



**Jeetpursimara Sub Metropolitan City**  
**Jeetpur,Bara**

Letter of Intent Document  
for  
Short-listing of Consulting Firms

For the  
**Preparation of Detailed Digital Profile of**  
**Jeetpursimara Sub Metropolitan City**

March, 2021

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## Letter of invitation

Date:.....

To: .....  
.....

Subject: Preparation of Detailed Digital Profile of Jeetpursimara Sub Metropolitan City

The JSMC invites the application for short listing the interested firms to provide consulting services for the Preparation of Detailed Digital Profile of Jeetpursimara Sub- Metropolitan City.

The background information of the consulting services is attached herewith.

1. Filled Letter of Intent (LoI) should be submitted to Jeetpursimara Sub-Metropolitan City (JSMC), at Jeetpursimara Sub- Metropolitan during office hours as mentioned in the Public Notice.
2. Further information can be acquired from JSMC, Mob: 9855029109

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(.....)

Mr. Chet Kumar Pokharel  
CAO

Jeetpursimara Sub- Metropolitan City

## 1. Introduction

Jeetpursimara is a sub-metropolitan city in Bara District in Province No. 2 of southern Nepal that was formed on 10 March 2017 after merging Gadhimai Municipality, Inarwasira, Amlekhganj, as well as parts of Manharwa, Haraiya and Rampur Tokani to form a new sub-metropolitan city. At the time of the 2011 Nepal census, the former settlements that would make up the sub-metropolitan city had a joint population of 117,094 people living in around 24,000 individual households.

Jeetpur Simara lies in the Terai region of Nepal. To the north, it borders Hetauda Sub-metropolitan city, to south and west Birgunj Metropolitan City, and to the east Kalaiya sub-metropolitan city. It is regarded as the youngest sub-metropolitan city in the country.

## 2. Study Area

Jeetpursimara sub-metropolitan city is located in Bara district, Province No. 2. Jeetpursimara sub-metropolitan city comprises of 24 wards which was extended from merging Gadhimai Municipality, Inarwasira, Amlekhganj, as well as parts of Manharwa, Haraiya and Rampur Tokani to form a new sub-metropolitan city. At the time of the 2011 Nepal census, the former settlements that would make up the sub-metropolitan city had a joint population of 117,950 people living in around 24,000 individual households. It lies between 26° 51' to 27° 51' in Northern latitude and 84°51' and 85° 16' in East longitude.

The city has an area of 311.67 square kilometres and is divided into 24 municipal wards. It is bounded by

- East: Kalaiya Sub Metropolitan City
- West: Birgunj Metropolitan City
- North: Hetauda Sub Metropolitan City
- South: Parwanipur Rural Municipality

### 3. Objectives

The main objective of this assignment is to digitalize the detailed socio-economic data of every single household as well as institution within this municipality so as to facilitate the municipality in decision making, planning and policy development and service delivery. At the end of the assignment, municipality expects the consultant/s to deliver a fully developed information system to be used by the municipality office and ward offices with data of households, institutions integrated with the GIS maps.

Jeetpursimara sub metropolitan city intends to keep digital records of all households and institutions so as to make the communication with the residents easier and deliver better services in the future to its residents. On the basis of the output, metropolitan city intends to develop a system later to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax bracket system

### 4. Scope of the Work

#### **Conduct socio-economic census of individual households and institutions:**

- Use GPS to collect data from every household and institutions including its photographs and spatial information.
- Provide a unique household ID for each house in the municipality and integrate the ID with the questionnaire.
- The data to be collected (minimum) will be outlined in the Request for Proposal
- The questionnaire and the working procedure shall be as per the Rural /Urban Profile preparation Procedure, 2075 and discussion with municipal officials.
- Document and will be further discussed with the appointed consultant.

#### **Prepare thematic resource maps:**

- Preparation of thematic resource map from the GIS System of municipality.
- Generate thematic information by conducting spatial analysis.
- Facilitate the municipality by identifying all the natural and man-made resources within the municipality for planning and policy development.
- The web-based GIS map must include but not be limited to climatic information, land use, Agriculture, livestock, heritage sites, Local festivals, Jatra, touristic area, hydrology, greenery (parks/community forests), open spaces, cultural and religious places, connectivity (roads/streets), infrastructures, facilities for public, private / public institutions and demographics, development possibility on agriculture, tourism and industries.
- Preparation of ward wise digital Map with various information for every ward office.
- Preparation of location map to be put on major roads junction showing direction and other useful information.

#### **Prepare large scale GIS based Digital base map:**

- Large scale digital base maps scaled for office uses to be prepared and delivered to the municipality.
- Very High Scale satellite image to be used and provided to the Municipality Office of the whole municipality.
- Details of, but not limited to buildings, private, institutions, religious places, Governmental, semi-governmental and non-governmental organizations, street or road networks, public service delivery offices, water bodies along with details of terrain and topography.

- All acquired digital data field survey will be entered into the Municipal GIS to be integrated with the Municipal Information System.
- Multiple levels of validation and quality analysis to be carried out before finalization

**Acquire cadastral land parcel digital data:**

- Acquire cadastral land parcel digital data from the Department of Land Information and Archive with assistance from municipality & integrated with the system.
- On field validation of data will be done to ensure validity and accuracy.

**Design and Development of user-friendly application to integrate information system with GIS Data and all Maps.**

- A fully matured and bug free web-based system to be handed over to the Municipality Office with complete source code and database.
- The whole system should be designed and developed in such a way that it may be used as prototype for other local level through GoN Department of Information Technology.
- All the maps (resource and Digital Base Map) of high resolutions must be integrated in the information system.
- One clicks complete access must be granted for both the maps and data from the same system.
- If the users want to search locations, institutions or unique house number than it shows the all directions and follow the shortest route along with the direction from the same system.
- Reports having both the maps and data need to be granted from the system after integration.
- User friendly interface(web application) with high security and speed must be delivered.
- Development of web-based application for data retrieval and observation. It should be designed in such a way that data can be updated.
- Hosting and Maintenance for the first year must be included in the quotation.
- The system must be able to handle 3 levels of User Accounts/user groups for simultaneous use and with different privileges and hierarchy.

**1. Administrative/ IT Department of Municipality**

The Municipality Information System will be used by Administrative/It Department of Municipality with full privileges and features. It will have complete rights to view, edit and update the Municipal information database.

**2. Subjective Section**

The department of municipality with limited privileges and features. It will have complete right to view the respective department data.

**3. Ward executives**

The Municipality Information System will also be used by Ward offices with limited privileges and features. It will have rights to view and update individual ward information. It will have right to update/edit limited and dedicated municipal database.

**4. Peoples**

Individual people can read all the reports and queries generated by the application and incase of his own information one can entirely view details, but only have a liberty to comment on his own information.

**Capacitate and institutionalize the municipality office:**

- Provide a detailed User Manual for the Municipality Office of the Information System integrated with MIS including GIS data and maps.
- Conduct presentation and orientation with all the stakeholders of the municipality and ward offices making them familiar with the system and its utilization.
- Conduct several training sessions as per the requirement so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed.

**Facilitate the municipality with extensive reporting of households, institutions, landmarks and geo spatial information:**

- The system has to produce instant reports of households, residents, land masses, topography, ward segregation, demographics, landmarks and all other digitalized data.
- Dynamic info-graphical reporting as per the requirement of the Municipality to be made easily accessible in the system.

**A fully scalable information system that can be used for each household to register and update information on their own at later stage:**

- The Municipality Information System must be scalable so that in future all residents can login to the system to view their details and update or request for update accordingly.
- The system must be able to take 60,000 or more user accounts.

## **5. Expected Output**

The consultant shall prepare a complete profile comprising of relevant data and information.

- Demographic like population chart, migration trend, growth trend etc.
- Socio economic like health and educational, gender, income, and occupation.
- Physical and Social Infrastructures like road, electricity, telecommunication, water supply drainage and sewerage etc.
- Existing Land use pattern/classification Agriculture, Forest, road, residential areas, urban areas, commercial, institutional, open spaces. Play grounds, rivers, lake, pond, religious centers/areas.
- Environmental status like sanitation, solid waste, pollutions.
- Maps as per necessary
- Analysis of collected data should be presented in charts, diagram and graphs as per requirements.
- Development of user-friendly web application for different hierarchy of users.
- An up to-date profile shall be prepared comprising of base-line information of the existing physical, social, environment financial and organizational state of the municipality. Apart from the key statistics, such base line information shall also include textual descriptions, maps, and key problems prevailing in the wards and the municipality.

## **6. Methodology**

The study method constitutes the following phases.

- Preliminary overall preparation and planning for field mobilization and questionnaire finalization.
- Organization of Municipal level orientation meeting and field level meeting.
- Preparation of web-based application for household/Institutional data collection and training for enumerator as well as municipal coordinators.
- Preparation of Maps for Field Visit/appraisal and field work.
- Collection of Primary data using Tab/GPS in each household within the municipality.
- Design and Development of application for different hierarchy of users.
- Presentation and collection of feedback from the concerned agencies.

## 7 Composition of Consulting Team

A	Key Expert/Description	Quantity	Person Month	Minimum requirement
<b>1</b>	<b>ProjectManager</b>	<b>1</b>	<b>7</b>	
1.1	Qualification of ProjectManager			Master degree in related field
1.2	General Experience of Project Manager			10 years of work experiences in related field.
1.3	Specific Work Experience of Project Manager			Experience as Project Manager in 10 Projects
<b>2</b>	<b>UrbanPlanner</b>	<b>1</b>	<b>4.5</b>	
2.1	Qualification of Urban Planar			Bachelor degree in Architecture/CivilEngineering/ M.A in(Geography) or equivalent
2.2	General Experience of Urban Planar			5 years of work experiences in related field.
2.3	Specific Work Experience of Urban Planar			Experience as Urban Planner in 7 Projects
<b>3</b>	<b>GIExpert</b>	<b>1</b>	<b>4</b>	
3.1	Qualification of GIS Expert			Bachelor Degree in Geo-information/RS/GIS
3.2	General Experience of GIS Expert			5 years of work experiences in related field.
3.3	Specific Work Experience of GIS Expert			Experience as GIS Expert in 7 Projects
<b>4</b>	<b>Senior Software/Web-Application Developer</b>	<b>2</b>	<b>3</b>	
4.1	Qualification of Senior Software/Web-Application Developer			Bachelor degree in IT Related Field
4.2	General Experience of Senior Software/Web-Application Developer			5 years of work experiences in related field.
4.3	Specific Work Experience of Senior Software/Web-Application Developer			Experience as Senior Software/Web-Application Developer in 7 Projects
<b>5</b>	<b>Information Security expert</b>	<b>1</b>	<b>1</b>	
5.1	Qualification of Information Security expert			Bachelor degree in IT related field
5.2	General Experience of Information Security expert			5 years of experiences in related field.
5.3	Specific Work Experience of Information Security expert			Experience as Information Security expert in 7 Projects
<b>6</b>	<b>Statistician</b>	<b>1</b>	<b>2</b>	
6.1	Qualification of Statistician			Bachelor degree in Statistician or related field



6.2	General Experience of Statistician			5 years of experiences in related field.
6.3	Specific Work Experience of Statistician			Experience as Statistician in 7 Projects
7	<b>Documentation expert</b>	<b>1</b>	<b>4</b>	
7.1	Qualification of Documentation expert			Bachelor degree any stream having sound knowledge in related field
7.2	General Experience of Documentation expert			2 years of experiences in related field.
7.3	Specific Work Experience of Documentation expert			Experience as Documentation expert in 5 Projects
8.	<b>Capacity Building and Training expert</b>	<b>1</b>	<b>1</b>	
8.1	Qualification of Capacity Building and Training expert			Bachelo degree in any stream having sound knowledge in related field
8.2	General Experience of Capacity Building and Training expert			2 years of experiences in related field.
8.3	Specific Work Experience of Capacity Building and Training expert			Experience as Capacity Building and Training expert in 5 Projects
9.	<b>Quality Assurance Engineer</b>	<b>1</b>	<b>2</b>	
9.1	Qualification of Quality Assurance Engineer			Bachelor degree in IT Related Field
9.2	General Experience of Quality Assurance Engineer			2 years of experiences in related field.
9.3	Specific Work Experience of Quality Assurance Engineer			Experience as Quality Assurance Engineer in 5 Projects
10	<b>Database Designer</b>	<b>1</b>	<b>3</b>	
10.1	Qualification of Database Designer			Bachelor degree in IT Related Field
10.2	General Experience of Database Designer			2 years of experiences in related field.
10.3	Specific Work Experience of Database Designer			Experience as Database Designer in 5 Projects
11	<b>Field Supervisor</b>	<b>8</b>	<b>2</b>	
11.1	Qualification of Field Supervisor			Bachelor degree in Sociology/Economist/Civil Engineering or related field
11.2	General Experience of Field Supervisor			2 years of experiences in related field.
11.3	Specific Work Experience of Field Supervisor			Experience as Field Supervisor in 5 Projects

<b>12</b>	<b>Computer Operator</b>	<b>3</b>	<b>2</b>	Assurance letter from the consulting firm that mentioned man power shall be available during project execution.
<b>13</b>	<b>Field Enumerators</b>	<b>30</b>	<b>3</b>	Assurance letter from the consulting firm that mentioned man power shall be available during project execution.
<b>14</b>	<b>GIS/CAD Operator</b>	<b>2</b>	<b>2</b>	Assurance letter from the consulting firm that mentioned man power shall be available during project execution.

## **8 Deliverable**

As mentioned in TOR , which should be provided after the shortlisting of the consultant firms.

## **9. Time schedule**

As mentioned in TOR , which should be provided after the shortlisting of the consultant firms.

## 10 Letter of Intent (LoI)

Date: .....

To:

.....  
Jeetpursimara Sub-Metropolitan City, Jeetpur

Subject: Submission of Letter of Intent (LOI)  
(Preparation of Detailed Digital Profile of Jeetpursimara Sub-Metropolitan City)

Dear Sir/Madam

I/We, the undersigned, offer to provide the consulting services for the **Preparation of Detailed Digital Profile of Jeetpursimara Sub-Metropolitan City** in accordance with your advertisement for short listing of consulting firm. We are hereby submitting the filled-up form.

Sincerely Yours,

.....  
Authorized Signature:  
Name and title of signatory:  
Name of consulting firm:  
Complete Address:

## 11 Criteria for short listing of consulting firms

Criteria for short listing of consultants will be based on the capabilities demonstrated by the applicants' response in the expression of interest [letter of intent (LOI)]

*All consultants must comply with the eligibility criteria and score minimum 50% in each ranking criteria shown below and overall score should be 70%.*

**11.1** Following documents need to be submitted officially to obtain LOI invitation document

S.No.	Eligibility Criteria	Compliance (Yes/No)
1	Copy of Valid Corporate Registration	
2	Copy of Tax Clearance Certificate of fiscal year 2076/077 or tax submission letter for FY. 2076/77.	
3	Copy of Valid VAT Registration Certificate	
4	Minimum years of standing : 5 years ( In case of Joint Venture (JV) only lead firm's year of standing will be evaluated).	

### 11.2 Principal Criteria for short listing of consulting Firms.

S. No.	Ranking Criteria	Full Marks (as per PWD)	Pass Marks
4.2.1	General experience of consulting firm	20.0	10.0
4.2.2	Experience in similar projects	40.0	20.0
4.2.3	Experience in similar geographic area	10.0	5.0
4.2.4	Availability of staff with suitable qualification	15.0	7.5
4.2.5	Financial capability	5.0	2.5
4.2.6	Availability of equipment and facilities	5.0	2.5
4.2.7	Commitment for code of ethics	3.0	1.5
4.2.8	Commitment for adherence to anti-corruption policy	2.0	1.0
	<b>Total</b>	<b>100.0</b>	<b>70.0</b>

### 11.3 Detail criteria:

#### 11.3.1 General experience of consulting firm: Max. 20 Marks

(Only projects successfully completed in last 10 years)

#### a) Year of establishment: 5 Marks

(In case of Joint Venture (JV) only lead firm's year of standing will be evaluated).

**b) Experience on general experiences on survey,etc: 15 Marks**

S.No	Name of projects	Year of completion
1		
2		
3		
4		
5		

*Please attach additional sheet if needed  
(Attach letter/certificates issued by client with year of completion)*

**11.3.2 Experience in similar projects: Max. 40 Marks**

Preparation Digital profile based on GIS/GPS survey, web application software,etc Byelaws of Municipality (Only projects successfully completed in last 10 years)

S.No	Name of projects	Year of completion
1		
2		
3		
4		
5		
6		
7		

*Please attach additional sheet if needed  
(Attach letter/certificates issued by client and year of completion)*

**11.3.3 Experience in similar geographic area:Max. 10 Marks**

Only projects (outline in 11.3.2) successfully completed in last 10 years in terai and mountain regions of Nepal

S.N.	Name of projects	Location	Year
1			
2			
3			
4			
5			

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

**11.3.4 Available of suitable staff with following qualification: 15 Marks**

Only staffs outline in (point no. 7) with their related qualifications.

*Attach Curriculum Vitae and Academic Certificate. Curriculum Vitae of proposed personnel should be signed in blue ink. NEC Certificate should be attached in case of proposed personnel with engineering background.*

### 11.3.5 Financial Capabilities :5 Marks

(Average Turn Over in the last five years)

S. No.	F/Y	Annual turnover ( Total value of work done in that year)	Remarks
	2072/073		
	2073/074		
	2074/075		
	2075/076		
	2076/077		
Average Turnover			

(Attach copy of audited page or *tax clearance certificate* that shows total value of work)

### 11.3.6 Availability of required Equipment and facilities: 5 Marks

S. No.	Description	Unit
1	GIS software (Preferable Arc GIS-x or Equivalent) with authorized licence	1 no
2	Image processing software with authorized licence	1 no
3	Plotter/ Printer	1 no
4	Other necessary equipment	

(Attach purchase bill or hiring letter)



**1.3.7 Commitment for code of ethics: 3 Marks**

We follow following code of ethics and committed for:

1. We consider humankind as a family, hence we do not discriminate any one by religion, cast and gender.
2. As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairly with all, avoiding prejudice and hatred.
3. As a business entity, topmost priority is given on confidentiality of data, works, analysis, result or information and without proper authority of the respective client, will not publish or given or make available to anyone .
4. We fully abide by the work done by us undertaking full responsible about the authenticity and accuracy of our service.
5. Being a legal entity the company understands, respect and comply with all of the laws, regulations, policies and procedures that apply in the Nepal.

.....  
Authorized Signature in blue ink:

Name and Title of Signatory:

Name of Consulting Firms:

Seal of Consulting Firm:

Address:

**Note: If you agree on the above statement, please sign to indicate your commitment.**

**11.3.8 Commitment for adherence to anti-corruption policy: 2 Marks**

We, incorporated under Nepal Company Act, is a legal body and we fully abide by the laws of the land. Our policies prohibit offering and kind of bribes to anyone in the course of obtaining contract. All the officials in the company is fully committed to abide by the act.

.....  
Authorized Signature in blue ink:

Name and Title of Signatory:

Name of Consulting Firms:

Seal of Consulting Firm:

Address:

**Note: If you agree on the above statement, please sign to indicate your commitment.**

## **12 I INSTRUCTION TO CONSULTANT**

Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable.

The consulting firm must include a team leader having minimum qualification mentioned in the criteria for short listing consulting firm. Failing to provide a Team Leader having these minimum qualities will result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly 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 proposal. The consultants may form a Joint Venture (JV) with maximum of **three** partners only. The consultant shall duly sign and stamp in all submitted documents.

The Consultant shall submit equivalency certificate recognized from Government of Nepal /Tribhuvan University for foreign Academic Certificate or Training Course, if any.

### **CONTACT ADDRESS:**

#### **Jeetpursimara Sub Metropolitan City**

Jeetpur, Bara

Mob: 9855029109

Website: [www.jeetpursimaramun.gov.np](http://www.jeetpursimaramun.gov.np)

Email: [jeetpursimarasubmetropolitan@gmail.com](mailto:jeetpursimarasubmetropolitan@gmail.com)