



Umlabari Municipality
Office of Municipal Executive
Umlabari, Morang, Province 1
Nepal



Request for Proposal

for
Consulting Services
for

**Detailed Engineering Survey, Detailed Design and
Cost Estimate of Road and Drains (Bhadramari road)
Ward No. 7 at Umlabari Municipality**



2077/78

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SECTION I LETTER OF INVITATION



**Urlabari Municipality
Office of Municipal Executive
Urlabari, Morang
Province 1, Nepal**

RFP No. : RFP/06/2077/78

Date: - 2077/09/08

Subject: Request for proposal

M/s

Executive Office of Urlabari Municipality now invites proposals from consultants to provide consulting service for **Detailed Engineering Survey and Design of Bhadramari road at Ward no.7, Urlabari, Morang**. Details on the services and Terms of Reference are attached herewith.

1. The Request for Proposal (RFP) has been addressed to the consultants:
2. A consultant will be selected under procedures described in this RFP.
3. The RFP includes the following documents:

SECTION I	LETTER OF INVITATION
SECTION II	INFORMATION TO CONSULTANTS
SECTION III	DATA SHEET
SECTION IV	TECHNICAL PROPOSAL - STANDARD FORMS
SECTION V	FINANCIAL PROPOSAL - STANDARD FORMS
SECTION VI	TERMS OF REFERENCE

The deadline for the submission of the proposal is specified in SECTION III.

SECTION II INFORMATION TO CONSULTANTS

1. Introduction	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>1.6. GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interest 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.</p> <p>1.7. Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:</p> <p>1.7.1. A consultant, who has been engaged by the Client to provide goods or Plan 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 Plan or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.</p>
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	<p>1.7.2. 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. Any previous or on-going 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.</p> <p>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:</p> <ul style="list-style-type: none">a. defines, for the purposes of this provision, the terms set forth below as follows:<ul style="list-style-type: none">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; andii. "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; ande. 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. <p>1.9. Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the</p>
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	<p>above sub para. 1.8 (d).</p> <p>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</p>
<p>2. Clarification and Amendment of RFP Documents</p>	<p>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.</p> <p>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.</p>
<p>3. Preparation of Proposal</p>	<p>Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.</p>
<p>3.1. Technical Proposal</p>	<p>3.1.1. 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.</p> <p>3.1.2. While preparing the Technical Proposal, consultants must give particular attention to the following:</p> <ol style="list-style-type: none"> 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.

	<ul style="list-style-type: none">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. <p>3.1.3. The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):</p> <ul style="list-style-type: none">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 indicate, <i>inter alia</i>, 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 authorised 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 during the last ten (10) years.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. <p>3.1.4. The Technical Proposal shall not include any financial information.</p>
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<p>3.2. Financial Proposal</p>	<p>3.2.1. 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.</p> <p>3.2.2. 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.</p> <p>3.2.3. Consultants shall express the price of their services in Nepalese Rupees.</p> <p>3.2.4. 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.</p>
<p>4. Submission, Receipt, and Opening of Proposals</p>	<p>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 initialled by the persons or person who sign(s) the proposals.</p> <p>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.</p> <p>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.</p> <p>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</p>

	<p>into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”</p> <p>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.</p> <p>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.</p>
<p>5. Proposal Evaluation</p>	
<p>5.1. General</p>	<p>5.1.1. 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.</p> <p>5.1.2. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.</p>
<p>5.2. Evaluation of Technical Proposals (QCBS, QBS, FBS, LCBS)</p>	<p>5.2.1. 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.</p> <p>5.2.2. 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.</p>
<p>5.3. Public Opening and</p>	<p>The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The</p>

<p>Evaluation of Financial Proposals (CBS Only)</p>	<p>name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.</p>
<p>5.4. Public Opening and Evaluation of Financial Proposals (QCBS, FBS, LCBS)</p>	<p>5.4.1. 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.</p> <p>5.4.2. 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.</p> <p>5.4.3. The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have spent 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.</p> <p>5.4.4. 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.</p> <p>5.4.5. 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.</p> <p>5.4.6. In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) 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: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>

<p>6. Negotiations</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>7. Award of Contract</p>	<p>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.</p>

	<p>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 its intention to accept the winning proposal pursuant to Sub Clause 7.1.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.</p> <p>7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>
<p>8. Confidentiality</p>	<p>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.</p>
<p>9. Conduct of Consultants</p>	<p>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.</p> <p>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:</p>

	<ul style="list-style-type: none"> 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 Plan 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
<p>10. Blacklisting Consultant</p>	<p>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:</p> <ul style="list-style-type: none"> a. if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2, 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 <p>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.</p>

SECTION III DATA SHEET

Clause Reference	
1.1	The name of the Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1 Client is: he method of selection is: <u>OCBS</u>
1.2	The name, objectives, and description of the assignment are: Name: Detailed Engineering Survey and Design of Road and Drains (Bhadramari road) Ward No. 7, Urlabari, Morang Objectives: To design a safe, reliable and cost-effective road using appropriate technology. Description: Review existing reports, conduct alternative alignment study, choose economically feasible alignment, Conduct Detailed Engineering Survey, Detailed Design and Cost Estimate of Road and Drains (Bhadramari road) Ward No. 7 at Urlabari Municipality as per TOR, conduct hydrological studies for cross drainage structures, and finally prepare DPR (Detailed Project Report)
1.3	A pre-proposal conference will be held: No. The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1 Address: Telephone No.: 021-540459
1.4	The Client will provide the following inputs: Brief description and importance of the project.
1.10	The Clauses on fraud and corruption in the contract are: Go through contract document
2.1	Clarifications may be requested 7 days before the submission date. The address for requesting clarifications is: : Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1 Facsimile: NA Email: urlabarinagarpalika@gmail.com
3.1	Proposals should be submitted in the following language(s): English
3.2	(i) Short listed consultants/entity may associate with other short-listed consultants: No (ii) The estimated number of professional staff-months required for the assignment is: As per minimum requirement.
3.3	Available Budget for Fixed budget Assignment: NA (iii) Reports that are part of the assignment must be written in the following language(s): English (iv) Training is a specific component of this assignment: NA (v) Additional information in the Technical Proposal includes: <ul style="list-style-type: none"> • Description of Site (Visited) and any Photographs. • Use of Software. • Suggestions on innovative type of design. (Efficient technology & Cost effective)
3.9	Proposals must remain valid 90 days after the submission date.

4.3	Consultants must submit One original copy of each proposal.																				
4.4	The proposal submission address: Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1 Information on the outer envelope should also include: To, Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1																				
4.5	Proposals must be submitted no later than: 15st day from the date of issue of RFP.																				
5.1	The address to send information to the Client is: To, Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1																				
5.3	<p>The number of points to be given under each of the evaluation criteria are:</p> <table style="width:100%; border:none;"> <tr> <td style="width:80%;"></td> <td style="text-align:right;"><u>Points</u></td> </tr> <tr> <td>(i) Specific experience of the consultants related to the assignment</td> <td style="text-align:right;">20</td> </tr> <tr> <td>[(A) Road length more than 15 km :15 Job should be completed within last 3 years [Otherwise: 0]</td> <td></td> </tr> <tr> <td>[(B) General Experience :5</td> <td></td> </tr> <tr> <td>(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</td> <td style="text-align:right;">30</td> </tr> <tr> <td>[Work Plan: 5] CPM or Bar chart with milestones in sequential way :5 Otherwise 0 [Methodology: 25] As per EPR procedure: 25 Otherwise: 0</td> <td></td> </tr> <tr> <td>(iii) Technology Transfer :</td> <td style="text-align:right;">5</td> </tr> <tr> <td>(iv) Qualification and competence of the key staffs for the assignment</td> <td style="text-align:right;">45</td> </tr> </table>						<u>Points</u>	(i) Specific experience of the consultants related to the assignment	20	[(A) Road length more than 15 km :15 Job should be completed within last 3 years [Otherwise: 0]		[(B) General Experience :5		(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	30	[Work Plan: 5] CPM or Bar chart with milestones in sequential way :5 Otherwise 0 [Methodology: 25] As per EPR procedure: 25 Otherwise: 0		(iii) Technology Transfer :	5	(iv) Qualification and competence of the key staffs for the assignment	45
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	S.N	Personnel	Minimum academic qualification	Minimum years of general experience	Specific Experience	Marks (6															
	1	Team Leader (Highway / Transportation Engineer)	Masters Degree in Highway/ Transportation Engineering	5 years	Involved in 3 or more assignments road length >15km	10 Marks															
	2	Geotechnical / Geologist	Masters Degree In Geotechnical Engineer/Geologist with Bachelors in civil Engineering.	3 years	Involved in at least 3 assignments of road	8 Marks															
	3	Environmentalist	Masters/ Bachelor degree in environmental science	3 years	Involved in at least 3 assignments of road	7 Marks															

	4	Hydrologist	Masters/ Bachelor degree in Hydrology Engineering	3 years	Involved in at least 3 assignments of road	5 Marks
	5	Sociologist	Masters/ Bachelor degree in Sociology	3 years	Involved in assignments of road	5 Marks
	6	Civil Engineer	Bachelor in Civil Engineering	3 years	Involved in assignments road	5 Marks
	7	Surveyor	Diploma in civil Engineering	3 years	Involved in assignments road	5 Marks
<p>Total Points: 100 The minimum technical score required to pass: 70 Points.</p>						
The Fixed Budget Ceiling for the assignment is : NA						
5.10	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 0.8 and P (Financial Proposal) = 0.2</p>					
6.1	The address for negotiations is : Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1					
7.1	The assignment is expected to commence on within a week of Contract signing at location provided.					
7.2	<p>Joint Venture Maximum three company are allows for JV. Year of standing of leading company is 5years. Copies of the Joint Venture (JV) agreement shall be attached with the Technical and Financial Proposal. If a JV is awarded a job, the JV must be registered in the VAT office. A copy of the VAT registration certificate shall be submitted before contract agreement.</p>					
7.3	<p>Conditions of Rejection / Non-consideration of the Proposals:</p> <ol style="list-style-type: none"> If the proposal is found to be non-responsive and has not fulfilled all the requirements mentioned in the Technical Proposal documents. If on physical verification, any statement provided is found to be false and if that statement affects the evaluation, then either the whole proposal may 					

	<p>be rejected or the proposal will not get any score for the part concerned to that statement. If any statement in the Technical Proposal provides information or indication about the financial proposal.</p>
7.4	<p>Submission of the Proposals Both the Technical Proposal and Financial Proposal must be sealed in separate envelopes marked clearly in BLOCK letters as follows: TECHNICAL / FINANCIAL PROPOSAL (as appropriate) for DETAILED SURVEY, DETAILED DESIGN AND COST ESTIMATE OF ROAD AND DRAINS (BHADRAMARI ROAD), WARD 4 NOTICE NO..... CONTRACT NO. RFP/07/2077/78 Both the envelopes then should be placed into a single envelope, which shall be sealed again and marked clearly as follows: TECHNICAL & FINANCIAL PROPOSAL for DETAILED SURVEY, DETAILED DESIGN AND COST ESTIMATE OF ROAD AND DRAINS (BHADRAMARI ROAD), WARD 7 NOTICE NO. CONTRACT NO. RFP/07/2077/78 The single sealed envelope then should be addressed and submitted to: To Project Director Note: Executive Office of Urlabari Municipality, Urlabari , Morang, Province 1</p> <p><i>The envelope must clearly mention name and address of the firm or JV.</i></p>

SECTION IV TECHNICAL PROPOSAL – STANDARD FORMS

- SECTION IV A Technical Proposal Submission Form (Sample)
 - SECTION IV B Consultant's References
 - SECTION IV C Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Client
 - SECTION IV D Description of the Methodology and Work Plan for Performing the Assignment
 - SECTION IV E Team Composition and Task Assignments
 - SECTION IV F Format of Curriculum Vitae (CV) for Proposed Professional Staff
 - SECTION IV G Time Schedule for Professional Personnel
 - SECTION IV H Activity (Work) Schedule
-

SECTION IV A Technical Proposal Submission Form (Sample)

Date:-

To: Executive Office of Urlabari Municipality
Urlabari Municipality
Urlabari, Rukum East
Province 1, Nepal

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for **Detailed Engineering Survey, Detailed Design and Cost Estimate of Road and Drains (Bhadramari road) Ward 7 at Urlabari Municipality** in accordance with your Request for Proposal dated _____ 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, i.e., before [Date.....] 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:

SECTION IV B Consultant's References

Relevant Services Carried Out 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: _____

Notes:

1. **Please provide the documentary evidence (e.g. completion certificate) clearly showing the name of the job/service, value of service and completion date. Any information without such evidence shall not be entertained.**
 2. **Detailed Survey and Design, Design Review and Feasibility Study of Roads are considered relevant to the proposed job.**
-

SECTION IV C 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.
-

**SECTION IV D Description of the Methodology and Work Plan
for Performing the Assignment**

SECTION IV F 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: _____

If the staff is permanently employed:

Name of the employing firm:

Date of employment:

Note: Please attach evidence of employment (e.g. Appointment letter, Payment/Salary record, Partnership Agreement, etc.). A personal without such evidence shall not be considered as permanently employed

Engineering Council Membership No. (if applicable):

Contact address / telephone / email:

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. I will be available for the proposed job if it is awarded to the firm submitting my bio-data.

Date: _____

[Signature of staff member and authorized representative of the consultant in blue ink] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SECTION IV G Time Schedule for Professional Personnel

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

Full-time: _____
 Reports Due: _____
 Activities Duration: _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____

SECTION IV H Activity (Work) Schedule

A. Field Investigation and Study Items

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

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 V FINANCIAL PROPOSAL - STANDARD
FORMS**

SECTION V A FINANCIAL PROPOSAL SUBMISSION

SECTION V A FINANCIAL PROPOSAL SUBMISSION

Date:

To: *[Name and address of Client]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of consulting services]* in accordance with your Request for Proposal dated *[Date]* and our Proposal (Technical and Financial). 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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

SECTION VI TERMS OF REFERENCE

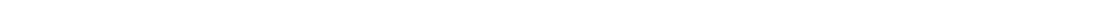


URLABARI MUNICIPALITY
OFFICE OF MUNICIPAL EXECUTIVE
MORANG
PROVINCE 1



TERMS OF REFERENCE

For
Detailed Project Report of Road and Drains
(Bhadramari road) Ward 7, Uurlabari, Morang



TERMS OF REFERENCE

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BACKGROUND

Urlabari Municipality of PROVINCE 1 is inadequate in vehicular mobility. Thus to resolve the issue, the executive office of Urlabari Municipality is planning to link all the wards of Urlabari Municipality for the overall development of the Municipality and advancement of living standard of its citizens.

Urlabari Municipality, Office of the Municipal Executive invites Request for Proposal (RFP) from the qualified Consultants for the Detail Engineering Survey, Design and preparation of DPR of Road and Drains (Bhadramari road) Ward 4, Urlabari, Morang.

OBJECTIVE AND SCOPE OF WORK

The objective of the consulting services is to conduct a Detailed Engineering Survey of the proposed road, prepare Detailed Design and Cost Estimate for the construction/upgradation of the road. The consultant is required to perform the following jobs.

- a) Detailed engineering survey of the alignment, and its corridor
 - b) Design the road details in cooperation with Executive Office of the Urlabari Municipality.
 - c) Prepare working drawings
 - d) Prepare quantity & cost estimates with analysis of rates
 - e) Prepare survey and design reports
-

EXECUTION OF CONSULTING SERVICES

General

The main objective of the project work is to provide accessibility to all the wards of rural municipality and improve the transport connectivity between the wards. The project also aims to upgrade the geometric standard of existing earthen/gravel roads with required designed pavement and open new tracks as required by the Municipality Transport Master Plan (MTMP) of Urlabari Municipality

The consultant shall carry out the necessary field works along the road alignment. The team personnel to be mobilized for field work and schedule of field work should be included in the proposal. The center line should be set out with proper establishment of Bench-Marks. The consultant shall then carry out further survey works necessary for detailed design of the road. The consultant shall be responsible for the collection, analysis and interpretation of the data. The consultant is also responsible for the comprehensible representation of those data in the form of design and drawings.

Working Team

The working team for field and office works should necessarily consist of the following key personnel together with adequate supporting manpower.

- i) Team Leader
- ii) Geologist/Geotechnical Engineer
- iii) Hydrologist
- iv) Design Engineer
- v) Civil Engineer
- vi) Surveyor

ENGINEERING DETAILS

Horizontal and vertical alignment of the road

The horizontal alignment of the road center line should be determined within the survey strip of proposed corridor of the optimum alignment between control points specified as a result of the engineering investigation. Where road track exists, efforts should be made to adjust the alignment so as to match the original road track wherever possible. Longitudinal sections should be taken at 10-25 m interval along the alignment and for cross-section, 2-5 m interval across the alignment from the center line depending upon the nature of the terrain and road curves. Beginning of curves, end of curves and then critical points as required should be fully defined relative to the station of the intersection points.

The vertical alignment should be determined with detailed calculation of earthwork quantities. Vertical curves should be properly designed. Earth work should be broken down in normal earthwork, E/W in side drain etc. giving the quantity of E/W in per Km.

Consideration of environment protection

While designing the horizontal and vertical alignment, the consultants are required to predict damages to the environment and attempt should be made to mitigate or minimize such damages while suggesting appropriate measures in design.

Liaison with engineer in-charge

The consultants are required to maintain close liaison with the engineer in-charge. The consultant should coordinate with the engineer in-charge prior to commencement of detailed survey. Draft design proposals for alignment, earthwork and pavement design and other technical aspects of the design shall be discussed with the Engineer in-charge for approval prior to proceeding with the detailed design and drawings.

Engineering drawings

The consultant will prepare the following plans and working drawings on suitable reproducible materials using the format and title sheets as required by the engineer in-charge.

- a) Map of district demarcation showing the location of the road.
- b) Map showing complete alignment with kilometer, names of area, land use, markets, grid lines, villages, municipality, name of natural drainage, obligatory points etc.
- c) Location map showing linkage of the road with surrounding road network.
- d) Map showing survey and design status of the complete road, intersection points (IP), Bench Marks (BM) and other reference points.
- e) Plan, profile (longitudinal section) and cross-section in the following scales

Plan	1:1000
Profile horizontal	1:1000
Profile vertical	1:200
Cross-section	1:200

- f) Plan and profile of the road should contain details of road geometry viz. horizontal alignment with coordinate of IP, deflection angle, curve data, chainage of IP etc, Index of IP, BM, KM posts etc., names of municipality, district, forest, land use pattern, cross-drainage structure, retaining walls required or as instructed by the engineer in-charge.
- g) Reference charts of all bench marks (BM) and other reference points.
- h) Resource map showing the location of proposed quarry sites for the locally available construction materials like sub-base material, gravel, sand, stone, chips, etc.
- i) Standard drawings of mentioned cross drainage structures, retaining/breast wall, side drain (lined/unlined), typical cross sections of the road, passing zone (if provided), hairpin bend (if provided), etc.
- j) The consultant shall provide all above-mentioned documents in both hard and soft copies.

Engineering design calculation

All engineering design must be shown with calculation. The format should be described properly declaring the meaning and source of variables, constants and multiplication factors should be referenced and justified.

REPORT

The consultants shall submit hard and soft copies of the reports required as follows;

- Draft report - 1 (One) copy
- Final report - 2 (Two) copy

The format of the reports should be as prescribed in this TOR (ANNEX I). However, the consultant must take prior approval of the outline of report from the engineer in-charge.

TIME SCHEDULE

The consultant shall commence the work within one week from the date of signing agreement. The reports shall be submitted to the office as under:

- Draft report - within Forty Five (45) days from the date of signing agreement
- Final report - within Fifteen (15) days of receipt of office comments on the drafts report.

USE OF COMPUTER

Consultants are encouraged to use computers and appropriate software. But the software to be used in the engineering design works must be approved in advance by the Executive Office of the Urlabari Municipality. Further, prepared reports should

contain adequate information on methodology adopted in the program, summarized flow diagram, description of formula used in the program, data required for input and the results obtained in output etc. The consultant should submit the soft copy of alignment data of the total output of the works.

ANNEXES

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 Road and Drains(JIPI Marg) at Urlabari Municipality, ward no-4.

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	Road & Drain, Bhadramari road at Urlabari Municipality, ward no-7	Km	4				
Sub-Total							
VAT (13%)							
Total							

Address:

Authorized Person:

Authorized Sign and seal of the firm Name of

Date:

ANNEX I REPORT FORMAT (CONTENTS)

ACKNOWLEDGEMENT

SYNOPSIS

SALIENT FEATURES (See ANNEX II)

CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER

1. INTRODUCTION

1.1. Introduction

1.2. Geomorphology & geology

1.3. Hydrology & Metrology

2. GEOMETRIC DESIGN STANDARDS

2.1. Road classification, traffic and loading (According to NRS 2055, 2nd Revision 2014)

2.2. Design speed

2.3. Horizontal curves

2.3.1. Minimum radius of curve

2.3.2. Super elevation

2.3.3. Transit curves

2.3.4. Extra-widening

2.4. Vertical curves

2.5. Minimum radius

2.6. Gradient

2.7. Sight distance

2.8. Lateral and vertical clearance

2.9. Right of way

2.10. Traffic Sign posts

3. ALIGNMENT SURVEY

3.1. Survey procedure

3.2. Alignment description

3.3. Bench marks and other reference points

3.4. Materials survey

4. DESIGN

4.1. Horizontal alignment

4.2. Vertical alignment

4.3. Cross-section design

4.4. Drainage

4.5. Pavement design

4.6. Culverts and minor bridge design

4.7. Retaining structure

4.8. Road side development

4.9. Measure for environment protection

4.10. Bio engineering measures.

5. QUANTITY SURVEY AND COST ESTIMATE

5.1. Project costs

5.2. Summary of cost

5.3. Cost of site clearance

5.4. Cost of earth work

5.5. Cost of cross drainage works

5.6. Cost of pavement construction

5.7. Details of measurement

5.8. Bill of Quantity and tender documents

5.9. Quantity estimate of material & equipment

5.10. Manpower estimate

5.11. Analysis of rates

-
- 5.12. Availability of materials
 - 5.13. Availability of manpower

6. CONCLUSIONS

- 1.4. General conclusions
- 1.5. Specific conclusions

7. DISCUSSIONS

8. RCOMMENDATIONS

9. REFERENCES

10. APPENDICES

11. TEAM DETAILS/USED EQUIPMENTS/SOFTWARES/SPREADSHEETS etc.

ANNEX II ESTIMATE FORMAT

SUMMARY OF SALIENT FEATURES

1. NAME OF PROJECT

2. LOCATION

- 2.1. Geographical location
- 2.2. Geographical features
- 2.3. Terrain
- 2.4. Climate
- 2.5. Geology

3. CLASSIFICATION OF ROAD

- 3.1 Classification
- 3.2 Surface

4. ALIGNMENT SURVEYED

5. CROSS-SECTION

- 5.1. Right of way
- 5.2. Formation width
- 5.3. Carriage way width
- 5.4. Shoulder width
- 5.5. Side drain shape and size

6. PAVEMENT

- 6.1. Sub-grade Material & thickness
- 6.2. Sub-Base, Base and wearing course Design, Material & thickness
- 6.3. Base and Surface material & thickness

7. STRUCTURE

7.1. Side Drains

7.1.1.	Earthen (Unlined)	Size & length
7.1.2.	Dry Stone Drain	Size & length
7.1.3.	Cement Masonry Drain	Size & length
7.1.4.	Catch Drain	Size & length

7.2. Culverts

7.2.1.	Slab culverts	Number and span
7.2.2.	Pipe culvert	Diameter and number

7.3. Bridge

7.3.1.	Minor bridge	Number and span
--------	--------------	-----------------

7.4. Retaining structures

7.4.1.	Gabion walls	Height range, thickness range and total length
7.4.2.	Stone masonry	Height range, thickness range and total length
7.4.3.	Dry stone masonry	Height range, thickness range and total length

8. VOLUME OF CONSTRUCTION

8.1.	Earth work	Cutting and filling
8.2.	Pavement	Volume of sub-base & wearing course

9. PROJECT COST

9.1.	Net cost	Total cost & rate per km.
9.2.	Gross cost	Total cost & rate per km.

PROJECT COST SUMMARY FORMAT

S.N.	Description of works	Amount (NRs)	Remarks
A	General Item		
B	Site Clearance and Earthworks		
C	Retaining Structural Works		
D	Drains and Cross Drainage Works		
E	Pavement Works		
F	Road Furnitures & Other Miscellaneous Works		
G	Bio-engineering works		
H	Day Works		
I	Provisional Sum		
Base Cost (A+B+C+D+E+F+G+H+I)			
VAT @13% of Base Cost			
Contingency @ 5% of Base Cost			
Total Cost including VAT & Contingency			
Grand Total Cost			
Cost Per Km of the road inclusive of VAT and contingency at Base Cost			

The Summary must be provided with all the supporting documents like rate analysis, quantity estimates and calculation etc. with their references. The annex II must include layout data of the centerline, horizontal and vertical curve data, chainage wise superelevation and Co-ordinates of Bench marks and reference points.

ANNEX III DRAWINGS

GENERAL NOTES

LOCATION MAP

STANDARD/TYPICAL DRAWINGS

PLAN AND PROFILE

CROSS-SECTIONS
