



*K. Prasad Subedi*  
Krishna Prasad Subedi  
Chief Administrative Officer

**TOKHA MUNICIPALITY**  
**OFFICE OF THE MUNICIPALITY EXECUTIVE**  
Maijuhiti, Kathmandu  
State No :- 3

**STANDARD PROCUREMENT DOCUMENT**

***Consulting Services of Preparation of Detailed Project Report  
of Bridge of Tokha Municipality  
Contract No: KRM 01/075/76***

**Issued by:**

**Tokha Municipality**  
***Office of the Municipality Executive***  
Maijuhiti, Kathmandu

**Issued Date: 2075/06/01**

## Table of Contents

Request for Proposals .....	2
Section 1. Invitation for Bids.....	3
Section 2. Information to Consultants .....	5
Section 3. Technical Proposal - Standard Forms.....	20
Section 4. Financial Proposal - Standard Forms.....	28
Section 5: Terms of Reference.....	31
Terms of Reference (ToR) .....	<b>Error! Bookmark not defined.</b>
Terms of Reference (ToR) .....	31
Section 6: Standard Form of Contract.....	39



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## **Request for Proposals**

**RFP No: KRM 01/075/76**

***Title of Consulting Services: To Procure Services for Detailed  
Project Report Preparation of Bridge of Tokha Municipality***

**Office Name: *Tokha Municipality, Office of the Municipality Executive***

**Office Address: Maijuhiti, Kathmandu**

**Issue Date: 2075/06/01**



## Section 1. Letter of Invitation



**Tokha Municipality**  
Office of the Municipality Executive  
Maijuhiti, Kathmandu



*K. Prasad Subedi*  
**Krishna Prasad Subedi**  
Chief Administrative Officer

### Request of Proposal of Consulting services

Ref No:

Date: 2075/06/01

To,

R.I.D.A.R.C Nepal Pvt Ltd, Lalitpur Municipality -25, Lalitpur

RARA Engineering Consultant Pvt Ltd, Baneshwor, Kathmandu

Hegina Engineering Consultant Pvt Ltd, Bhaishepati, Lalitpur

RIDARC Drilling & Geo-Technical Pvt Ltd, Bhaishepati Lalitpur

Ridarc Nepal Pvt Ltd, Nakhu, Lalitpur

Rasuwa Engineering Consultancy, Laharepauwa 1, Rasuwa

1. Tokha Municipality, Office of the Municipal Executive, Maijuhiti, Kathmandu has allocated fund for to prepare the DPR of Tokha Municipality Bridge at Bishnumati River under this Contract.
2. Tokha Municipality, Office of the Municipal Executive, Maijuhiti, Kathmandu now invites proposals to provide the following consulting services for Detailed Survey, Design, Drawing and Cost Estimate for the two Bridge at Bishnumati River, One at Manohar Ghat (Connection between Ward No 9 & 8) and One at Baneyatar Bridge (Connection between Ward No 11 & 8)
3. The Request for Proposal (RFP) has been issued to the consulting firms from the standing list of the office.
4. A consultant will be selected under Quality and Cost based Selection Method and procedures described in this RFP.
5. 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.**

6. Please inform us, upon receipt:
- (a) that you received the letter of invitation; and
  - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,

*K. Prasad Subedi*

Krishna Prasad Subedi  
Chief Administrative Officer

Krishna Prasad Subedi  
Chief Administrative Officer



## 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, which 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



Section 2. Information to Consultants

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.





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Chief Administrative Officer

Section 2. Information to Consultants

- 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**

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

**Technical Proposal**

- 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:
- 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.
  - 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.
  - 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.
  - 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.
  - Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
  - 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):
- 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, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.





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**Financial  
Proposal**

- ii. Any commitments 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.
- 3.5 The Technical Proposal shall not include any financial information.
- 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.





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**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 be 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**

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

- 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.
- 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





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Technical score indicated in the Data Sheet.

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

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 (QCBS, FBS, LCBS)**

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.

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.





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## 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





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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**



*M.*  
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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,
- 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.





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## Information to Consultants

### DATA SHEET

Clause

Reference

1.1	<p>The name of the Client is: The name of the Client is: <b>Tokha Municipality</b></p> <p>The method of selection is: <b>Quality and Cost Based Selection (QCBS)</b></p>
1.2	<p><b>The name, objectives, and description of the assignment are: <i>Consulting Services of Preparation of Detailed Project Report of Bridge for Tokha Municipality</i></b></p> <p><b>Description: Please Refer to Terms of Reference</b></p> <p><b>( Details are found in ToR)</b></p>
1.3	<p>A pre-proposal conference will be held: <b>No</b></p> <p>The name(s), address(es), and telephone numbers of the Client's official(s) are:</p> <p><b><u>Name: Tokha Municipality</u></b></p> <p><b>Maijuhiti, Kathmandu</b></p>
1.4	<p>The Client will provide the following inputs:</p> <ul style="list-style-type: none"> <li>• Grants;</li> <li>• Regular guidance and advice on implementation of the grant during monitoring visit; and Advise on proper utilization of grants.</li> </ul>
1.5	<p>The clauses on fraud and corruption in the Contract are: <b>NA</b></p>
2.1	<p>Clarifications may be requested <b>7 days</b> before the submission date</p> <p>The address for requesting clarifications is: <b>Tokha Municipality Office</b> <b>Tokha, Kathmandu</b></p>
3.1	<p>Proposals should be submitted in the following language(s): <b>English</b></p>
3.2	<p>(i) Short listed consultants/entity <b>may not</b> associate with other short listed consultants:</p> <p>(ii) The estimated number of professional staff-months required for the assignment is: <b>NA</b></p> <p>(iii) Available Budget for Fixed Budget Assignment : <b>NA</b></p> <p>(iv) Reports that are part of the assignment must be written in the following language(s): <b>English</b></p>
3.3	<p>Proposals must remain valid 90 days after the submission date, i.e., until:</p>
4.1	<p>Consultants must submit 1 original and No additional copy of each proposal:</p>





Section 2. Information to Consultants

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4.2	The proposal submission address: Tokha Municipality, Majuhiti, Kathmandu Information on the outer envelope should also include : Same as in 1.3 of Data Sheet																																												
4.3	Proposals must be submitted no later than: <b>on or before 12:00 noon of 15<sup>th</sup> Day from date of Letter of Invitation</b>																																												
5.1	The address to send information to the Client is: <b>Same as in 1.3 of Data Sheet</b>																																												
5.2	<p>The number of points to be given under each of the evaluation criteria are:</p> <table border="1"> <thead> <tr> <th>SN</th> <th>particulars</th> <th>Max. Marks</th> <th>Minimum Marks to be obtained under each criteria</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Financial Capacity of Firm</td> <td>5</td> <td>3</td> </tr> <tr> <td>B</td> <td>General Experience of Firm</td> <td>10</td> <td>6</td> </tr> <tr> <td>C</td> <td>Specific Experience of Firm</td> <td>15</td> <td>9</td> </tr> <tr> <td>D</td> <td>Methodology of service delivery</td> <td>25</td> <td>15</td> </tr> <tr> <td>E</td> <td>Technology transfer</td> <td>5</td> <td>3</td> </tr> <tr> <td>F</td> <td>Availability of equipments</td> <td></td> <td></td> </tr> <tr> <td>F.1</td> <td>Survey Equipments</td> <td>3</td> <td>2</td> </tr> <tr> <td>F.2</td> <td>Vehicle (car, jeep)</td> <td>2</td> <td>2</td> </tr> <tr> <td>G</td> <td>Professional Key personnel's</td> <td>35</td> <td>25</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>100</b></td> <td></td> </tr> </tbody> </table> <p>The consultant must pass under each criteria (A to G) to be eligible for proposal. Failing to pass under any criteria will result automatically the rejection of proposal.</p>	SN	particulars	Max. Marks	Minimum Marks to be obtained under each criteria	A	Financial Capacity of Firm	5	3	B	General Experience of Firm	10	6	C	Specific Experience of Firm	15	9	D	Methodology of service delivery	25	15	E	Technology transfer	5	3	F	Availability of equipments			F.1	Survey Equipments	3	2	F.2	Vehicle (car, jeep)	2	2	G	Professional Key personnel's	35	25	<b>Total</b>		<b>100</b>	
SN	particulars	Max. Marks	Minimum Marks to be obtained under each criteria																																										
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F.2	Vehicle (car, jeep)	2	2																																										
G	Professional Key personnel's	35	25																																										
<b>Total</b>		<b>100</b>																																											



**A. Financial Capacity of Firm****Maximum 5 Marks**

Average Annual Turnover of best 3 year of last five fiscal year	Marks
≤ NRs. 50,00,000.00	1
NRs. 50,00,000.00 – 80,00,000.00	2
NRs. 80,00,000.00 – 1,00,00,000.00	3
≥ NRs 1,00,00,000.00	5

Note: The above shall be supported by copies of both audit reports and tax clearance certificate certified by Notary Public.

**B. General Experience of Firm****Maximum 10 Marks**

Work Experience	Marks
Completion of Civil Engineering related Service (Service Cost more than NRs. 5 Lakhs excluding VAT) during last seven years	<1 = 0 2 points for each job

Note: The above shall be supported by copies of work completion certificate certified by Notary Public

**C. Specific experience of the Consultant related to the assignment** **Maximum 15 Marks**

Work Experience	Marks
Completion of Detailed Engineering Survey and design of Bridges	<1 = 0 1 points for each job

The above shall be supported by copies of work completion certificate certified by Notary Public

**D. Methodology of service delivery****Maximum 25 Marks**

Particulars	Evaluation remarks		Total marks
Comments and suggestions on ToR and services	Not significant	0	3.0
	General	1.5	
	Significant	3	
Description and review any relevant documents	Not significant	0	3.0
	General	1.5	
	Critical review	3	
If any of the key personnel has visited the site and has attached a photograph, described the site and has attached a photograph,	General description	1	3.0
	General Description with site photograph	2	

Section 2. Information to Consultants



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Chief Administrative Officer

describing the site	Description with site photograph	3	
Methodology to perform Detail works of bridge design	Not significant	0	10.0
	General	5	
	Clear Methodology with flow charts	10	
Work schedule with description	Not significant	0	3.0
	Fairly justifiable to methodology	1.5	
	Relevant to methodology	3	
Manning schedule as per Work Schedule	Not significant	0	3.0
	Fairly justifiable to work schedule	1.5	
	Relevant to work schedule	3	
Total Marks			25.0

**E. Technology Transfer**

Maximum 5 Marks

Particulars	Evaluation remarks		Total marks
The idea of sharing know-how of the works highlights on dissemination of knowledge and training proposed by the consultant	Not significant	0	5.0
	General (only standard method description)	2	
	Significant	5	

**F. Availability of Equipments**

5

F.1	Survey Equipments (one sets of Each Total station / theodolite, level machine, GPS, Rotary drilling Machine with necessary accessories, Lab Equipment's (Direst shear test machine,	3
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Chief Administrative Officer

**Section 2. Information to Consultants**

	unconfined, consolidation test machine, Atterberg limits etc) and Office equipment's (Laptop and Computer) (0.5 marks for each sets for )	
F.2	Vehicle (car, jeep or Others 4-Wheeler Vehicle)	2

copies of Ownership evidences like VAT bill are mandatory for survey equipment and vehicles, VAT bill certified by Notary Public

**G. Qualifications and competence of the key staff for the Assignment ( Mobilizing the Staffs of Consultant in the field) 35**

Professional Key Personnel	Max. Marks	Min. experience after Bachelor	Educational Qualification
Team Leader (Highway/ Transport Engineer)	10	10	M.Sc. /M.E. in Highway/ Transportation Engineering
Bridge / Structural Engineer	8	10	M.Sc. /M.E. Structure Engineering
Geotechnical Engineer	6	5	M.Sc. /M.E. Geotechnical Engineering
Hydrologist	6	5	M.Sc. /M.E. Water Resource / Hydrology
Civil Engineer / Surveyor	5	5	BE in civil Engineering

**Notes:**

☒ Provide bio-data of only the technical resource persons. The bio-data shall be signed in blue indelible ink by the respective personnel declaring the correctness of the information.

☒ The firm/JV shall have to submit the NEC registration certificate for engineer professionals where applicable, copies certificate certified by Notary Public

☒ The firm/JV shall also have to submit the any certificate as evidence of his/her education (degree) as required above, copies certificate certified by Notary Public

**Total Points: 100**

**A success ful firm or JV shall secure minimum 70% of the total points and must obtained Minumum Pass marks in individual criteria A to G**



Section 2. Information to Consultants

5.3	<p>The formula for determining the financial scores is the following:          [Either <math>S_f = 100 \times F_m/F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration, or another proportional linear formula]</p> <p>The weights given to the technical and Financial Proposals are:  <math>T</math> (Technical Proposal) = 0.9 and  <math>P</math> (Financial Proposal) = 0.1</p>
6.1	<p>The address for negotiations is: Same as in 1.3 of Data Sheet</p>
7.1	<p>The assignment is expected to commence on : Tentatively</p>

**Note:**

- The services for Govt of Nepal (GoN) organizations (Fully or Semi/Partially Owned ) shall only be evaluated as firm/jv experiences for the Proposal
- Any sublated Service for Govt of Nepal (GoN) organizations (Fully or Semi/Partially Owned) by a firm or JV from another private firm/jv shall not be evaluated as firm/JV experience for the Proposal.
- Any service experience older than 10 year (counted from the last date of submission of RFP) shall not be evaluated as firm/JV experience for the Proposal
- CV of each key professional shall be submitted with signature of professional and authorised representative of the firm/JV. The scan signature caused to rejection of CV for proposal evaluation.
- Proposed professional key personnel shall not be repeated by the same firm/jv and/or another firm/jv. Incase of repetition of professional key personnel, the Unit shall ask via phone the person for physical presence within seven days to declare him/herself the firm/jv to whom he/she shall want to be associated.
- CV must have him/her e-mail address and mobile no.
- The firm/JV shall have to submit the NEC registration certificate for professionals.
- The Firm/JV shall also have to submit the certificate as evidence of his/her education (degree) as required above.
- Anything not mentioned above shall be as per the Public Procurement Act-2063 and Public Procurement Regulation-2064.
- Priority is given to those of municipal works. The above shall be supported by copies of work completion certificate certified by Notary Public.





*Krishna Prasad Subedi*  
Chief Administrative Officer

## 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.
- 3I. Transfer of Technology





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Chief Administrative Officer

### 3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, 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. 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:





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Chief Administrative Officer

### 3B.. CONSULTANT'S REFERENCES

#### Relevant Services Carried Out in the Last Ten 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.

Consultant's Name:	
Assignment name:	
Location:	
Name of Client:	
Address:	
Start Date (Month/Year):	Completion Date (Month/Year):
Approx. Value of Services [in Nepali Rupees]:	
Names of Key Technical Staff (Project Director/Coordinator, Team Leader) involved:	
1. 2. 3. 4. etc.	
Description of Services Provided:	

#### 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. Please **DO NOT** provide information on other projects which are not relevant to the proposed job.





*ms*  
Krishna Prasad Subedi  
Chief Administrative Officer

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

Please study the Terms of Reference thoroughly and provide your views, findings, comments and suggestions 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.





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### **3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

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*[Handwritten signature]*

Krishna Prasad Subedi  
Chief Administrative Officer

### 3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

#### 1. Technical/Managerial Staff

Name	Position	Task

#### 2. Support Staff

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:  
E-mail:  
Mobile No.:  
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: \_\_\_\_\_

***The Consultant shall have to submit the CV of professionals with signature and authorized representative of the consultant. The Signature must be in Blue Ink. If signature is scan and colour print, or signed in ink other than Blue Ink shall cause rejection of the Proposal.***



*Krishna Prasad Subedi*  
Chief Administrative Officer

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

**3H. ACTIVITY (WORK) SCHEDULE**

**3I. TRANSFER OF TECHNOLOGY**

Please provide your commitment, method and plan/schedule of Transfer of Technology





*M. C.*  
Krishna Prasad Subedi  
Chief Administrative Officer

## Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Bill of Quantity



*Handwritten signature*  
Krishna Prasad Subedi  
Chief Administrative Officer

#### 4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, 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 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. BOQ**



**Tokha Municipality**  
Office of the Municipal Executive  
Maijehiti, Kathmandu.

**Krishna Prasad Subedi**  
Chief Administrative Officer

**Bill of Quantities (BoQ)**

Name of Project : Preparation of Detailed Project Report of Bridge of Tokha Municipality at Bishnumati River

S. N.	Description	Unit	Quantity	Unit Rate		Amount	Remarks
				In Numbers	In words		
2	Details Engineering Survey and Design of Cross Drainage Structure as per DoLIDAR Norms and Specification (Bishnumati River )	nos	2			-	
	Total (A+B)					-	
	13 % Vat					-	
	<b>Grand Total</b>					-	

In Words:

Amount in Words:

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address



*Prasadi*

## Section 5: Terms of Reference

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Chief Administrative Officer

### Terms of Reference (ToR)

For

DETAILED ENGINEERING SURVEY, SOIL INVESTIGATION AND DETAILED DESIGN OF BRIDGE

Name of Bridge:

#### 1. INTRODUCTION

The Tokha Municipality (hereinafter referred as "the Client"), intends to utilize services of engineering consulting firms well experienced in the fields of soil investigation, hydrological studies, bridge engineering, river training works, environment aspects etc. for providing engineering consulting services for detail design work of proposed Bridge(s) including river training works, and approach roads under DoLIDAR standard.

The bridge is to be designed considering the parameters as follows:

- |       |                      |   |      |
|-------|----------------------|---|------|
| (i)   | Carriageway width    | = | 6m   |
| (ii)  | Number of footpath   | = | 2    |
| (iii) | Width of footpath    | = | 1.0m |
| (iv)  | Moving load classes: |   |      |

IRC Class A

#### 2. OBJECTIVE

Objective of this job is to design a safe, reliable and cost effective bridge using the appropriate modern technologies. The bridge is to be designed considering the availability of skilled manpower, construction material, condition of accessibility and other prevailing working conditions.

#### 3. SCOPE OF WORK

The consultant shall be responsible for accuracy, interpretation, analysis of all data received and for the conclusion and recommendations in their report. The scope of work to be carried out by the consultant shall include but may not be limited to the following:

##### 3.1 Desk Study:

A desk study should be carried out, collecting all data, maps and information relevant to bridge design and reviewing for planning of further field survey and investigation works as well as detailed design.

##### 3.2 Detailed Engineering Study and Survey:

Detailed engineering study shall include the following:



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**Krishna Prasad Subedi**  
Chief Administrative Officer

### 3.2.1 Technical Feasibility study:

It should include reviewing the available data, collecting, reviewing and analysis of field data to be used in the study and conducting analysis to decide upon the technical feasibility of the bridge site(s). A cost comparison of different types of bridge shall be made and discussed with the DDC/DTO before proceeding to bridge site for soil investigation.

### 3.2.2 Geological and Geomorphologic study:

In this study the following points related to the river, its catchment area and all the considered bridge sites should be studied in detail.

- (i) Topography
- (ii) Nature and structure of the surface soil
- (iii) Nature and structure of local as well as regional geology
- (iv) Other information as needed.

### 3.2.3 Bridge Site Selection

The most suitable site for the bridge based on the above characteristics of the site as well as the catchment area shall be selected. The selected site should be clearly indicated in the map and all the characteristic features of the chosen bridge site shall be given, in order to facilitate easy reference while designing the bridge.

### 3.2.4 Topographical Survey

The topographical survey of the area should cover a minimum distance of **500 m** upstream, **200 m** downstream and **200 m** from the river banks on either sides of the river at the proposed bridge site. The Topographic map should show the following:

- (i) Contours at 1m intervals in hilly area & at 0.25 m in plain area.
- (ii) Flood lines on either sides of the river in the entire area surveyed.
- (iii) Lines with spot levels along which the bed slope of the river is taken
- (iv) Both banks of the river
- (v) Lines along which cross section of the river is taken
- (vi) Government and/or public establishments
- (vii) Traverse lines, benchmarks reference lines and/or points with respect to which the present topographic map is prepared.
- (viii) The angle and direction of skew, if the bridge is proposed to be aligned skew.
- (ix) The names of the nearest identifiable villages/towns etc. in either ends of the bridge.
- (x) Other information pertinent to design, construction and/or maintenance of the bridge.

### 3.2.5 Hydrological Study

For determination of all design data the consultant shall carry out a detailed hydrometrical survey and hydrological study of the river and bridge site, which shall include the following:

- i. Catchment area of the river up to bridge site
- ii. Length of the river from origin up to bridge site



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**Krishna Prasad Subedi**  
Chief Administrative Officer

- iii. Possibility of change of catchment
- iv. Nature, size and quantities of debris carried by the river
- v. Intensity, duration and distribution of rain in the catchment
- vi. Vegetation, cultivation etc. of the catchment.
- vii. Existence of reservoir's, Lakes etc. in the catchment
- viii. Existing bridge or other hydraulic structures across the river in the vicinity of the proposed bridge site with their details as much as possible.
- ix. General slope of the river from the critical point (origin) of the river up to bridge site and general slope of the catchment in both sides of the river.
- x. Cross sections covering 200m beyond flood lines of the river at proposed bridge site, at about 500m u/s and about 250m d/s wherein HFL, LWL, LBL, area of the cross section, wetted perimeter and geological profile with silt factor of each strata (at proposed bridge site only) shall be indicated. (Horizontal & vertical scale of the cross section shall be the same)
- xi. Bed slope of the river which must start from 100m up of the U/S cross section and end at 100 m. down of the downstream cross section.
- xii. Maximum discharge calculated by established formulas with different return periods.
- xiii. Maximum discharge during highest flood, at each cross section (By cross section area & slope method). The peak discharges as observed over a period of 100 years.
- xiv. Velocity and depth of flow at the time of survey.
- xv. Shifting of the river in the past at proposed bridge site and in vicinity of it.
- xvi. Other information required for river control, design, construction and maintenance of the bridge.

### 3.2.6 Seismological Study:

The consultants shall collect and refer to the available data regarding the seismic records of the area. Seismic Forces: According to the Indian Standard Criteria for Earthquake Resistant Design of Structures, IRC: 6 may be followed.

### 3.2.7 Consideration on Environment Protection

The consultant shall predict damages to the Environment and attempt to mitigate or minimize the damages by choosing appropriate site, cross-section, type of structures etc. and suggest appropriate measures in the design for protection of surrounding Environment. The Department of Road environmental policies, Environmental Protection Act and Environmental Protections Rules should be followed.

### 3.3 Subsurface Exploration

After the selection of the proposed bridge site with alternatives and preparation of topographic maps, the Consultant shall discuss the collected hydrological data and the following points with concerned Project In-charge of the DDC for final decision of the bridge site:-

- i. Design discharge
- ii. Scour depth, Maximum Scour depth
- iii. Linear waterway needed to be provided
- iv. Anticipated soil condition for foundation
- v. The most feasible proposed bridge site





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Chief Administrative Officer

- vi. River- training & approach roads
- vii. Type of proposed foundation, substructure and superstructure.

The discussion will be done on the basis of the topographic maps, preliminary findings of the parameters (i to viii) above, location of the bridge with respect to the complete road network of the district. After discussion and finalizing of the bridge site/axis the consultant shall carry out subsurface exploration which shall include the followings:

### 3.3.1 Test pits and auguring

Test pits and auger-holes in the riverbed to a depth as mentioned in the BOQ for determining the mean particle size of riverbed materials in each layer.

### 3.3.2 Bore-holes and SPT

Boreholes each to a depth as mentioned in the Bill of Quantities and as explained below preferably at the possible locations of abutments and piers with conduction of SPT. The number of SPT as mentioned in the BOQ with suitably distributed over the depth of the boreholes.

### 3.3.3 Depth of soil exploration

The depth of soil exploration from ground level must not exceed as mentioned below (unless otherwise necessitated by the type of bridge, which need to be discussed after subsurface exploration):-

- i) In silty, sand, layer strata - 4 times of designed scour depth.
- ii) In strata with Gravel and boulders 2.5 times of designed scour depth.
- iii) In Soft rock - 8m.
- iv) In Hard rock - 6m.

### 3.3.4 Changes in Soil Strata

If the soil strata is found to be different from mentioned in the Bill of Quantities, the consultant should immediately inform (report to the Tokha Municipality) and the concerned Project Office, and keep them informed about change of strata till the drilling work is finished for each Bore Holes.

### 3.3.5 Soil exploration Works to be Certified

Depth of soil exploration done must be certified by the project/Division office for each bore hole and samples of soil (about ½ Kg) in each strata found in each bore holes should be submitted in plastic bags duly labeled to the Tokha Municipality for the record.

### 3.3.6 Laboratory Tests to be carried out

- (i) Natural moisture content
- (ii) Sieve analysis
- (iii) Hydrometer analysis
- (iv) Atterberg's limit
- (v) Specific gravity
- (vi) Unconfined compression test
- (vii) Direct shear test
- (viii) Consolidation test
- (ix) Tri-axial test .. ....
- (x) .. ....

(Note:- The tests quantified in the Bill of Quantities only are payable )





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Krishna Prasad Subedi  
Chief Administrative Officer

### 3.3.7 Determination of Soil Properties

Determination of engineering properties and geotechnical parameters of each layer of soil and their bearing capacity with respect to proposed / probable types of foundation and recommendation of the type and depth of foundations shall consider.

### 3.3.8 Other Information

Availability of construction materials like, sand, gravel, boulders, timber, etc. with their engineering properties, quantities and lead up to the bridge site. Quarry site of materials with their available quantities should be shown on a sketch plan with reference to Bridge site.

### 3.4 Analysis of Data, Conclusion and Recommendation of Design Parameters

Based upon the above mentioned studies and investigations the consultants shall make the best use of his technical know-how and professional skill to arrive at and recommend the most cost effective design parameters. In his recommendation the consultant shall discuss in detail at least three different options and shall give full justification in support of the chosen one and recommended by him for further design. After acceptance of the bridge type by Tokha Municipality the consultant shall proceed for further investigation and analysis.

### 3.5 Miscellaneous

If not covered by aforesaid, the Consultants shall perform other studies, explorations, tests surveys, calculations, etc. warranted to produce full and complete set of construction plans (drawings), specifications, bills of quantities, requirement of materials and complete cost estimates for the bridge/s including related works based upon which construction activities can be started to complete without further study and/or reference to them. This must include the following maps and/or drawings with details indicated thereon.

### 3.6 Detailed design and quantity/cost estimates

Based on the collected information and results of the discussions mentioned above the consultants shall design the bridge follow the standard codes of practice, norms and guidelines.

The consultants shall produce detailed quantity estimate of the bridge and its accessories. They shall collect information on sources of materials and their lead distances and prepare rate schedules and cost estimates based on the standard norms and prevailing district rates.

A complete design of the bridge shall include the following:

- (i) Determination of bridge axis, linear waterway; span/length of the bridge; type superstructure, substructure, and foundation; free-board; requirement of river training
- (ii) Detailed structural design of foundation; substructure and superstructure
- (iii) Details of kerb; footpath; railings; drainage system; expansion joints; bearings ; river training works and approach roads
- (iv) Detailed quantity and cost estimates





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Krishna Prasad Subedi  
Chief Administrative Officer

- (v) Construction management plan: construction methodology; construction schedule; quality assurance plan; suggested cash-flow pattern and Project monitoring system.

### 3.7 Checklist

The detailed requirements of the design report are given in the checklist at the end of this ToR. Before submitting the report the consultants should verify whether it complies with the checklist.

## 4. SUBMISSION OF REPORTS AND PRESENTATION OF THE WORKS

In accordance with DoLIDAR's standard and procedures, the consultant shall submit his reports as under:

### 4.1 Field Report

This report will contain bridge site plan showing alignment of bridge foundations and locations of bore holes, logs with description of samples taken at every change of strata. Preliminary field report shall be submitted to Tokha Municipality in two copies and should be discussed with Tokha Municipality. This should contain Index map as well as location map of the bridge with respect to complete road network of the district.

### 4.2 Preliminary Design Report

This report shall contain the preliminary design concepts and short descriptions relating to the proposed structure and its major components, e.g. superstructure, pier, foundations river training/ bank protection structures, approach road etc. It shall include location of proposed foundations and arrangement of the bridge components along with comparison between the possible alternative types. This report shall be submitted in **three** copies and the content shall be discussed with Tokha Municipality before proceeding to the detail design of the bridge.

### 4.3 Draft Final Report

This report shall in all respect be complete, containing all the required components of the design and be presented in clear and easy to refer formats as per the general design guidance attached. The complete set of the report shall consist of:

- (i) Volume I – Main Report
- (ii) Volume II – Drawings
- (iii) Volume III – Design Calculations
- (iv) Volume IV – BoQ and Special Provisions to Standard Specifications
- (v) Appendices

Please refer to the checklist provided with this ToR for number of copies and detailed requirements of the reports.

### 4.4 Presentation of the design

The Consultants shall present the design report in specified format and defend it to the Tokha Municipality audience prior to the submission of the final report. They shall review the issues raised during the presentation while finalizing the report and make necessary amendments/corrections if needed. The date and venue of the presentation shall be determined by mutual agreement between the Bridge Unit and the consultants. The cost of such presentation shall be borne by the consultants.





*Krishna Prasad Subedi*  
Chief Administrative Officer

#### 4.5 Final Report

Apart from the presentation, the Tokha Municipality will verify the content of the report against the Terms of Reference and the checklist. The Tokha Municipality may also discuss upon the technical content of the report and may suggest some changes if thought necessary. While preparing the Final Report the consultants shall consider the comments/suggestions and make corrections or amendments if required. It does not, however, relieve the consultants of their responsibility over the technical content of the design. The final report shall be submitted in stipulated number of copies as indicated in the checklist.

#### 4.6 Soft copy (electronic copy) of the design

Apart from the bound report the consultants shall submit soft copies (electronic copies) of the final report in CD-ROMs as specified in the checklist.

### 5. TIME SCHEDULE

If not indicated otherwise in the contract documents the consultant shall complete the assigned works as per the following schedule:

Field Report & Preliminary Design Report within 4 (four) weeks started from the date of signing of the Agreement.

- (i) Draft Report within 8 (eight) weeks started from the date of the submission of the field report.
- (ii) Final Report within 2 (two) weeks after receiving Tokha Municipality's Comments and suggestions on the draft report.

### 6. USE OF COMPUTERS

The Consultant is encouraged to use computers and appropriate analysis and design software. If such software is used the report should contain information on:

- Basic methodology of the analysis/design procedure adopted in the software
- Modelling concepts and applied model(s)
- Input and output parameters

### 7. WORKING TEAM

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

- (1) Bridge / Structural Engineer (Team Leader)
- (2) Geotechnical Engineer/ Engineering Geologist
- (3) Hydrologist
- (4) Senior Surveyor





*K. Prasad Subedi*  
Krishna Prasad Subedi  
Chief Administrative Officer

## **8 DEFECT LIABILITY**

### **8.1 Responsibility for survey and design**

Submission of the final reports does not relieve the consultant from their responsibility to the design. They shall bear full responsibility for:

- (i) Authenticity of all the field data including socio-economic, environmental, topographic, hydrological and geological information;
- (ii) Correctness of the design and all the calculations;
- (iii) Correctness of the drawings;
- (iv) Correctness of any other details related to construction

### **8.2 Assistance during construction phase**

During construction the consultants, upon written request from the Tokha Municipality, shall visit the bridge site and provide necessary technical assistance. The cost of such visits (travel cost and daily allowance as per approved norms) shall be paid by the contractor from the provisional sum, which is included in the BOQ for construction. But if any changes in the design are required, the consultants shall furnish it free of cost.

### **8.3 Acceptance of responsibility**

The Consultants shall submit signed Statement of Acceptance of Responsibility as mentioned above in sections 8.1 and 8.2 attached together with the final report.

# Section 6: Standard Form of Contract

## MEMORANDUM OF AGREEMENT

(To be filled up after the Contract is awarded)

**THIS AGREEMENT**, made on the (Date).....between Government of Nepal, Ministry of Federal Affair and Local Development, Tokha Municipality, (herein after called as "the First Party" or Client)) of the one part and the Consulting Firm or JV .....

..... (herein after called as "the Firm" or "the Consultants") the other part.

**WHEREAS**, the Department is desirous that certain Professional Engineering Services should be performed viz. *Preparation Detailed Project Report Road* the following road(s) and has accepted a proposal by the firm for the performance of such services for the total amount of NRs....., excluding VAT.

In words NRs. ....

Contract No.	Name of the road

The whole services comprised in the Agreement shall be completed and Draft Report submitted before (Date).....and shall perform the services in conformity in all respects with the provisions of the Agreement.

### Now this Agreement witness as follows

- In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Engagement hereinafter, referred to.
- The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - The said proposal
  - Conditions of Contract
  - Terms of Reference
  - Bill of Quantities
  - Memorandum of Agreement
  - Special provisions (if any)
  - Appendices (if any)
  - Checklists (if any)
  - Addenda (if any) to the documents (a) through (h)
  - Instructions to consultant (if any)
- The Firm shall commence the Services from the date of signing of the Agreement and the services shall be completed on or before (Date).....
- In consideration of the payments to be made by the Department to the Firm as hereinafter mentioned, the Firm hereby covenants with the Department to perform the services in conformity in all respects with the provisions of the Agreement.
- The Department hereby consents to pay the Firm in consideration of the performance of the services and amount at the manner prescribed by the Agreement.

**IN WITNESS :** whereas the parties here have made and executed this Agreement as of the day, month and year first above written.

On behalf of the Tokha Municipality

Witness

1 \_\_\_\_\_

2 \_\_\_\_\_

On behalf of the Firm

Witness

1 \_\_\_\_\_

2 \_\_\_\_\_