



**Urlabari municipality**  
**Office of Municipal executive**  
**Urlabari, Morang**  
Province No. 1, Nepal



**REQUEST FOR PROPOSAL**  
**For**  
**Consulting services**  
**for**

**Detailed Engineering Survey, Design, Cost Estimate and  
Report Preparation of Batminton court(Kabad Hall) at  
Urlabari Municipality-6, Morang.**



**2077/78**

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## Introduction and Instructions

### 1. Instruction to Consultant

Technical 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 Curriculum vitae must be supported with relevant academic certificates otherwise marks will not be granted. The consulting firm must include a team leader having minimum qualification mentioned in the evaluation criteria. He/ she must have educational qualification and minimum job experience of 5 years as described in the evaluation criteria. Failing to provide a team leader having these minimum qualification will result in the proposal submitted by ***the consulting firm invalid and will not be evaluated***. If other experts designated for the proposed assignment does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated. However if the proposed staffs' quality lacks the minimum criteria, the expert will be awarded zero score. Still if the firm wins the contract, the expert should be replaced with qualified expert. The consultant can form a JV with maximum of three partners only. The consultant should duly sign and stamped in all submitted documents.

### 2. Instruction for the technical and financial proposal

The proposal shall contain two sealed envelopes:

- a. One sealed envelope with the technical proposal with clear indication of the Name of the consulting firm and project name, marked "TECHNICAL PROPOSAL"
- b. One sealed envelope with the financial proposal with clear indication of the name of the consulting firm and project name, marked "FINANCIAL PROPOSAL"

Both envelopes shall be sealed in a single envelop and each envelopes shall be duly signed and stamped by consultant. Only those financial proposals of the firm shall be evaluated whose technical proposals scores will be equal or above than 60% marks of the total allocated marks in technical proposal. Soundness of the technical and financial proposal shall form a basis for the selection.

### Technical proposal shall contain

- i. Brief description of the Consultant's organization and experience on similar assignments and include a description of each assignments in the format provided in the TOR.
- ii. Comments or suggestion on the TOR, services and facilities to be provided
- iii. Methodology and work plan with professionals inputs
- iv. A description of the project team organization, a list of proposed professionals by specialty and their assign tasks
- v. CVs recently signed in ***blue indelible ink*** by proposed professional personnel
- vi. Estimates of total professionals and support personnel input needed to carry out the assignment supported by a work plan and a manning schedule showing the field and office time proposed for each team member
- vii. Description of the equipment which the Consultant will apply in the assignment
- viii. Technical proposal shall not disclose any information about the financial proposal

Introduction and Instructions

***Along with the bio data, the copies of certificates of degrees, training certificates attained must be submit as justification documents. For engineers and planners, the Nepal engineering council registration certificate should also be submitted.***

Required professional and support staff are given below. The qualifications and experiences of the professional personnel should meet the minimum criteria as mentioned in the evaluation criteria for technical proposal.

- a) Highway Engineer
- b) Geo-tech/Geologist
- c) Hydrologist
- d) Structural Engineer
- e) Environmentalist
- f) Surveyor
- g) Supporting Staff
- h) The Consultants is encouraged to prepare their own estimates of professional input to carry out the assignment.

Cost of office Operation including support staff and equipment and stationery Rate per month. Out of pocket Expenditures:–

Bus/Air fare

Local transport

DSA

# **Request for Proposals**

*Country: Nepal*

## **Title of Consulting Services**

**Detailed Engineering Survey, Design, Cost Estimate and report  
Preparation of Kabad Hall at Urlabari Municipality-6, Morang**

**Office Name:** Urlabari municipality

Office Address: **Urlabari, Morang**

**Financing Agency:** Urlabari municipality, Office of municipal executive

## Section 1. Letter of Invitation

बिषय:परामर्श सेवाको आशय पत्र आह्वान

Date: 2077/09/08

RFP NO:03/2077-078

**Dear Mr/Mrs.**

1. Urlabari municipality, Urlabari, Morang has allocated a fund towards the cost of Preparation of *Detailed Engineering Survey, Design, Cost Estimate and report Preparation of Kabad Hall at Urlabari Municipality-6, Morang* .and intends to apply a portion of this fund to eligible payments under this Contract.
2. Urlabari municipality, Urlabari, Morang now invites proposals to provide following consulting Services : *Detailed Engineering Survey, Design, Cost Estimate and report Preparation of Kabad Hall at Urlabari Municipality-6, Morang*. Details of the services are provided in the Terms of Reference (TOR).
- 3 The Request for Proposal(RFP) has been addressed to any interested consultants/consultant.
- 4 The consultant required to submit simultaneously two separate sealed envelopes,one containing (i) the Technical proposal (ii) the Financial proposal,both in turn enclosed in one sealed envelope as per the provision of RFP.
- 5 A Consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.
- 6 The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Information to Consultants
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Forms of Contract
- 7 Please inform us, upon receipt:
  - (a) ) that you received the letter of invitation; and
  - (b) whether your firm/Joint venture will submit a proposal, or,
  - (c) Your firm/Joint venture will decline to submit a proposal.

Yours sincerely,

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Name:  
Designation:Acting Chief Administrative officer  
Address:Urlabari Municipality  
Phone No:021540459  
Email:Urlabarinagarpalika@gmail.com

## **Section 2. Information to Consultants**

### **1. Introduction**

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
  - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
    - a. A consultant, who has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
    - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
  - 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

- 1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN(or Donor Agency)financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
    - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution;  
And
    - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
  - b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
  - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
  - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

**2. Clarification and  
Amendment of  
RFP Documents**

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation



of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

### **3. Preparation of Proposal**

#### **Technical Proposal**

- 3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.

3.2 In preparing the Technical Proposal (TP), consultants are expected to Examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
- ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
- iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should

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indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.

- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments .
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- viii. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

**Financial Proposal**

- 3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.
- 3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.
- 3.8 Consultants shall express the price of their services in Nepalese Rupees.
- 3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

**4. Submission, Receipt, and Opening of Proposals**

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and is clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE**."

4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

**5. Proposal Evaluation**

**General**

5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

**Evaluation of Technical Proposals (QCBS, QBS, FBS, LCBS))**

5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular Proposal. Each responsive proposal will be given a technical score (St).

A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.

**Public Opening and Evaluation of Financial Proposals (CBS Only)**

5.5. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.

**Public Opening and Evaluation of Financial Proposals (QCBS, FBS,LCBS)**

5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.

5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.

5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.

5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The consultant achieving the highest combined technical and financial score will be invited for negotiations.

**6. Negotiations**

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions

made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.

6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. . If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

## **7. Award of Contract**

7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.

7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.

7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.

- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such Application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## 8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

## 9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly,
  - b. distortion or misrepresentation of facts
  - c. engaging or being involved in corrupt or fraudulent practice
  - d. Interference in participation of other prospective bidders.
  - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
  - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. **Blacklisting Consultant** 10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2, to the

- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
  - c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
  - d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
  - e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
  - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

## Information to Consultants

### DATA SHEET

Clause	Reference
1.1	<p>The name of the Client is: <b><i>Urlabari Municipality, Urlabari, Morang</i></b></p> <p>The method of selection is: <b><i>QCBS</i></b></p>
1.2	<p>The name, objectives, and description of the assignment are: <b><i>Detailed Engineering Survey, Design, Cost Estimate and Report Preparation of Kabad Hall at Urlabari Municipality-6, Morang.</i></b></p> <p>Name _____</p> <p>Objectives: <i>Refer TOR</i> Description: <i>Refer TOR</i></p>
1.3	<p>A pre-proposal conference will be held: <b><i>NO</i></b></p> <p>The name(s), address(es), and telephone numbers of the Client's official(s) are:</p> <p>Name: <b><i>Urlabari municipality, Urlabari, Morang</i></b></p> <p>Address: <i>Morang</i></p> <p>Telephone No. :</p>
1.4	<p>The Client will provide the following inputs: <i>As per TOR</i></p>
1.10	<p>The clauses on fraud and corruption in the Contract are: <b><i>As per PPMO guidelines and Prevailing laws of Procurement Act and Regulations of Nepal.</i></b></p>
2.1	<p>Clarifications may be requested 3 days before the submission date The address for requesting clarifications is</p> <p><b><i>Urlabari Municipality, Urlabari, Morang</i></b></p>
3.1	<p>Proposals should be submitted in the following language(s): <b><i>English</i></b></p>
3.3	<p>(i) Consultants/entity may associate with other consultants: <b><i>Yes</i></b> (ii) The estimated number of professional staff-months required for the assignment is: <i>Refer TOR</i></p> <p>(iii) The minimum required experience of proposed professional staff is: <i>Refer TOR</i> (vi) Reports that are part of the assignment must be written in the following language(s): <i>English/Nepali</i></p>
3.4	<p>(vii) Training is a specific component of this assignment: <b><i>No</i></b></p>



(viii) Additional information in the Technical Proposal includes: Refer TOR

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3.9 Proposals must remain valid 90 days after the submission date.

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4.3 Consultants must submit an original copy of each proposal and *quality assurance plan*.

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4.4 The proposal submission address: *Urlabari Municipality, Urlabari, Morang*

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Information on the outer envelope should also include :as per notice

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4.5 Proposals must be submitted no later than: **15 Days from the date of invitation of proposal**

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5.1 The address to send information to the Client is *Urlabari Municipality, Urlabari, Morang*

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5.3 The number of points to be given under each of the evaluation criteria are:

- |   |                  |
|---|------------------|
| <b>1. Experience of the Consultant</b>  | <b>25 Points</b> |
| <b>2. Approach Methodology</b>  | <b>25 Points</b> |
| <b>3. Qualification and technical competence of the proposed key staff for the assignment</b> | <b>50 Points</b> |
| 3.1 Team Leader / Urban/Architect Planner   | 15 Points        |
| 3.2 Hydrologist   | 10 points        |
| 3.3 Architect   | 10 points        |
| 3.4 Structural Engineer   | 10 Points        |
| 3.5 Civil Engineer/Senior Surveyor  | 5 Points         |

**Totalpoints :100**

The minimum technical score required to pass: 70 Points

5.8 The fixed Budget Ceiling for the assignment is :

5.10 The formula for determining the financial scores is the following:  
[Either  $S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration, or another proportional linear formula]  
The weights given to the technical and Financial Proposals are:

**T (Technical Proposal) = 0.8**

**P (Financial Proposal) = 0.2**

6.1 The address for negotiations is: *Urlabari Municipality, Urlabari, Morang*

7.6 The assignment is expected to **commence on** as per work order

## **Section 3. Technical Proposal - Standard Forms**

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.

### **3A. TECHNICAL PROPOSAL SUBMISSION FORM**

*[Location, Date]*

To,

Urlabari Municipality, office of Municipal executive, Morang  
Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Detailed Engineering Survey, Design, Cost Estimate and Report Preparation of Kabad Hall at Urlabari municipality, Morang. in accordance with your Request for Proposal dated *[Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

### 3B. CONSULTANT'S REFERENCES

#### Relevant Services carried Out in the two Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :( Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE  
TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES  
TO BE PROVIDED BY THE CLIENT**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN  
FOR PERFORMING THE ASSIGNMENT (Maximum 10 pages)**

**3E. TEAM COMPOSITION AND TASK ASSIGNMENTS**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

**3F. FORMAT OF CURRICULUM VITAE (CV) FOR  
PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.



\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the consultant]* *Day/Month/Year*

Full name of staff member: \_\_\_\_\_

\_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

### 3H. ACTIVITY (WORK) SCHEDULE

#### A. Field Investigation and Study Items

<i>[1st, 2nd, etc. are months from the start of assignment.]</i>													
	1st	2nd	3rd	4th	5th	6th	7th	8th	9 <sup>th</sup>	10th	11th	12 <sup>th</sup>	
Activity (Work)													
_____													
_____													
_____													
_____													

#### B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

## **Section 4. Financial Proposal - Standard Forms**

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursable per activity.
- 4F. Miscellaneous expenses.

## 4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Urlabari Municipality, office of municipal executive, Morang

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Preparation of *Detailed Engineering Survey, Design, Cost Estimate and Report Preparation of Kabad Hall at Urlabari municipality, Morang*.  
.in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals).  
Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax (VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

**4B. SUMMARY OF COSTS**

Costs	Amount(s)
Subtotal	
Total without VAT	
Value Added Tax	<hr/>
Total Amount of Financial Proposal	

**4C. BREAKDOWN OF PRICE PER ACTIVITY<sup>3</sup>**

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

<sup>3</sup>The client may choose to request Forms 4C, 4D, 4E an 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyze.

**4D. BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate(Rs.)	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____



**4E. REIMBURSABLE PER ACTIVITY**

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price In Rs.	Total Amount In Rs.
1.	Air flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs <sup>4</sup>				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

<sup>4</sup> Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

**4F. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost between _____ and _____ (telephone, telegram, telex, email)				
2	Drafting, reproduction of reports				
3	Equipment: vehicles, computers, etc.				
4	Software				
	Grand Total				

**ANNEX I**  
**FINANCIAL PROPOSAL FOR DETAILED SURVEY AND DESIGN WORKS**  
**Urlabari Municipality**

Seal in separate Envelope

Office of Municipal executive

**Financial Proposal for Detailed Survey & Design works.**

**Name of the project:** Detailed Engineering Survey, Design, Cost Estimate and Report Preparation of Kabad Hall at Urlabari Municipality, Morang.

**F/Y: 077/78**

S.N.	Description of works	Unit	Quantity	Amount in Nepalese Rupees		Amount	Remarks
				In Figure	In Words		
	Detail Engineering Survey, Design, Report Preparation and Submission:						
A	Kabad Hall at Urlabari Municipality, Morang	job	1				
<b>Sub-Total</b>							
<b>VAT (13%)</b>							
<b>Total</b>							

Address:

Authorized Person:

Authorized Sign and seal of the firm Name of

Date:

TERMS OF REFERENCE  
FOR

## **Detailed Engineering Survey, Design, Cost Estimate and Report Preparation of Kabad Hall**

### **1. Introduction:**

The Uurlabari Municipality, Uurlabari is assigned to build the **Kabad Hall** in Uurlabari Municipality, ward no-6 in FY 2077/78. The Uurlabari Municipality Office requires procurement of consulting services for the Survey, Design and Preparation of detailed Architectural and Engineering drawings of the aforementioned Kabad Hall.

### **2. Objectives:**

The objectives of the assignment are to prepare the Master Plan with DPR, Drawings, Cost Estimate for the Kabad Hall. However following objective fulfill the proposed study:

- To carry out detailed topographic survey and map of the areas (in appropriate scale)
- To prepare master plan with all physical infrastructures required in the Kabad Hall Area.
- The detailed master plan would include detailed engineering survey and design for all the components of infrastructures.
- To design the infrastructure depicting the local architecture and using local construction technology and materials. Drawings of infrastructures should include Plan, Section, Elevation and Perspective view in color format along with soft copies.
- To prepare cost estimates of the project.
- Preparation of schematic drawings, 3D Master plan, cost estimate and Infrastructure development plan

### **3. Outputs:**

The expected outputs are as follows:

#### **3.1 Engineering Survey and Survey Drawings:**

The consultant in consultation with the Uurlabari Municipality office Morang, Owner of the Site should carry out engineering survey of the site. The consultant shall prepare topographic map of the site. The contour interval shall

be between 1m and 0.5m as per site condition and the instruction of UMO. The topographic map shall be consistent with cadastral map accompanied with all details in the site.

### **3.2 Master Plan:**

The consultant in consultation with the UMO office Morang, related organizations and local people should prepare master plan of the Kabad Hall and other additional Structure like garage, canteen, compound wall, guard house etc ( as per requirement), and landscaping of the site in suitable scale.

### **3.3 Architectural Design and Working Drawings:**

The consultant in consultation with the Municipality office Urlabari, related organizations and local people should prepare architectural design and drawings of the Building, and conceptual plans of the other additional buildings like garage, canteen, compound wall, guard house etc ( as per requirement), and landscaping of the site. The Consultant should prepare details of working drawings of the Kabad Hall Building, acceptable to Municipality Office Urlabari, in suitable and presentable scales (architectural drawing in 1:100 or 1:50 and other details in the range of 1:5 to 1:20 or as per division office institution). The architectural details should also be in compliance with NBC 106:2003 regarding the provisions for physically disabled people.

The consultant shall also prepare three dimensional views of the design using Sketchup or similar softwares.

### **3.4 Structural Design and Detail Working Drawings:**

The consultant should develop detailed structural analysis and prepare working drawings showing all necessary details required for construction. Such details should be in full compliance with the requirements of NBC 105, SP34 and IS1893:2002. The consultant should submit Hard & soft copy of structural analysis.

### **3.4 Electrical Design and Working Drawings:**

The consultant should carry out detailed electrical design with Standard Practice and Codes for public buildings and should comply with NBC 207:2003/standards. The Consultant should prepare electrical working drawings showing necessary details required for electrification.

### **3.4 Water Supply and Sanitary Design and Working Drawings:**

The consultant should carry out detailed water supply and sanitation design and working drawings along with the storm water drainage, firefighting systems, and rainwater harvesting system showing necessary details required for construction. They should be in accordance with the Standard Practice and Codes for Buildings and in accordance with NBC.

### **3.7 Preparation of Technical Specification**

The Consultant should prepare technical specification of civil, electrical, water supply and sanitary works which are specific to the project and which are not included in the standard specification of the Municipality office.

### **3.8 Quantity Estimate, Cost Estimate and BoQ.**

The consultant is required to prepare a detailed quantity, and cost estimate of civil, electrical and water supply and sanitary and bill of quantities. The cost estimate should be based on DUDBC norms, rate analysis and approved rate for construction materials of the municipality. The consultant should seek approval from the Municipality office for the items/ materials which are not included in norms for rate analysis.

## **4. Scope of Work:**

The major scope of work comprised developing of master plan of Building along with the design and estimate.

- Carry out Desk Study/Review of Existing site as well as practices.
- Detailed Topographic survey of the study area with existing structures i.e. temple, natural and manmade structures and infrastructures.
- Preparation of master plan and prioritization of infrastructure development with reference to the Information gathered from primary and secondary data

. All design works should strictly be in compliance with Nepal National Buildings Code (NBC), 2060.

## **5 Methodology of work**

To achieve the objectives stipulated, the consultant needs to adopt the following steps of the methodology.

### **❖ Desk Study**

A Desk Study need to be carried out, collecting all data, maps and other information relevant to Building design for planning of further field survey and investigation works as well as detailed design and checked the actual area of the plot.

### ❖ Field survey and study

It is the important part of the study. During the field study existing situation of the project area have to be visualized to perceive the ground reality. In order to guarantee the accuracy of survey work, the proper survey procedure has to be carried out.

### ❖ Opinion Survey, Discussion and Meeting

To get the clear idea about the perception of the municipality and the stakeholder's local people etc. should be carried out. The interaction with the mentioned personnel will help to know the main requirements, amenities that have to be provided in the design. During the course of the study, opinion surveys and interviews with concerned stakeholders should be carried out to find out the problems, needs and suggestions for effective concept of spatial requirement and functional flow.

### ❖ Analysis and Synthesis

The data information collected during desk study and field survey/investigation has to be compiled and based on the analysis of primary and secondary data, field data and information, it was interpreted in the master plan.

### ❖ Detail Design Preparation

The concept plan of the proposed assignment will be finalized with Municipality and local stakeholders. After that, the detail design has to be prepared based upon the field survey and as per the requirement. The drawings prepared have to be in appropriate scale.

## 5. Personnel Requirements:

The consultant should provide and manage a work team comprising of the following professionals to accomplish the proposed assignment. The required number of manpower and man-month should be in accordance with work schedule and manning schedule:

S. No.	Descriptions	Person	Months	
1	Urban Planner/ Transport Planner/Infrastructure Planner /Team Leader	1	1	M.Sc.in Urban Planner/Architecture or B. E in Urban Planner/Architecture/Civil Engineering or Equivalent with Minimum 5yrs experiences
2	Structure Engineer	1	0.5	M.Sc.in Structure Engineering or B. E in Civil Engineering or equivalent with Minimum 5yrs experiences
3	Geotechnical Engineer	1	0.5	M.Sc.in Geotechnical Engineering or B. E in Civil Engineering or equivalent with Minimum 5yrs experiences
4	Civil Engineer	1	1.00	B. E in Civil Engineering or equivalent with Minimum 3yrs experiences
5	Architect	1	0.5	B. E in Architecture or equivalent with Minimum 3yrs experiences
6	Electrical Engineer	1	0.25	B. E in Electrical Engineering or equivalent with Minimum 3yrs experiences.
7	Civil Sub-Engineer/Draft Person/Surveyor	2	0.5	Diploma in Architecture/Civil Engineering or equivalent with Minimum 3yrs

The team should also consist of supporting technical and non-technical staffs.

#### **Key Personnel**

##### **Urban planner/Transport planner/Infrastructure planner cum team leader:**

This is the senior most position and the expert engaged will function as Team Leader and will be responsible for the entire project preparation activities including timely completion. The expert will undertake frequent project site visits and shall guide, supervise, co-ordinate and monitor the work of other experts. This position requires a urban/transport/infrastructure planner who shall be at least master degree in urban planning/ infrastructure planning/transportation planning with at least 5 years of relevant work general experience.

##### **Structure Engineer:**

The Structure Engineer must have master degree in Structure engineering after bachelor degree in civil engineering with at least 3 years of general professional experience after master degree and relevant work experience.

##### **Geotechnical Engineer:**

The Geotechnical Engineer must have master degree in Geotechnical engineering after bachelor degree in civil engineering with at least 3 years of general professional experience after master degree and relevant work experience.

##### **Civil Engineer:**

The Civil Engineer must have minimum Bachelor's degree in Civil Engineering with at least 3 years of general profession experience after bachelors' degree and relevant work experience.

##### **Architect:**

The Architect must have minimum Bachelors degree in Architecture with at least 3 years of general profession experience after bachelors' degree and relevant work experience.

##### **Electrical Engineer:**

The Electrical Engineer must have minimum Bachelors degree in Electrical Engineering with general profession experience after bachelors' degree and relevant work experience.

##### **Civil Sub-Engineer/Draft Person/Surveyor:**

The Civil Sub-Engineer/Draft Person/Surveyor must have minimum Certificate/Diploma in Civil Engineering/Architecture for Civil Sub-Engineering/Draft Person Certificate or equivalent and have 3 years relevant work experience.

## **6. Work Schedule:**

The work shall be completed within 1 month from the date of agreement. The consultant is thus instructed to prepare their work schedule accordingly.

## **7. Reporting Requirements:**

The Consultant shall prepare and submit the reports as specified below. Auto Cad Software should be used to prepare all drawings. All reporting shall be in English and in the metric system except as otherwise mentioned. Inception, draft and final reports



should be submitted to Municipality Office Urlabari as specified below. Reports and drawings should be submitted in A4 and minimum A3 sized of papers respectively. 2 Sets of final drawing need to submit in A1 size. The final report must also be submitted in digital format.

### **7.1 Inception/ Field Report:**

The consultant should submit two (2) sets of inception report to the Municipality Office Urlabari within 7 days from the date of Work Order. The inception report should clearly specify findings of literature and field study, including minutes of meetings with the concerned officers and representatives of Kabad Hall. Architectural design concept should be submitted at this stage.

### **7.2 Draft Final Report:**

Draft final report shall contain all the working drawings (architectural, structural, electrical, water supply, sanitary, storm water drainage and rainwater harvesting and utilization system) and relevant details including design calculation, 3-D views. The consultant should submit 3 sets of the report within 15 days after acceptance of Inception report. This report is to be presented in the Municipality Office Urlabari in presence of professional and concerned officials comprising experts for discussion, comments and suggestions. Date and time of presentation shall be mutually finalized by Municipality and the Consultant.

### **7.3 Final Report:**

The final report should incorporate comments and suggestions on the draft final report. The consultant should also submit a digital copy in CD with final report including aforementioned drawings. The final report should be submitted in 3 copies (one set original and two sets in duplicate) within 1 month from work order date. 2 Sets of final drawing need to submit in A3 size.

The consultant should also produce other relevant reports to the UM Office Urlabari as and when necessary.

## **8. Capacity Building:**

Consultant should involve one technical staffs from Municipality office Urlabari from the beginning of the project.

## 9. Payment Schedule:

Payments should be made by UMO upon the submission of Consultant's invoices according to the following schedule:

<b><u>Mode of Payment</u></b>	<b>Percentage</b>
1. First installment after the submission of inception/ Field report	30
2. Second installment after the submission of Draft Final Report and Presentation	50
3. Final installment of the payment after the submission and acceptance of final report completion of all duties and responsibilities assigned to the consultants as provisioned in this TOR.	20

Advance payment can be requested upon producing bank guarantee acceptable by the division office as per the rules of government of Nepal.

## 10. Contact Address:

GOVERNMENT OF NEPAL  
OFFICE OF MUNICIPAL EXECUTIVE  
PROVINCE NO 1  
URLABARI, MORANG  
PHONE NO: