSULTING FIRMS

Qualification criteria for short listing of consultants will be based on obtaining 60% marks regarding the applicant's management and technical competences, general and similar experiences, availability of professional staff, equipments/facilities and annual turnover etc demonstrated by the applicant's response in the Expression of Interest (EoI). With this, the consultants that are considered most qualified will be short-listed.

4.1 FOLLOWING DOCUMENTS NEED TO BE SUBMITTED

S. No	Eligible Criteria	Compliance (Yes/No)
1	Copy of Valid Corporate Registration Certificate	
2	Copy of Valid VAT/PAN Registration Certificate	
3	Copy of Tax Clearance Certificate of FY 2072/73	
4	Minimum Yrs of Standing: 5 yrs (Single or Lead Partner of Joint Venture (JV) must	

4.2 PRINCIPAL CRITERIA INCLUDED FOR THE SHORT LISTING OF CONSULTING FIRM

S.NO	Ranking Criteria	Marks Allocated	Pass Marks
1	General work experiences	15	
2	Experiences in Similar Projects	45	
3	Financial Capability	10	
4	Organizational Structure/ Management and Technical Competence	20	
5	Equipment and Facilities	5	
6	Code of Ethics	2.5	
7	Adherence to Anti Corruption	2.5	
	Total	100	60

5. DETAILED CRITERIA

5.1 GENERAL WORK EXPERIENCE OF CONSULTING FIRM: MAX. 15 MARKS

a. **Year of Establishment:** _____ (In case of JV (Maximum 3), only lead firm's year of standing will be evaluated)

b. **List of Experience in Planning and Building Design** completed within last 7 years:

S.N.	Name of Project (Consulting Contract)	Name of Client	Values of Services (Rs)	Date of Services		Project Cost (Rs)
				Commencement	Completion	
1						
2						
3						
4						

Please attach additional sheet if needed. *(Attach copy of letter/certificates issued by client)*

c. Experience in (Pre)feasibility Study/DPR of other than urban Infrastructure Development Project completed within last 7 years:

S.N.	Name of Project (Consulting Contract)	Name of Client	Values of Services (Rs)	Date of Services		Project Cost (Rs)
				Commencement	Completion	
1						
2						
3						
4						

Please attach additional sheet if needed. *(Attach copy of letter/certificates issued by client)*

5.2 SIMILAR WORK EXPERIENCE OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 7 YEARS: MAX. 45 MARKS

a. List of Experience in DPR of Planning, Land Development Projects in last 7 years

S.N.	Name of Project (Consulting Contract)	Specify projects activities in brief (single or integrated)	Name of Client	Date of		Remarks
				Commencement	Completion	
1						
2						
3						
4						
5						

Please attach additional sheet if needed

(Attach copy of letter/certificates issued by client)

b. Experiences in Detail Design of Urban Infrastructure Development Projects/ Design of Buildings having plinth area not less than 5000 square feet/Apartment / Plan and Design of Park not less than 5Ha area in Last 7 yrs

S.N.	Name of Project (Consulting Contract)	Specify projects activities in brief (single or integrated)	Name of Client	Date of		Remarks
				Commencement	Completion	
1						
2						
3						
4						
5						

Please attach additional sheet if needed.

(Attach copy of letter/certificates issued by client)

c. Experience in Preparation of Master Plan of Institutional Area (University, Medical/Engineering College, Group Housing > 15 Units, Industrial Estates, Temple Complex, Amusement Park, Theater, Stadium, Sports Complex, Film City).

S.N.	Name of Project (Consulting Contract)	Specify projects activities in brief (single or integrated)	Name of Client	Date of		Remarks
				Commencement	Completion	
1						
2						
3						
4						
5						

Please attach additional sheet if needed.

(Attach copy of letter/certificates issued by client)

5.3 FINANCIAL CAPABILITIES (AVERAGE ANNUAL TURNOVER IN LAST 5 YEARS): MAX. 10 MARKS

Annual turnover of the last five years substantiated by auditor's reports

(in case of the joint venture of two or more firms, to be filled separately for each firm).

S. No	Fiscal Year	Annual Turnover (Total Value of Works done in that year)	Remarks
	2068/69		
	2069/70		
	2070/71		
	2071/72		
	2072/73		

(Attach copy of Audit Report or Tax Clearance Certificates that shows total value of works

5.4 ORGANIZATIONAL STRUCTURE/ MANAGEMENT AND TECHNICAL COMPETENCE: MAX. 20MARKS

5.4.1 Suitability of Firm's Organization Structure or justification of formation of JVfirm to perform the task successfully.

5.4.2 Proposed quality control mechanism to perform the task successfully.

Method proposed for quality control in planning, report preparation, and deliverables/ scrutinizing the document

5.4.3 AVAILABILITY OF IN-HOUSE PROFESSIONAL STAFF:

Produce Organization Chart of your firm with duty and responsibilities of each in house permanent personnel of the firm.

S.N	Name	Qualification	Area of specialization	Years of experience	Proposed Position	Remarks (regular employee/ Contracted)
1						
2						
3						
4						

5.5 LIST OF AVAILABLE EQUIPMENT AND FACILITIES 5 Marks

S. No	Name of High Tech and important equipment and other special facilities	Year of Manufactured	Present Condition	Remarks
1				
2				
3				
4				
5				

(Attach copy of Evidence)

6. ADHERENCE TO CODE OF ETHICS 2.5 Marks

Provide the firms' commitment on Code of Ethics and their mechanism to monitor the adherence to these policies.

7. ADHERENCE TO ANTI CORRUPTION 2.5 Marks

Provide the firms' commitment on Anti-corruption policies and their mechanism to monitor the adherence to these policies.

8. INSTRUCTION TO CONSULTING FIRM/S

The Proposal received (eligible) will be evaluated on the basis of information duly provided by the Consultant(s). Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable. Failing to provide the information in the proposal submitted by the consulting firm(s) will result invalid and shall not be evaluated.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they will not be eligible to apply in joint venture during the submission of the proposals. The consultants may form a Joint Venture (JV) among **maximum of three partners** only and the partnership should not be repeated to other joint ventures. **The consultant(s) should duly sign and stamp in all submitted documents.**

Only short listed consultants/firms will be requested for Technical and Financial proposal submission.

All the work experience and turnover within last 5 years will be considered for evaluation. RFP will be issued to only short listed consultants/firms for Technical and Financial proposal submission.

Consultants/Firms EoI documents will not be evaluated if

- the firm or personal is found involved in drafting or reviewing the ToR/RFP,
- the single/ lead firm's work experience is less than five years,
- the firm does not have a work experience in the field of Master planning or urban development works,
- the firm does not submit a certified copy of historical documents