



# **Tokha Municipality Office**

Tokha, Kathmandu

## **STANDARD PROCUREMENT DOCUMENT**

***Consulting Services for Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality***

**Contract No: ....../074/75**

**Issued by:**

# **Tokha Municipality Office**

Tokha, Kathmandu

**Issue Date:.....**

**Prepared By:**



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# Request for Proposals

**RFP No: ...../074/75**

*Title of Consulting Services: Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality*

Office Name: ***Tokha Municipality Office***

Office Address: ***Tokha, Kathmandu***

**Issue Date:.....**

## Section 1. Invitation for Bids



# Tokha Municipality Office

Tokha, Kathmandu

## Request of Proposal of Consulting services

**First date of publication: (2075/.../...)**

Name of Contract: **Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality**

Contract No: **Consulting - .../2074/075**

The Tokha Municipality office, Tokha, Kathmandu invites proposals to provide the consulting services. The main objective of the consulting services is to Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality. Detail of the services are provided in the terms of reference (TOR).

The consulting firms are advised to take note of the information provided hereunder for submission of their proposal.

- 1.1 Eligible and interested consulting firms may obtain detailed request for proposal (RFP) on submission of written request and upon payment of non-refundable cash fee of NRS.1000 (One Thousand only) for each RFP from Tokha Municipality office, Tokha, Kathmandu. The last date of RFP procurement is 20.../.../... within office hours.
- 1.2 Proposals should be submitted to Tokha Municipality office, Tokha, Kathmandu on or before 12 PM on 20.../.../....
- 1.3 The consulting firms shall submit technical and financial proposals under a two envelope system, a separate wax sealed envelope for each type of proposal (Technical and Financial) clearly mentioning the package identification number on envelope. The two sealed envelopes shall be again enclosed in one wax sealed envelope clearly mentioning the package identification number on that outer envelope.
- 1.4 The pre proposal meeting is scheduled on 20.../.../.... at 1:00PM at Tokha Municipality office, Tokha, Kathmandu where clarification and queries on RFP could be obtained. The interested consulting firms who have already purchased the RFP are eligible to attend the pre-proposal meeting.
- 1.5 The opening of submitted technical proposal will held on 20.../.../.... 1:00 PM at Tokha Municipality office, Tokha, Kathmandu in the presence of interested consulting firms who submitted their proposals. Absence of any or all consulting firms at opening time will not hamper the opening procedure.
- 1.6 In case the last date of Procurement and submission falls on government holiday then procurement submission can be done on same mention time of next working day.
- 1.7 A single firm or JV firm can submit the RFP.
- 1.8 Proposal must remain valid for 90 days after the submission date.
- 1.9 Consultant selection method will be quality and cost based selection (QCBS) and the consulting achieving the highest combined technical and financial score will be invited for negotiation. The marks to be given under each of the technical proposal evaluation criteria are:

| 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 | 35         | 25   |
| E     | Technology transfer             | 5          | 3  |
| F     | Availability of equipments      | 5          | 4  |
| G     | Professional Key personnels     | 25         | 15   |
| Total |                                 | 100        |  |

- 1.10 All the rights as to whether to accept or reject the bid partially or fully are reserved to Tokha Municipality, Kathmandu.

## Section 2. Information to Consultants<sup>1</sup>

### 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 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.

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.

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<sup>1</sup> This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions

1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN(or Donor Agency)financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

a. defines, for the purposes of this provision, the terms set forth below as follows:

“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

“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.

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;

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;

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

will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).

1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

## 2. Clarification and Amendment of RFP Documents

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

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

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

### 3. Preparation of Proposal

#### Technical

- 3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

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.

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.

- 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.

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).

A description of the methodology and work plan for performing the assignment (Section 3D).

The list of the proposed staff team by speciality, the tasks that would be assigned to each staff team member, and their timing (Section 3E).

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.

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).

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.

Any additional information requested in the Data Sheet.

## Financial Proposal

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.

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

4.1 The original proposal (TP andFP) 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.

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

### General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

### Evaluation of Technical Proposals

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 And the Data Sheet.

### Public Opening and Evaluation of Financial Proposals

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

### Public Opening and Evaluation of

- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark

## Financial Proposals

or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ( $T =$  the weight given to the Technical Proposal;  $P =$  the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The consultant achieving the highest combined technical and financial score will be invited for negotiations.

## 6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS,

the consultant should provide the information on remuneration rates described in the Appendix to this information.

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

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

## **7. Award of Contract**

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

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

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

7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.

7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application

7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
- 8. Confidentiality**
- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.
- 9. Conduct of Consultants**
- 9.1 The Consultant shall be responsible to fulfill 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 carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly,
  - b. distortion or misrepresentation of facts
  - c. engaging or being involved in corrupt or fraudulent practice
  - d. Interference in participation of other prospective bidders.
  - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
  - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract
- 10. Blacklisting Consultant**
- 10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:
- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
  - 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

10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

## Information to Consultants

### DATA SHEET

#### Clause Reference

|     |   |
|-----|---|
| 1.1 | <p>The name of the Client is: <i>Tokha Municipality Office</i></p> <p>The method of selection is: <b>Quality and Cost Based Selection (QCBS)</b></p>  |
| 1.2 | <p>The name, objectives, and description of the assignment are:</p> <p style="padding-left: 40px;">Name : <b>To Procure the Service of Consultant for Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality</b></p> <p>Objectives: The overall objective of this assignment is to implement Metric System at the Municipal Wards effectively and efficiently</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:</u></b> <i>Tokha Municipality Office</i></p> <p style="padding-left: 40px;"><i>Tokha, Kathmandu</i></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: <u>2.8.1 g</u></p>  |
| 2.1 | <p>Clarifications may be requested 15 days before the submission date</p> <p>The address for requesting clarifications is:</p> <p><b>As Indicated in 1.3 of Data Sheet</b></p>  |
| 3.1 | <p>Proposals should be submitted in the following language(s): <b>English or Nepali</b></p>   |

| 3.3 | <div><div>(i) Short listed consultants/entity may associate with other short listed consultants:<br/><b>No</b></div><div>(ii) The estimated number of professional<br/>As Per Terms of Reference</div><div>iii) Available Budget for Assignment – As per budget details Submitted By Consultant on the Basis of Tasks Given To It.</div><div>(iv) The minimum required experience of proposed professional staff is:<br/><b>As Mentioned in ToR</b></div><div>(vi) Reports that are part of the assignment must be written in the following language(s): <u>English or Nepali</u></div></div>  |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
|-----|--|------------|--|------------|--|---|----------------------------|---|---|---|----------------------------|----|---|---|-----------------------------|----|---|---|---------------------------------|----|----|---|---------------------|---|---|---|----------------------------|--|--|-----|-------------------|---|---|
| 3.4 | <div><div>(vii) Training is a specific component of this assignment: <b>As per ToR</b></div><div>(viii) Additional information in the Technical Proposal includes: <u>As Per ToR</u></div></div>   |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 3.9 | Proposals must remain valid 90 days after the submission date, i.e., until:  |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 4.1 | Consultants must submit 1 original and <b>No</b> additional copy of each proposal:   |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 4.2 | <div>The proposal submission address:</div> <div>Information on the outer envelope should also include : Same as in 1.3 of Data Sheet</div>  |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 4.3 | Proposals must be submitted no later than: <b>on or before 12:00 noon of 31<sup>st</sup> Day from date of notice publication</b>   |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 5.1 | The address to send information to the Client is: <b>Same as in 1.3 of Data Sheet</b>  |            |  |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 5.2 | <div>The number of points to be given under each of the evaluation criteria are:</div> <table><tr><th>SN</th><th>particulars</th><th>Max. Marks</th><th>Minimum Marks to be obtained under each criteria</th></tr><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>35</td><td>25</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></table> | 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 | 35 | 25 | E | Technology transfer | 5 | 3 | F | Availability of equipments |  |  | F.1 | Survey Equipments | 3 | 2 |
| 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  | 35         | 25   |            |  |   |                            |   |   |   |                            |    |   |   |                             |    |   |   |                                 |    |    |   |                     |   |   |   |                            |  |  |     |                   |   |   |
| 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 personnels | 25         | 15 |
| <b>Total</b> |                             | <b>100</b> |    |

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.

**A. Financial Capacity of Firm**

**Maximum 5 Marks**

| Average Annual Turnover of best 3 year of last five fiscal year | Marks |
|---|-------|
| ≤ NRs. 40,00,000.00   | 1     |
| NRs. 40,00,000.00 – 60,00,000.00                                | 2     |
| NRs. 60,00,000.00 – 80,00,000.00                                | 3     |
| ≥ NRs 80,00,000.00  | 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 five years | <1 = 0<br>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 municipal works including MTMP, Periodic plan preparation, Comprehensive Town Development Plan and Implimenting Metric Systems, IUDP | <1 = 0<br>3 points for each job |

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

**D. Methodology of service delivery**

**Maximum 35 Marks**

| Particulars                                  | Evaluation remarks | Total marks |
|--|--------------------|-------------|
| Comments and suggestions on ToR and services | Not significant    | 3.0         |
|  | General            |             |
|  | Significant        |             |
| Description and review any relevant          | Not significant    | 3.0         |



|  |  |   |  |      |
|--|--|---|--|------|
|  |  | documents   | General                                    |      |
|  |  |   | Critical review                            |      |
|  |  | If any of the key personnel has visited the site and has attached a photograph, described the site and has attached a photograph, describing the site | General description                        | 3.0  |
|  |  |   | General Description with site photograph   |      |
|  |  |   | Technical Description with site photograph |      |
|  |  | Methodology to perform Detail Metric Assessment   | Not significant                            | 20.0 |
|  |  |   | General                                    |      |
|  |  |   | Clear Methodology with flow charts         |      |
|  |  | Work schedule with description  | Not significant                            | 3.0  |
|  |  |   | Fairly justifiable to methodology          |      |
|  |  |   | Relevant to methodology                    |      |
|  |  | Manning schedule as per Work Schedule   | Not significant                            | 3.0  |
|  |  |   | Fairly justifiable to work schedule        |      |
|  |  |   | Relevant to work schedule                  |      |
|  |  | Total Marks   |  | 35.0 |

|  |  |  |                    |
|--|--|--|--------------------|
| <b>E. Technology Transfer</b>  |  | <b>Maximum 5 Marks</b>                     |                    |
| <b>Particulars</b>   |  | <b>Evaluation remarks</b>                  | <b>Total marks</b> |
| The idea of sharing know-how of the works highlights on dissemination of knowledge and training proposed by the consultant |  | Not significant                            | 5.0                |
|  |  | General (only standard method description) |                    |
|  |  | Significant                                |                    |

|                                      |   |   |          |
|--------------------------------------|---|---|----------|
| <b>F. Availability of Equipments</b> |   |   | <b>5</b> |
| F.1                                  | Survey Equipments (2 nos of GPS get 2 Marks and One Total Station get 1 Mark) | 3 |          |

|     |   |   |
|-----|---|---|
| F.2 | Vehicle (car, jeep) One Car or Jeep or Others 4 Wheeler<br>Vehicle get 2 nos no number for rent or others | 2 |
|-----|---|---|

Note: 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) 25**

| Professional Key Personnel                        | Max. Marks | Min. experience after Bachelor | Educational Qualification   |
|---|------------|--------------------------------|---|
| Team Leader Urban Planner / Transportation        | 7          | 10                             | M.Sc. /M.E. in Highway/ Transportation Engineering/ Urban Planner |
| Deputy Team Leader Urban Planner / Transportation | 5          | 7                              | M.Sc. /M.E. in Highway/ Transportation Engineering/ Urban Planner |
| Computer Engineer / IT Experts /BIT               | 3          | 5                              | Master in Computer Engineer / IT Experts /BIT                     |
| GIS Expert  | 2          | 5                              | Masters in GIS/ Geography   |
| Socio- economist                                  | 2          | 5                              | Masters in Sociology  |
| Civil Engineer – I                                | 2          | 5                              | BE in civil Engineering   |
| Civil Engineer – II                               | 2          | 5                              | BE in civil Engineering   |
| Architect/ Urban Planner                          | 2          | 5                              | B. Arch. in Architecture  |

**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**

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

## Section 3. Technical Proposal - Standard Forms

[Location, Date]

To:

.....

.....

We, the undersigned, offer to provide the consulting services of *Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality* in accordance with your Request for Proposal dated [Date] and 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:*

### 3A. CONSULTANTS REFERENCES

#### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant, 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 Firm /Entity(profiles): |
| Name of Client: Address:                               |                               | No.of Staff:  |
| Start Date (Month/Year):                               | Completion Date (Month/Year): | Approx. Value of Services NRs                               |
| Description of Actual Services Provided by Your Staff: |                               |   |

Firm's Name: \_\_\_\_\_

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

### 3c. TEAM COMPOSITION AND TASK ASSIGNMENTS

| 1. Technical/Managerial Staff |          |      |
|-------------------------------|----------|------|
| Name                          | Position | Task |
|                               |          |      |
|                               |          |      |
|                               |          |      |
|                               |          |      |
|                               |          |      |

### 3D. 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: \_\_\_\_\_

#### 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.

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

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

Full name of authorized representative of Firm \_\_\_\_\_



## Section 4. Financial Proposal - Standard Forms

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services of Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality.

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 including 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:

## Section 4B. Bill of Quantities

Tokha Municipality Office

Tokha, Kathmandu

### Bill of Quantities (BoQ)

**Name of Project :Consulting Services for Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality**

| S. N.                 | Description                                      | Unit | Nos. | Unit Rate  |          | Amount | Remarks |
|-----------------------|--|------|------|------------|----------|--------|---------|
| A                     | Remuneration                                     |      |      | In Numbers | In words |        |         |
| 1                     | Team Leader Urban Planner / Transporation        | MD   | 180  |            |          | -      |         |
| 2                     | Deputy Team Leader Urban Planner / Transporation | MD   | 150  |            |          | -      |         |
| 3                     | Sociologist/Community Development Expert         | MD   | 120  |            |          | -      |         |
| 4                     | GIS Expert                                       | MD   | 120  |            |          | -      |         |
| 5                     | Civil Engineer -2                                | MD   | 240  |            |          | -      |         |
| 6                     | Architect / Urban Planner                        | MD   | 120  |            |          | -      |         |
| 7                     | Computer Engineer / IT Experts /BIT              | MD   | 150  |            |          | -      |         |
| 8                     | Sub Engineer- 4                                  | MD   | 480  |            |          | -      |         |
| 9                     | Computer Operator (Auto CAD)-2                   | MD   | 240  |            |          | -      |         |
| 10                    | Data Colector (Enumentor)-15                     | MD   | 1350 |            |          | -      |         |
| 11                    | Tape Man/Chain Man-5                             | MD   | 450  |            |          | -      |         |
| 12                    | Unskilled Labour-5                               | MD   | 450  |            |          | -      |         |
| <b>Sub Total of A</b> |  |      |      |            |          | -      |         |
| B                     | Out- Of Pocket Expenses                          |      |      |            |          |        |         |
| 1                     | Stationery, Printing, Photocopy                  | LS   | 1    |            |          | -      |         |

|                       |  |     |       |  |  |   |  |
|-----------------------|--|-----|-------|--|--|---|--|
| 2                     | Hirring Equipments (Tablet-5 Nos, GPS- 4 Nos, Pedo Meter-5, Camera- 4, Total Station-1, Level Macine -1, Others) | Nos | 18    |  |  | - |  |
| 3                     | Communication, Transportation  | LS  | 1     |  |  | - |  |
| 4                     | Other Miscellaneous (Meeting and Others)   | LS  | 1     |  |  | - |  |
| 5                     | House Number plate Size (15"*8 " ) metal plate with complete Set   | Nos | 30000 |  |  | - |  |
| <b>Sub Total of B</b> |  |     |       |  |  | - |  |
|                       | Total (A+B)  |     |       |  |  | - |  |
|                       | 13 % Vat   |     |       |  |  | - |  |
|                       | <b>Grand Total</b>   |     |       |  |  | - |  |

Amount in words.....:

Authorized Signature:  
Name and Title of Signatory:  
Name of Consultant:  
Address:

## Section 5. Terms of Reference

### Terms of Reference

#### For

*Services of Consulting Service for Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality*

### 1. Introduction and Contextual

Tokha is an ancient city of Kathmandu Valley, Nepal. Its history goes back to more than 1500 years when Nepal was ruled by Lichchavi dynasty. The name Tokha (or Tukhya) comes from two Newari words, “Tu” meaning sugarcane (referring to the production of chaku –a quintessential in Newari sweets such as yomari –made from raw sugarcane juice), and “khya” meaning field. The village of Tokha once had abundance of sugarcane, and with most of the raw materials for this delicacy available it became renowned for its chaku, as well. This municipality is formed in Mangsir 21, 2071 B.S. by merging five existing VDCs viz. Dhapasi, Jhor Mahankal, Gongabu, Tokha Chandeshwori and Tokha Saraswoti with geographical area, 16.19 sq.km. Total household, 32,500 and total population, 149,000. The literacy rate of the municipality is about 90%. It is surrounded by Budhanilkantha Municipality in east, Tarakeshwor Municipality in west, Nuwakot district in North and Kathmandu Metropolitan City in south. Furthermore, this municipality is situated at the base of Shivapuri National wild life reserve conservation area. Most of the population constitute of Newar ethnic community which has unique cultural entity and historical background. However, the municipality is rich in cultural and ethnic diversity. The main sources of livelihood of Tokha communities are agriculture and livestock, and other small scale trade and businesses. There are lots of tourism places such as Baudeshwor Mahadev and waterfalls at Jhor Mahankal, Sapantirtha and Chandeshwori Temple at Tokha Chandeshwori, Bhutkhel ground at Tokha Saraswoti, Basundhara Devi (goddess) at Dhapasi and Manohar tirtha, Mahendrashwor Mahadev and Bich Binayak at Gongabu that have religious programmes like local jatras and national festivals time and again. We are also rich in water resources: rivers include Bishnumati River, Sangle khola and Sapantirtha and ponds include Sarswoti, Gahana pokhari, Ganesh pokhari, Sapantirtha Snan Kunda. There are 8 community schools and 73 institutional schools that are spreading literacy programme; 1 primary health care center and 4 health posts for health care and 63 cooperatives for improving livelihood.

### 2. Objectives of Assignment

#### 2.1 Overall Objective

The overall objective of this assignment is to implement Metric Addressing System at the Municipality Wards effectively and efficiently. The specific objectives of this assignment are as follows:

1. **For Data Collection Make Mobile** (Android) Mobile application
2. **Land use Plan**
3. **Physical Development Plan**
4. **Social, Cultural, Economic and Financial Plan**
5. **Institution Development Plan**
6. **Environmental and Risk Sensitive Plan**
7. **Land Use Plan**
8. **Urban Transportation Plan**

9. **House Numbering**
10. **Update of MTMP**
11. **Multi - Sectoral Investment Plan (MSIP) and other relevant plans if any in consultation with municipality, DUDBC, MoFALD on the basis of sectoral Goal, Objectives, output and Programs.**
12. **Make Web Based Software to link all as Dynamic (Changeable).**
13. To implement the Metric Addressing System at the Municipal Wards.
14. To Provide the House number to each Households.
15. To Track all the Households within tax.
16. To find out the name of House owner on the basis of Street name and House number.
17. To improve the quality and effective delivery of Municipality
18. To provide feed-back and suggestions to Municipality on Current Status of Municipality.

## 2.2 Expected Results

This assignment will improve the quality and delivery of Services at the Municipal Wards. The knowledge and skills of citizens will be enhanced and participate actively in local governance processes. In addition to this, this system will be able to increase the revenue of Municipality.

1. **For Data Collection Make Mobile** (Android) Mobile application
2. **Land use Plan**
3. **Physical Development Plan**
4. **Social, Cultural, Economic and Financial Plan**
5. **Institution Development Plan**
6. **Environmental and Risk Sensitive Plan**
7. **Land Use Plan**
8. **Urban Transportation Plan**
9. **House Numbering**
10. **Update of MTMP**
11. **Multi - Sectoral Investment Plan (MSIP) and other relevant plans if any in consultation with municipality, DUDBC, MoFALD on the basis of sectoral Goal, Objectives, output and Programs.**
12. **Make Web Based Software to link all as Dynamic (Changeable).**
13. To implement the Metric Addressing System at the Municipal Wards.
14. To Provide the House number to each Households.
15. To Track all the Households within tax.
16. To find out the name of House owner on the basis of Street name and House number.
17. To improve the quality and effective delivery of Municipality
18. To provide feed-back and suggestions to Municipality on Current Status of Municipality

## 3. SCOPE OF WORK

The main task of the Consultant shall be as follows:

1. **Review the documents:** Review the various guidelines published by MOFALD and Tokha Municipality and other relevant documents and reports.
2. **Play the roles and responsibilities:** The Consultant Should plays the following roles and responsibilities.
  - a) It has to go in all wards and has to be organised the WCF meeting with the help of SMs and Ward Secretary for naming purpose of road and street.

- b) Household survey should be done by going in each household and a form should be filled up in a given format the number of household will be for about 25561.
- c) Staffs should be mobilised to each household for the measurement of length from main point to that house.
- d) Consultant has to present the paper on status of progress of metric time to time.
- e) Electronic copy of data of households should be prepared household number, street name and name of house owner should be prepared in electronic copy.
3. **Organize and management of trainings:** Different trainings have to be organized and managed as per advice of Municipality.
4. **Technical Backstopping:** The social mobilizers and ward secretaries have to support in data collection process so if they require some technical backstopping while implementing the activities at the Wards consultant should backstop them.
5. **Progress Reporting Writing:** Consultant has to submit the progress or other report relating to task on time or as demanded by municipality,
6. **Financial Management:** Consultant or firm should manage all the works stated above within the budget ceiling stated by it in financial proposal and follow the Local Body Financial Regulation.
7. **Oversight the data collection programme:** The consultants should continuously oversee the data collection process in field by their enumerators and take full responsibility of implementing metric addressing system.
8. **Information Dissemination:** Various information which is important to communicate to the communities shall disseminate to the communities through their staffs.
9. **Overall management:** The consultant shall take overall responsibility of the implementation of metric addressing system except the metallic plate works.

#### 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 Inception Report

This report will contain detail of methodology, site plan showing with description of data taken at every ward. Inception report shall be submitted to Municipality in two copies and should be discussed with Municipality. This should contain Index map as well as location map.

##### 4.2 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 – House number to each Households of Each Wards
- (iv) Volume IV – Cost Estimate for Final Implementing the metric system as per Study to each house of each wards
- (v) Appendices

### **4.3 Presentation of the Draft Reports**

The Consultants shall present the draft report in specified format and defend it to the 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 Municipality and the consultants. The cost of such presentation shall be borne by the consultants.

### **4.4 Final Report**

Apart from the presentation, the Municipality will verify the content of the report against the Terms of Reference and the checklist. The 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:

- (i) Inception Report within 4 (Four) weeks started from the date of signing of the Agreement.
- (ii) Draft Report within 16 (Sixteen) weeks started from the date of the submission of the Inception report.
- (iii) Final Report within 4 (Four) weeks after receiving Municipality 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.

| Professional Key Personnel                        | Min. experience after Bachelor | Educational Qualification   |
|---|--------------------------------|---|
| Team Leader (Highway/ Transport Engineer)         | 10                             | M.Sc. /M.E. in Highway/ Transportation Engineering                |
| Deputy Team Leader Urban Planner / Transportation | 7                              | M.Sc. /M.E. in Highway/ Transportation Engineering/ Urban Planner |
| Computer Engineer / IT Experts /BIT               | 5                              | Master in Computer Engineer / IT Experts /BIT                     |
| GIS Expert  | 5                              | Masters in GIS/ Geography   |
| Socio- economist                                  | 5                              | Masters in Sociology  |
| Civil Engineer – I                                | 5                              | BE in civil Engineering   |
| Civil Engineer – II                               | 5                              | BE in civil Engineering   |
| Architect/ Urban Planner                          | 5                              | B. Arch. in Architecture  |

## 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 and geological information;
- (ii) Correctness of the design and all the calculations;
- (iii) Correctness of the numbering;
- (iv) Correctness of any other details related to construction

### 8.2 Assistance during construction phase

During Implementation the consultants, upon written request from the Municipality, shall visit the 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 Implementation. 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.

## 9 METHODOLOGY OF WORK

Consultants will collect and analyze secondary data available at central, district and municipal level such as: periodic plan, land use plan, transportation plan, planning and building by-laws, ward action plans, urban base maps and GIS data, terrain maps, risk maps, watershed maps, geologic maps, cadastral information, demographic data, aerial photographs/satellite imageries and any other relevant source of information.



Consultants are required to identify and fill information gaps through fieldwork such as observation, interviews, questionnaires and focus group discussions. Specifically, Consultants are expected to conduct extensive field work to produce the outline of buildings using GPS handheld devices. This mapping exercise will be completed by a door-to-door survey to determine each building's characteristics (construction type, number of levels), uses and occupancy.

Data shall be collected using GPS, Field visit and Current Satellite Image and Secondary Data i.e. Survey Department, Municipality Data, DUDBC, and MoFALD

|                 |   |   |
|-----------------|---|---|
| Point Feature   | School/Collage, Temple, Name Of Chowk, Name Of Place, Community Building Government office, Water tank, Museums, Cinemas, Monuments, Bus Stop, Transformer, Communication Tower (Mobile, Telephone)   |   |
| Line Feature    | Road  | Name of Road, Pavement Type (Blacktopped Gravelled Earthen), hierarchy (National highways, Feeder roads, District roads and Urban roads), Right of Way, Carriage Way, Crossing Structure(Bridge, Culvert, Slab) |
|                 | Electric Line   | Corresponding Road  |
|                 | Water Supply Line   | Pipe Size   |
|                 | Telecommunication line  | Corresponding Road  |
| Polygon Feature | Agricultural area, Residential area, Commercial area, Institutional area Industrial area, Mining and mineral extraction area, Cultural and heritage area, Rivers and Lakes, Forest, Open space, Quarries and construction material extraction area, Other / as per need |   |

### 9.1 Assessment

The assessment's objective is to give an overview of the municipality's territory and identify the main challenges and opportunities the citizens and administration want to focus on the next 7 to 10 years. Because the data is mainly spatial, the assessment will come in the shape of a series of GIS based thematic maps. However, members of the Steering Committee, other stakeholders and citizens are not always familiar with maps. In order to allow mutual understanding, the consultancy team is expected to write a commentary of each map using local landmarks and names as well as organize at least one site visit with the steering committee to comment thematic and summary maps.

The list of necessary maps includes:

- Base GIS map including: existing streets (with codification system), building footprints with building use, building structural characteristics, occupancy and general demographics
- Population density and growth rate
- Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, guthi land, public space, squatted land...)
- Terrain, watershed analysis and agricultural value of land
- Transportation (roads with hierarchy – national highways, feeder roads, district roads and urban roads (administrative classification) and Class I to IV (technical classification for design), parking space, public transportation routes, frequencies and stops, airport and destinations)
- Water (main line, water treatment facilities, public water tanks, storm water management infrastructure, sewerage system, discharge points).
- Solid waste (coverage of public and private collection system, formal and informal dump sites, recycling points).
- Electricity (production and transportation infrastructure, grid power coverage, public lighting)
- Multi-hazard risk map (landslide, fire, floods, earthquake, industrial risks...)
- Public services (health, education, police, rescue services, cemeteries, administrative services)
- Environment (erosion, pollution, forest, water bodies)
- Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival routes)
- Summary map with the most pressing needs across all themes studied (ranked by order of importance).

In order to produce these maps, the consultants are expected to use existing data of the municipalities having digital base map/Urban Map and GIS, prepare base data if not already available, collect necessary field data, consult local leaders and involve the population through a participatory needs assessment.

## 9.2 Land Use Planning

Based on the assessment, the consultants will develop a Land Use Plan for the Municipality. This plan will cover the entire municipal area and define different zones and the activities allowed, forbidden or encouraged in each of them. The Land Use Plan will be implemented and controlled by the Municipality. The plan must include at least risk zones, relocation areas (if applicable), environmental conservation areas, agricultural land preservation areas (if applicable), expansion areas and formalization areas. Other types of zones may be defined as necessary.

Consultants are expected to review and update existing land use data produced and applied by the Municipality, especially building by-laws, Periodic Plans and previous Land Use Plans.

- **Risk-sensitive land use planning**

The Comprehensive Town Development Plan is risk-sensitive, which means that one of its main purposes is to minimize the exposure of the population to disasters. As a consequence, the risk assessment will guide the definition of risk zones under various threats (flooding, landslide, liquefaction, fire, industrial hazards etc). Depending on their occupancy status, risk zones will be divided into two categories:

- Unoccupied risk zones: These zones must be declared strict no-build zones. No building permits must be delivered in those areas and the municipality must control potential illegal constructions regularly (monthly inspections). Depending on the type of risk and its severity, some activities may be allowed. For example, a sports field may be created on a riverbank prone to flooding if an appropriate early warning system is in place for evacuation.
- Occupied risk zones: The priority projects must address the situation of these zones through mitigation measures as well as community-based disaster risk management activities. New construction and expansion of existing buildings must be strictly limited in those areas. Depending on the severity of the risk, a relocation plan may be included in the Comprehensive Town Development Plan, following these basic principles: voluntary relocation, adequate compensation, land tenure security, safety of the relocation site, preservation of cultural practices, livelihood opportunities.

- **Environmental conservation**

These areas may also be declared as no-build zones (or low-density areas) to protect forests, mountains, springs, rivers, lakes, marshlands and the habitat of endangered species. The planning study must contain specific regulations for the exploitation of natural resources in these areas, whether forbidden or restricted. Concerned activities include tree cutting, water use, sand and aggregate extraction, fishing, hunting, tourism and agriculture. Appropriate measures must be taken by the municipality to prevent pollution in those areas.

Nepal has adopted the Indigenous and Tribal People Convention (ILO Convention 169); As a consequence, any limitations applied to the Municipality's natural areas must take into consideration the ancestral practices of native ethnic groups through dialogue and participation.

- **Agricultural land preservation**

High quality agricultural land with easy access to markets is a strategic asset that Municipalities may want to protect. The Comprehensive Town Development Plan can define protected agricultural land where construction will be limited to farming and food industry buildings. Irrigation projects may be planned to achieve high yields in these areas.

- **City Development areas**

One of the main purposes of the Comprehensive Town Development Plan is to define the priority areas for urban growth in the Municipality. These areas must present a low level of risk, natural and agricultural interest as they are expected to be fully urbanized within 5 to 10 years. They should be located next to existing urbanized areas to ensure the continuity of the urban fabric and guarantee their drawing power. Public land presenting those characteristics must be prioritized in order to allow the Municipality full control and return on investment on the area's development.

The Municipality will be responsible for the creation of public infrastructure in the identified expansion areas (roads, water, sewage, electricity, waste collection, education and health services). The list of priority projects should reflect this need.

- **Formalization areas**

Many Municipalities are confronted to the development of unplanned settlements, also known as slums or squatted land. The planning study is the opportunity to address the situation of slum dwellers in order to achieve a balanced development of the city. When the level of risk in the informal settlement is acceptable and it is located on public land, the best course of action is land regularization, a process which involves slum dwellers grassroots organizations and implies the improvement of public services in the area. The consequences are a reduction of substandard housing in the municipality as well as an increased tax collection rate in those areas. In the case of informal settlements located on private land, the Municipality may offer mediation services or expropriation to achieve formalization.

Relocation schemes may be developed only if the level of risk is too high to be controlled by mitigation measures, as it is a costly and unpopular project.

- **Urban core**

The land use plan must define the urban core of the Municipality where mixed use and density will be encouraged. Renovation, beautification and functional improvement measures for the urban core will be proposed in the Priority Projects section.

- **Land Use Zones**

The Consultants will define, upon request of the Steering Committee, a series of land use zones with specific regulations according to the National Land Use Policy (2015):

- A: Agricultural area
- B: Residential area
- C: Commercial area
- D: Industrial area
- E: Mining and mineral extraction area
- F: Cultural and heritage area
- G: Rivers and Lakes

H: Forest

I: Open space

J: Quarries and construction material extraction area

K: Other / as per need

### **9.3 City Development Priority Projects**

The last section of the Comprehensive Town Development Plan will define priority projects to respond to the needs identified in the Assessment and the Land Use Plan. These projects will address infrastructure and building needs as well as non-structural activities (waste collection, community risk management etc.). It is important to note that the list of projects will not be limited to the Municipality's sectors of competence. It will also include projects that are the responsibility of other local and central bodies in order to facilitate the dialogue with them.

- **Definition of priority projects**

The consultants will propose a list of 15 priority projects (on average, to adapt based on the size and implementation capacity of the Municipality) to the Steering Committee, linking them to the needs assessment and newly-defined zones. The list should include projects under the direct responsibility of the Municipality and any other project relevant to other local bodies (ward, district) or central agencies.

The City Development Priority Projects will address the following sectors:

- Water and sanitation
- Waste collection
- Electricity production, distribution and public lighting
- Risk mitigation and climate change
- Roads, sidewalks and public transportation
- Public space, markets, parks and recreational areas
- Public buildings (institutions, schools, hospitals, community centers)
- Land development (land pooling, densification operations etc.)
- Agriculture support
- Protection and management of natural areas

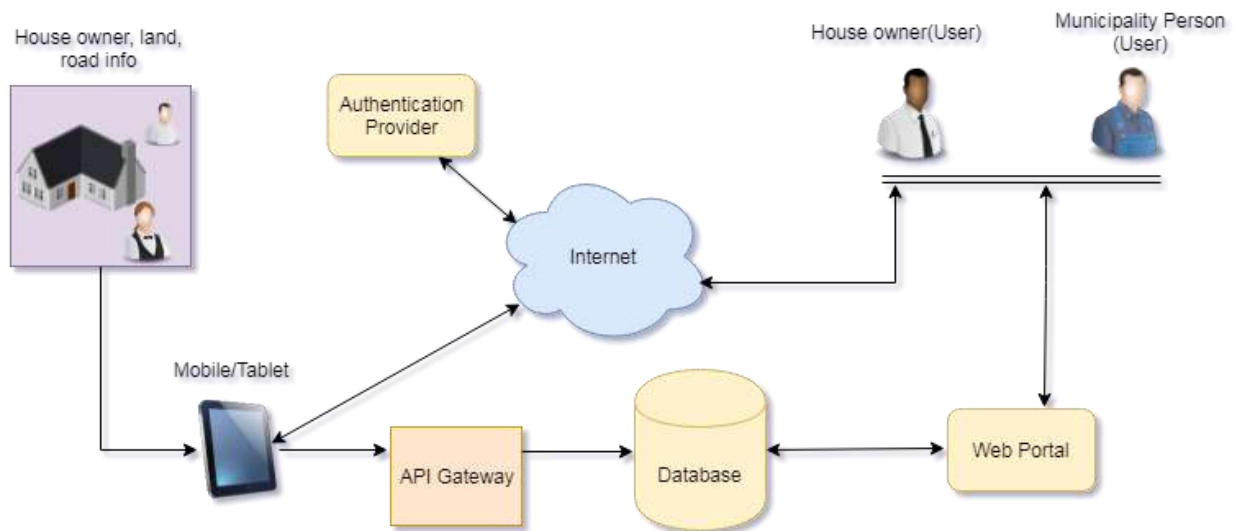
The projects will address both renovation of existing assets and the creation of new ones.

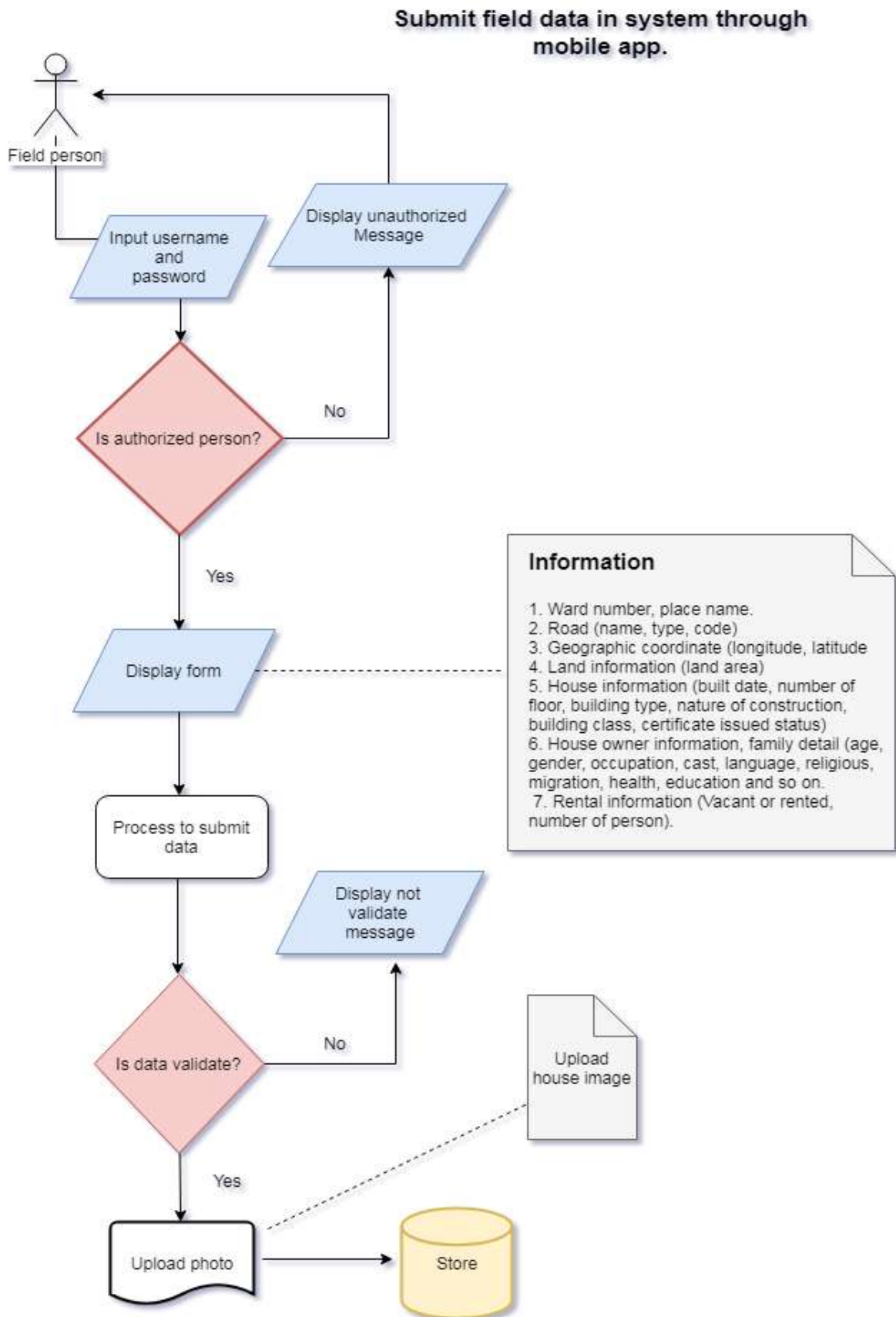
## **Municipality MIS System (Make Web Based Software to link all as Dynamic (Changeable))**

1. Conceptual Diagram
2. Data submit from mobile app
3. Municipality user desk
4. House owner user desk

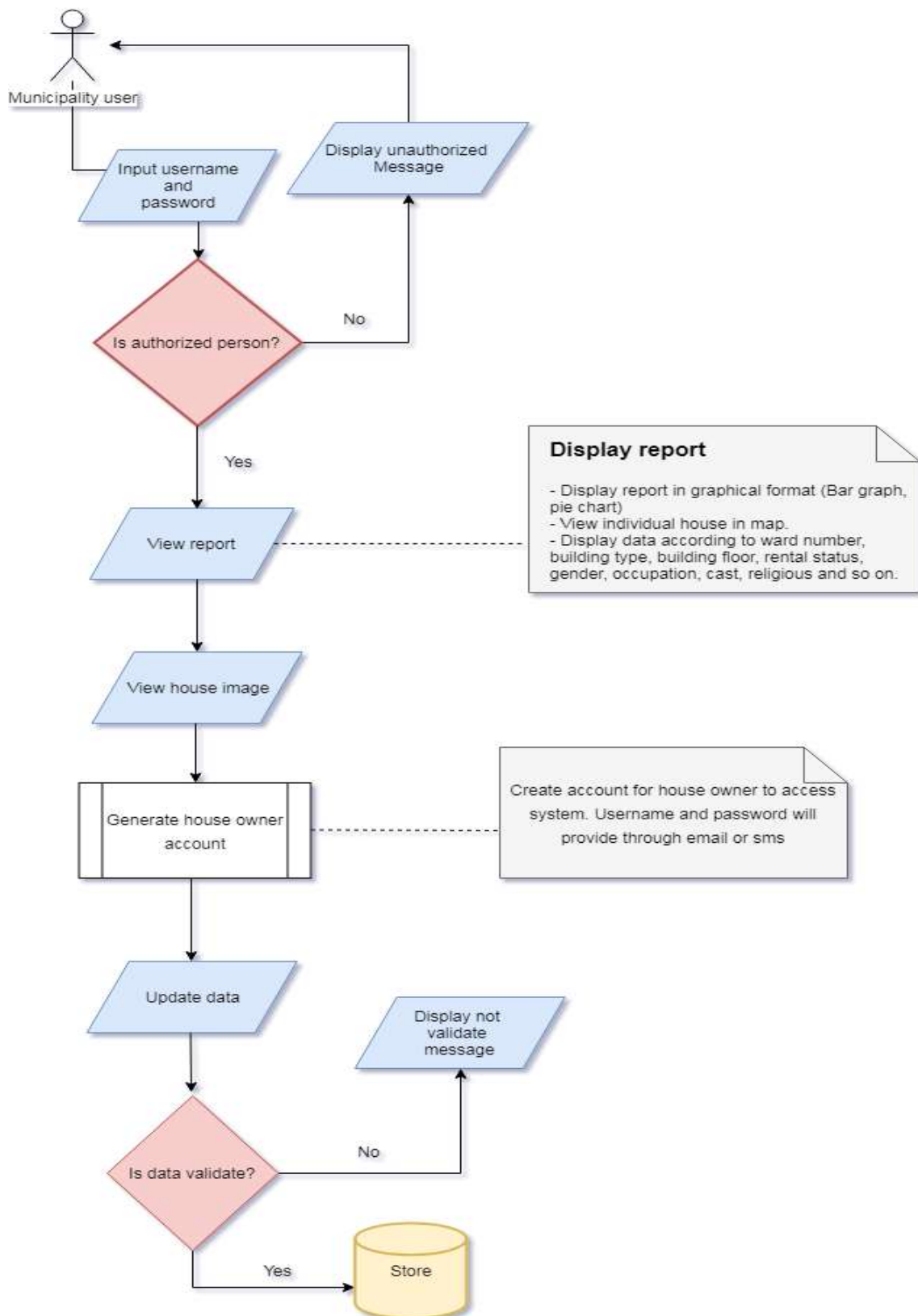
5. Cloud architecture

### Conceptual Diagram



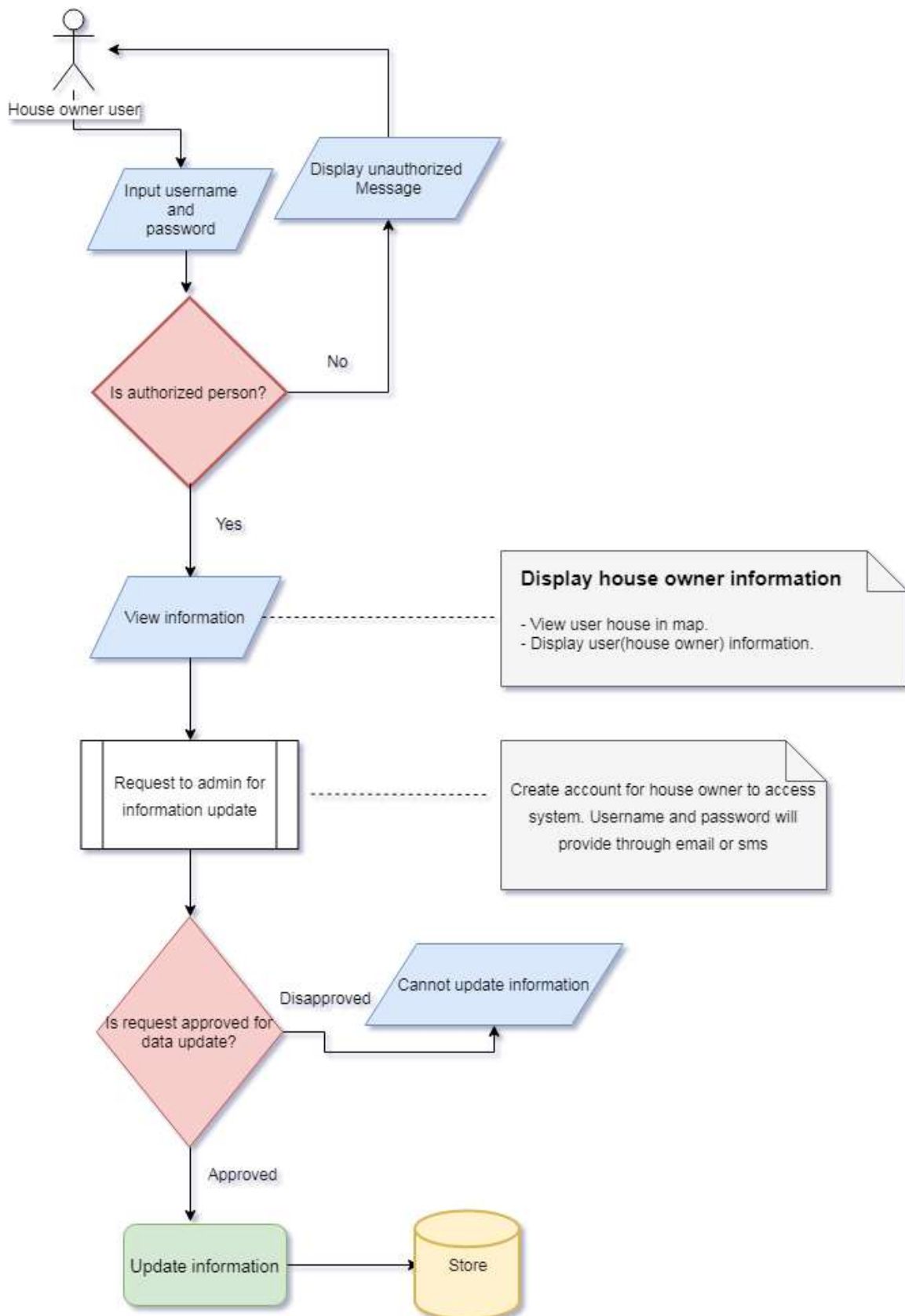


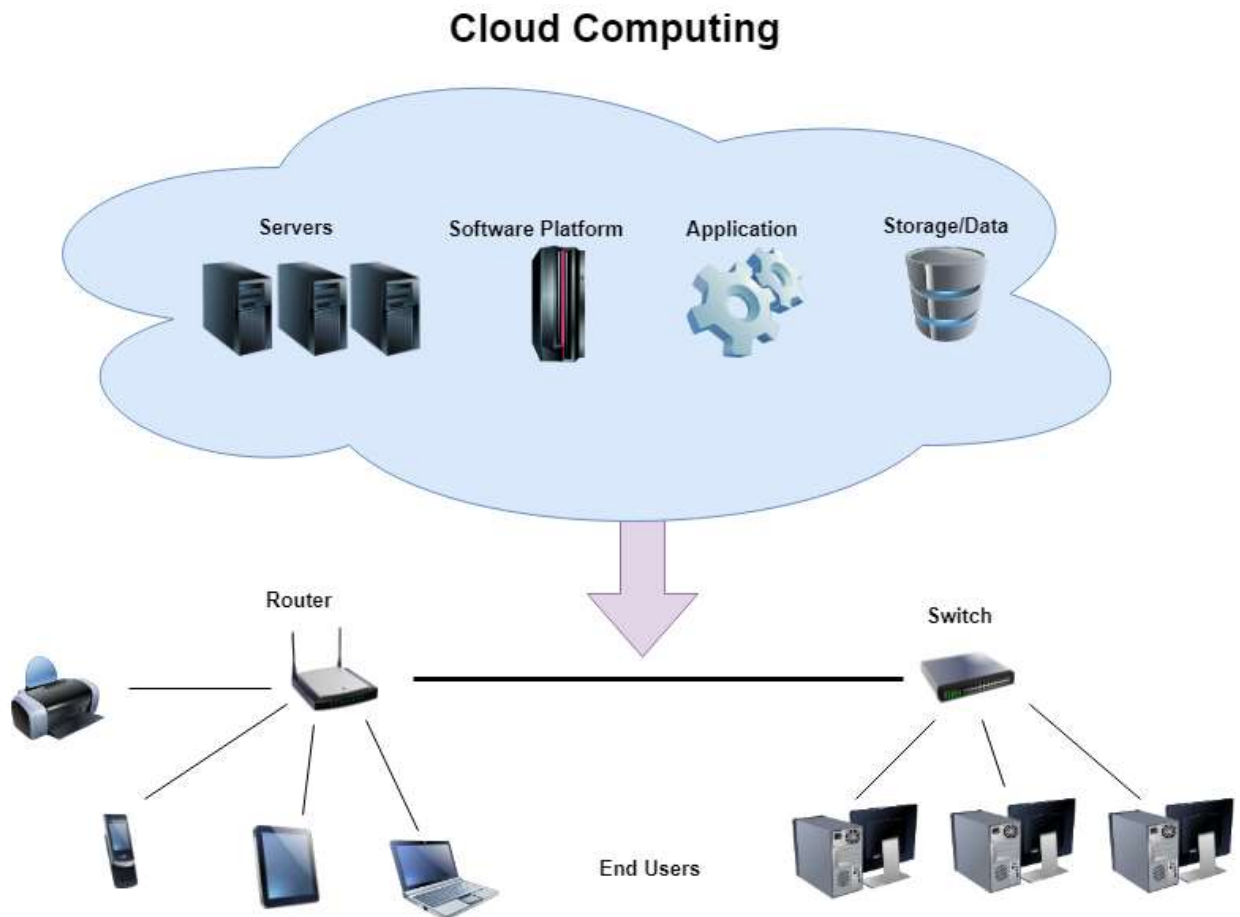
## Municipality user desk





## House owner user desk





Municipality has to send request to DOIT (Department of Information Technology) for gCloud hosting and domain registration.

This system is going to develop in Asp.NET programming language so we need Windows operating system to run this software. We need to purchase Windows Operation System and SSL (Secure socket layer for security). This is a web based system through which municipality data is maintained, process and can easily access the system through any of the mediums: LAN, intranet and internet.

## For Data Collection Make Mobile (Android) Mobile application This Type of Questionnaire will cover

### टोखा नगरपालिकाको घर सर्वेक्षण प्रस्तावली, २०७५

प्रश्नकर्ताको नाम ..... मिति.....  
 वडा नं..... टोल ..... प्रस्तावलि नम्बर .....  
 घर आई.डी.(bin)..... मेट्रिक घर नं.....  
 सडक कोड ..... परानो घर नम्बर (यदि कुनै मुख्य भवनमा पुरानो घर नम्बर भए ..... फोटो नं. .... सहायक घर भएमा  
 मुल घरको आई.डी.(bin).....

### खण्ड १ परिचय:

१. भवनको प्रयोग (कुनै एकमा चिन्ह लगाउने )

- १) निजी २) सरकारी कार्यालय ३) संस्थागत (स्कूल, कलेज.....) ४) व्यापारिक ५) औद्योगिक ६) अस्पताल ७) स्वास्थ्य चौकी ८) धार्मिक भवन (मन्दिर, मस्जिद, गम्वा) ९) सार्वजनिक भवन (शौचालय, क्लब, विसौनी ) १०) अन्य

२. निजी वाहेकका भवनको नाम उल्लेख गर्ने .....

३. उत्तरदाताको नाम थर ..... सम्पर्क नं.....

४. घरधनीको नाम थर ..... सम्पर्क नं .....

५. यदि जग्गाधनी र घरधनी फरक भएमा जग्गाधनीको नाम ..... सम्पर्क नं ...

६. घरको स्वामित्व (कुनै एकमा चिन्ह लगाउने )

- १) आफ्नै घर २) भाडा तिरेर बसेको ३) भाडा नतिरिक्न बसेको ४)

अन्य

७. घर परिवारको विवरण

७.१ जाति .....

७.२ धर्म .....

७.३ मातृभाषा.....

७.४ परिवारको प्रकार : संयुक्त वा एकल

७.५ परिवारको संख्या :

७.६ परिवारको विस्तृत विवरण :

| सि.न. | व्यक्तिको नाम | नाता | उमेर | शिक्षा | पेशा | मासिक आम्दानि | म. | पु. | वा. | कैफियत |
|-------|---------------|------|------|--------|------|---------------|----|-----|-----|--------|
| १     |               |      |      |        |      |               |    |     |     |        |
| २     |               |      |      |        |      |               |    |     |     |        |
| ३     |               |      |      |        |      |               |    |     |     |        |
| ४     |               |      |      |        |      |               |    |     |     |        |

७.७ घर परिवारको मुल पेशा :

क) कृषि/पशुपालन/फलफुल खेति ख) व्यापार व्यवसाय ग) सेवा /नोकरी

घ) ज्याला/मजदुरी ड) विप्रेषण (विदेशबाट पठाएको रकम) च) अन्य

७.८ आज भन्दा पाँच वर्ष पहिले तपाईंको परिवारको बसोबास कहाँ थियो ?

क) अन्यत्र स्थानमा (ठाउँको नाम)..... ख) यसै स्थानमा(ठाउँको नाम)

७.९ अन्यत्र स्थानबाट आएको भए यहाँ किन आउनु भएको ?

क) शहरी सुविधाका लागि ख) द्वन्दका कारण ग) खेतीपाती गर्न घ) व्यापार व्यावसाय गर्न ड) वैवाहिक सम्बन्ध भएर च) रोजगारीका लागि छ) अन्य

७.१०.७४. घरको अवस्था : -(एक भन्दा बढी घर भएमा मूल घरको विवरणका आधारमा चिन्ह लगाउने )

(क) टायल,भिङ्गटी (ख) जस्तापाताको छानो भएको (ग) घर ढलान भएको (घ) अन्य.....

८. भाडामा भए मासिक भाडा कति .....

भाडामा बस्नेको विवरण

| सि.न. | भाडामा बस्ने        |                    |             |               |      | संख्या |     |     |       | कैफियत |
|-------|---------------------|--------------------|-------------|---------------|------|--------|-----|-----|-------|--------|
|       | मुख्य व्यक्तिको नाम | ठेगाना र सम्पर्क न | शुरुको मिति | मासिक भाडा रु | पेशा | म.     | पु. | वा. | जम्मा |        |
| १     |                     |                    |             |               |      |        |     |     |       |        |
| २     |                     |                    |             |               |      |        |     |     |       |        |
| ३     |                     |                    |             |               |      |        |     |     |       |        |
| ४     |                     |                    |             |               |      |        |     |     |       |        |
| ५     |                     |                    |             |               |      |        |     |     |       |        |
| ६     |                     |                    |             |               |      |        |     |     |       |        |
| ७     |                     |                    |             |               |      |        |     |     |       |        |
| ८     |                     |                    |             |               |      |        |     |     |       |        |

९. घरको विवरण

९.१ कुल तला संख्या .....

९.२ घर बनाएको साल .....

९.३ घरको कुल क्षेत्रफल (वर्ग फिट) .....

९.४ जम्मा कोठा संख्या .....

१०. भवन निर्माणको प्रकार (कुनै एकमा चिन्ह लगाउने )

१) कंक्रीट पिलर/विम २) सिमेन्ट जोडाइको गारो ३) माटोको जोडाई गारो ४) काठको तख्ती गारो ५) अस्थायी किसिमको वनावट ६) अन्य

११. भवन / घर सम्म छोएको सडकको चौडाई (मिटर) .....

११.१ सडकको प्रकार : १) कालो पत्रे २) ग्रावेल ३) कच्ची वाटो ४) ढुंगा/माटो /ब्लक छापेको ५) गोरेटो वाटो ६) पहुच नभएको

१२. घरमा विद्युत जडान : क) छ ख) छैन

(क) छैन भने उर्जाको श्रोत के हो ?

क) टुकी ख) मइन बत्ति ग) सोलार प्यानल घ) अन्य .....

१३. टेलिफोन क) छ ख) छैन, छ भने सम्पर्क न .....

१४. फोहोर व्यावस्थापन कसरी गर्नुभएको छ?

क) नगरपालिका लाई दिने ख) सड्ने र नसड्ने फोहोर छुट्याई आफै व्यावस्थापन गर्ने ग).....

१५. कौसिखेती, करेसावारी छ/छैन ?

१६. नगरपालिकाबाट यो घरको नक्सा पास गराएको छ/छैन ?

१) छ ☐ २) छैन ☐ ३) छ भने तल भएको विवरण भर्ने

| सि. न. | विवरण  | टिक लगाउने | मिति | कैफियत |
|--------|--|------------|------|--------|
| १      | सुरुमा घर निर्माण इजाजत मात्र लगेको            |            |      |        |
| २      | डिपिसि सम्पन्न गरेर सोको प्रमाण पत्र लगेको     |            |      |        |
| ३      | घर निर्माण सम्पन्न गरेर सोको प्रमाण पत्र लगेको |            |      |        |

१७. यस घरमा अपाङ्ग कोही छन् ?

१) छन् २) छैनन्

१७.१ यदि छन् भने कतिजना छन् ?

१.) महिला..... २) पुरुष .....

अपाङ्गको प्रकार :.....

१८. यस घरमा एकल महिला छन् ?

१) छन् २) छैनन्

१८.१ यदि छन् भने कतिजना छन् .....

## खण्ड २ स्वस्थ तथा सरसफाई स्थिति

१९. तपाईंको परिवारमा कोही विरामी पर्दा सर्वप्रथम कहाँ लैजानुहुन्छ ? (कुनै एकमा चिन्ह लगाउने)

१) अस्पताल २) स्वास्थ्य चौकी ३) औषधि पसल ४) स्थानीय उपचार ५) धामिभाक्री

२०. तपाईंको घरमा चर्पी छ ?

१) छ २) छैन

२१. छ भने चर्पीको प्रकार :

- १) खाल्डे चर्पी २) सुलभ चर्पी ३) सिष्टेन ४) अन्य

२२. चर्पी रहेको ठाँउ :

- १) घर भित्र २) कम्पाउण्डमा ३) सार्वजनिक स्थलमा

२३. यदि छैन भने कहाँ जानुहुन्छ ?

- १) जंगलमा २) बाटोमा ३) खेतवारीमा ४)

पानीको श्रोत वरिपरि ५) अन्य

२४. तपाईं चर्पीबाट निस्कने फोहोर पानीको विसर्जन /निकास कसरी गर्नुहुन्छ ?

- १) फोहोर निकालेर ढलमा खन्याउछु २) प्राइभेट सेप्टी

ट्याङ्की सफाई सेवा लिन्छु ३) नगरपालिकाको सेप्टी ट्याङ्की सफाई सेवा लिन्छु ४)निसकेको फोहोर कृषि प्रयोजनको लागि उपलब्ध गराउछु

२४.१ शौचालयको अवस्था :

क) कच्ची ख) पक्की (१) वायोग्यासमा जडान भएको २) ढलमा शौचालय जडान भएको ग) शौचालय नभएको

२५. तपाईं आफ्नो घरको ढल नगरपालिकाको निकास प्रणालीमा जडान गर्न चाहानुहुन्छ ?

- १) चाहान्छु २) चाहान्छु

२६.. यदि चाहानुहुन्छ भने सो का लागि तपाईं मासिक कति रुपैया सम्म तिर्न इच्छुक हुनुहुन्छ ?

- १) रु.....

२७. हाल तपाइले जैविक र अन्य फोहोर मैला छुट्याउने गर्नु भएको छ ?

- १) छ २) छैन

२८ तपाईं आफ्नो घरको फोहोरमैलाको संकलन /विसर्जनको लागि मासिक कति रुपैयासम्म तिर्न इच्छुक हुनुहुन्छ ?

- १) रु.....

२९ हाल तपाइले फोहोरमैलाको विसर्जन कसरी गरि राख्नु भएको छ ?

- १) गाड्ने २) जलाउने ३) जहा तही फाल्ने ४)

नगरपालिकाद्वारा संकलनको लागि सडक छेउमा राख्ने ५) कम्पोष्टमल बनाएर आफै प्रयोग गर्ने ६)अन्य

३० तपाइको घरबाट स्वास्थ्य संस्था जान कति समय लाग्छ ?

- क) १५मिनेट ख) ३० मिनेट

३१ स्वस्थ संस्था बाट निशुल्क प्राप्त हुने सेवा का विषयमा थाहा छ ?

- क) छ ख) छैन

३२. परिवार नियोजन सेवा को विषयमा जानकारी छ/छैन ?

३३. तपाईंको दम्पतीले परिवार नियोजनको साधन प्रयोग गर्नुभएको छ/छैन ?

३४. छ भने कसले प्रयोग गर्न भएको छ ?महिला/पुरुष/स्थाइ/अस्थाई

३५. तपाईंलाई खोप बारेमा जानकारी छ ? छ/छैन

३६. छ भने पुर्ण खोप भनेको के हो ?

क) नेपाल सरकारले तोकेको राष्ट्रिय खोप तालिका बमोजिम बि.सि.वि.जि . वाट १५ महिनाको दादुरा खोप पाएको अवस्था ख) विसीजि खोप लगाएको अवस्था ग) दादुरा खोप लगाएको अवस्था घ) जापानिज इन्सेपलाईटिस रोग विरुद्ध खोप लिईएको अवस्था

३७. तपाईंको परिवारमा किशार किशोरी छन् ?

३८. छन भने , के तपाईंले उनीहरुलाई किशोर अवस्थाका शारीरिक मानसिक संवेगात्मक परिवर्तन वारेमा शिक्षा दिने गर्नुभएको छ ? छ/ छैन

३९. छ भने कस्ता प्रकारको शिक्षा दिने गर्नुभएको छ ?

४०. गर्भवति महिलाले त्यस अवस्थामा स्वास्थ्य जाँच गर्नुपर्छ/पढेन ?पर्छभने कति पटक जाच गर्नु पर्छ ?

क) आवश्यकता अनुसार ख) कम्तिमा ४ पटक ग) सुत्केरी हुने समयमा मात्र घ) अन्य

४१. तपाईंको विचारमा महिलालाई सुत्केरी कहाँ गराउनु उपयुक्त हुन्छ ?

क) स्वास्थ्य संस्था ख) घर

४२. तपाईंको परिवारमा विगत ५ वर्ष भित्र घरमै सुत्केरी हुनु भएको थियो ? थियो/थिएन

४३. तपाईंको परिवारमा सुर्तिसेवन गर्ने कतिजना हुनुहुन्छ .....

४४. तपाईंको परिवारमा मदिरा सेवन गर्ने कति जना हुनुहुन्छ.....

४५. तपाईंको परिवारका सदश्यहरुमा विगतमा कसैलाई क्षयरोग/कुष्ठरोग लागेको थियो ? थियो /थिएन

४६. तपाईंको परिवारमा हाल कसैले क्षयरोग -कुष्ठरोग को औषधि खाईरहनुभएको छ ?

छ/छैन

४७. छ भने कहाँ वाट खाईरहनु भएको छ ?

क) स्वस्थ चौकी ख) अस्पताल ग) औषधि पसल

४८. तपाईंको परिवारमा कसैलाई मधुमेह रोग लागेको छ ?

छ/छैन

४९. तपाईंको परिवारमा कसैलाई उच्च रक्तचाप रोग लागेको छ ?

छ/छैन

५०. शौचालय गएर आएपछि हात के ले धुनुहुन्छ ?

क) सावुन पानी ख) खरानी पानी ग) पानी मात्र

५१. नजिकको स्वास्थ्य संस्थामा पुग्न लाग्ने समय

क) उपस्वास्थ्य चौकी , स्वास्थ्य चौकी वा प्राथमिक स्वास्थ्य केन्द्र रहेको स्थान ..... , दुरी ..... र पुग्न लाग्ने समय ( ..... घण्टा /दिन)

ख) अस्पताल रहेको स्थान ....., दुरी ..... र पुग्न लाग्ने समय ( ..... घण्टा / दिन)

५२. तपाईंको परिवारको १८ वर्षभन्दा मुनिको सदस्यलाई कुनै दिर्घ रोग लागेको छ ?

क) छ ख) छैन

यदि लागेको छ भने देहायको विवरण खुलाउनुहोस

| रोगको नाम        | महिला | पुरुष | जम्मा |
|------------------|-------|-------|-------|
| एच.आई.भि. / एड्स |       |       |       |
| क्षयरोग          |       |       |       |
| क्यान्सर         |       |       |       |
| चिनीरोग          |       |       |       |
| अन्य             |       |       |       |

५३. तपाईंको परिवारमा दीर्घरोगको कारण १० वर्ष भन्दा मुनिका कुनै सदस्यको मृत्यु भएको छ ?

क) छ ख) छैन

यदि छ भने देहायको विवरण खुलाउनुहोस :

| मृत्यु गराउने रोगको नाम | महिला | पुरुष | जम्मा |
|-------------------------|-------|-------|-------|
| एच.आई.भि. / एड्स        |       |       |       |
| क्षयरोग                 |       |       |       |
| क्यान्सर                |       |       |       |
| चिनी रोग                |       |       |       |
| अन्य .....              |       |       |       |

५४. तपाईंको परिवारमा १८ वर्ष भन्दा कम उमेरका शारीरिक तथा मानसिक हिसावले अपाङ्गता भएका सदस्यहरु भएमा तलको विवरण दिनुहोस ।

| भिन्न क्षमताको विवरण             | महिला | पुरुष | जम्मा |
|----------------------------------|-------|-------|-------|
| शारीरिक अपाङ्गता                 |       |       |       |
| दृष्टिविहिन र न्युन दृष्टि विहिन |       |       |       |
| बोल्न नसक्ने                     |       |       |       |
| सुस्त श्रवण                      |       |       |       |
| मानसिक अपाङ्गता                  |       |       |       |
| श्रवण र दृष्टिविहिन (दुवै)       |       |       |       |
| अन्य                             |       |       |       |
| जम्मा                            |       |       |       |

### खण्ड ३ भान्सा कोठाको प्रकार

(मिल्ने विवरणमा घेरा लगाउनुहोस)

५५. छुट्टै भान्सा कोठा



१) छ २) छैन  
५५.१ यदि भान्साकोठा छ भने भाँडामाभन्ने स्थान (कुनै एकमा चिन्ह लगाउने )

१) वासिङ मेसिन भएको आधुनिक भान्साकोठा २) भित्रै भाँडा माभन्ने ठाँउ भएको साधारण भान्साकोठा ३) भित्र भाँडा माभन्ने ठाँउ नभएको भान्साकोठा

५५.२ तपाईंको घरमा खाना पकाउन प्रयोग हुने प्रमुख इन्धन के हो ?

क) दाउरा ख) गइठा ग) गोबरग्यास घ) मट्टीतेल ङ) एल.पि. ग्यास च) विद्युत छ) अन्य

५५.३ तपाईंको घरमा कस्तो प्रकारको चुल्हो प्रयोग गर्नुहुन्छ ?

क) अगेनो वा माटोको चुल्हो ख) धुँवारहित चुल्हो ग) भुसे चुल्हो घ) मट्टीतेल स्टोभ ङ) ग्यास चुल्हो च) विद्युत चुल्हो(हिटर) छ) अन्य .....

५५.४ घर परिवार संग भएका सरसामान संग मिल्ने विवरणमा घेरा लगाउनुहोस ,

१) रेफ्रिजेरेटर २) टेलिभिजन ३) कम्प्युटर/ल्यापटप ४) इन्टरनेट सुविधा ५) टेलिफोन/ मोबाइल ६) ट्रक/बस ७) ट्रयाक्टर ८) साइकल ९)

मोटरसाइकल १०) रिक्सा ११) अन्य

५५.५ घर परिवारमा बेरोजगार संख्या

१) महिला ..... २) पुरुष .....

#### खण्ड ४ खानेपानीको आपूर्ति

५६. खानेपानीको मुख्य श्रोत :

१) घरभित्र खानेपानीको पाइप जडान २) सार्वजनिक धारा ३) हाते पम्प( आफ्नै) ४) हाते पम्प (छिमेकी ) ५) हाते पम्प (सार्वजनिक ) ६) नदि/खोला ७) बोरिङ ८) अन्य

५७ . पानीको गुणस्तर :

१) राम्रो २) ठिकै ३) नराम्रो

५८. पानीको प्रसोधन :

१) वाटर गार्ड २) उमाल्ने ३) फिल्टर ४) क्लोरिन चक्की ५) केही पनि नगर्ने ६) अन्य

५९. पानीको आपूर्तिको नियमितता :

१) छ २) छैन ३) आंशिक .....

६०. पानीको पर्याप्तता :

१) छ २) छैन

६१. पानीको श्रोतसम्म पुगेर पानी ल्याउने काम मुख्यतया कसले गर्छ ?

१) महिला २) पुरुष ३) केटाकेटी ४) सबै

६२. धारा जडान सम्बन्धी

१) दैनिक सालाखाला पानीको खपत (लिटरमा).....

२) तपाईंको परिवारको लागि दैनिक कति लिटर पिउनयोग्य पानी आवश्यक छ.....

- ३) महिनाको अन्त्यमा तिरेको पानीको शुल्क रु .....
- ४) दैनिक चाहिनेजति पिउनयोग्य पानीको लागि तपाईं मासिक कति रुपैया सम्म तिर्न इच्छुक हुनुहुन्छ ? रु .....
- ५) चाहिनेजति पिउनयोग्य पानी वर्षभरी उपलब्ध हुन्छ भने धारा जडानकोलागि कति रुपैयासम्म तिर्न इच्छुक हुनुहुन्छ ? रु .....

### खण्ड ५ आर्थिक अवस्था वारे जानकारी

६३. घर परिवारको वार्षिक खर्चको विवरण ( घरधुरीको )

| खर्चका मुख्य शिर्षक | वार्षिक खर्च (रु) |
|---------------------|-------------------|
| खाद्यान्न/लुगाकपडा  |                   |
| घरभाडा              |                   |
| शिक्षा              |                   |
| औषधि उपचार          |                   |
| यातायात             |                   |
| चाडपर्व             |                   |
| ऋण (ब्याज,किस्ता)   |                   |
| अन्य                |                   |
| जम्मा               |                   |

६४. घर परिवारको वार्षिक आम्दानीको मुख्य श्रोतको विवरण (मुख्य घरधुरीको मात्र )

| आम्दानीको मुख्य श्रोत              | संलग्न व्यक्ति(जना) | आम्दानी प्रतिवर्ष(रु) |
|------------------------------------|---------------------|-----------------------|
| कृषि                               |                     |                       |
| उद्योग                             |                     |                       |
| व्यापार                            |                     |                       |
| नोकरी                              |                     |                       |
| श्रम/ज्यालादारी                    |                     |                       |
| पेन्सन                             |                     |                       |
| घरभाडा                             |                     |                       |
| पशुपंक्षी तथा यसबाट उत्पादित वस्तु |                     |                       |
| रेमिटेन्स(वैदेशिक रोजगार)          |                     |                       |
| बैंकबाट आउने ब्याज                 |                     |                       |
| अन्य                               |                     |                       |
| जम्मा                              |                     |                       |

### खण्ड ६ शैक्षिक स्थिति

६५. विद्यालय स्तरमा अध्ययन गरिरहेका बालबालिकाको विवरण

| अध्ययनरत तह | गा.वि.स. अन्तर्गत विद्यालयमा अध्ययनरत संख्या |        |       | गा.वि.स. बाहिरका विद्यालयमा अध्ययनरत संख्या |        |       | जम्मा |        |       |
|-------------|--|--------|-------|---|--------|-------|-------|--------|-------|
|             | बालक   | बालिका | जम्मा | बालक  | बालिका | जम्मा | बालक  | बालिका | जम्मा |
| प्रा.वि. तह |  |        |       |   |        |       |       |        |       |

|               |  |  |  |  |  |  |  |  |  |
|---------------|--|--|--|--|--|--|--|--|--|
| नि.मा.वि.तह   |  |  |  |  |  |  |  |  |  |
| मा.वि.तह      |  |  |  |  |  |  |  |  |  |
| उच्च मा.वि.तह |  |  |  |  |  |  |  |  |  |

६६. घरबाट विद्यालय जान लाग्ने समय (उपयुक्त महलमा  $\sqrt{\quad}$  चिन्ह लगाउने)

|             |                   |                |               |                   |
|-------------|-------------------|----------------|---------------|-------------------|
| विद्यालय    | १५ मिनेट भन्दा कम | १५-३० मि. सम्म | ३० मि-१ घण्टा | १ घण्टा भन्दा बढी |
| प्रा.वि.    |                   |                |               |                   |
| नि.मा.वि.   |                   |                |               |                   |
| मा.वि.      |                   |                |               |                   |
| उच्च मा.वि. |                   |                |               |                   |

६७. विद्यालय भर्ना नभएका बालबालिकाको संख्या.....?

| विवरण          | प्राथमिक उमेर समूह(६-९ वर्ष) |        |       | नि.मा.वि.उमेर समूह(१०-१४ वर्ष) |        |       | माध्यमिक उमेर समूह(१५ वर्ष) |        |       |
|----------------|------------------------------|--------|-------|--------------------------------|--------|-------|-----------------------------|--------|-------|
|                | बालक                         | बालिका | जम्मा | बालक                           | बालिका | जम्मा | बालक                        | बालिका | जम्मा |
| सामान्य क्षमता |                              |        |       |                                |        |       |                             |        |       |
| भिन्न क्षमता   |                              |        |       |                                |        |       |                             |        |       |

६८. विचैमा विद्यालय जान छोडेका ६-१५ वर्ष उमेर समूहका

बालबालिकाहरूका संख्या र कारण

| बालक | बालिका | जम्मा | विद्यालय जान छोड्नुको कारण |
|------|--------|-------|----------------------------|
|      |        |       |                            |

६९. बाल विकास केन्द्र वा पुर्व प्रा.वि. तहमा जाने ३ देखि ५ वर्षसम्मका

बालबालिका संख्या

| बालक | बालिका | जम्मा |
|------|--------|-------|
|      |        |       |

७०. परिवारका सदस्यहरूको जनचेतनामूलक तालिम (स्वास्थ्य, सुरक्षित मातृत्व, परिवार नियोजन, सशक्तिकरण, लैंगिक समविकास, बाल विकास, संस्थागत नेतृत्व, खानेपानी तथा सरसफाई, उपभोक्ता समिति, बाल अधिकार, बाल संरक्षण आदि) प्राप्त गरेको विवरण

| तालिमको नाम | ३ दिन सम्मको तालिम प्राप्त संख्या |       |       | ३ दिन देखि ७ दिनसम्मको तालिम प्राप्त संख्या |       |       | १ देखि ४ हप्ता सम्मको तालिम प्राप्त संख्या |       |       | ४ हप्ताभन्दा बढी अवधिको तालिम प्राप्त संख्या |       |       |
|-------------|-----------------------------------|-------|-------|---|-------|-------|--|-------|-------|--|-------|-------|
|             | महिला                             | पुरुष | जम्मा | महिला                                       | पुरुष | जम्मा | महिला                                      | पुरुष | जम्मा | महिला  | पुरुष | जम्मा |
|             |                                   |       |       |   |       |       |  |       |       |  |       |       |
|             |                                   |       |       |   |       |       |  |       |       |  |       |       |
|             |                                   |       |       |   |       |       |  |       |       |  |       |       |
|             |                                   |       |       |   |       |       |  |       |       |  |       |       |

७१. तपाईंको घरमा संचारका साधनहरू के के रहेका छन् ?

क) रेडियो ख) टि. भि. ग) टेलिफोन घ) मोबाइल ड) इमेल /इन्टरनेट  
च) नियमित आउने पत्रपत्रिका छ) अन्य .....

७२. पेशा रोजगारी मा संलग्न मध्ये १६ वर्षदेखि २४ वर्ष उमेर समुह भित्र कतिजना हुनुहुन्छ ?

| १६-२४ उमेर समुह रोजगारीमा संलग्न संख्या |       |       |         |       |       |       |       |       |               |       |       |        |       |       |
|---|-------|-------|---------|-------|-------|-------|-------|-------|---------------|-------|-------|--------|-------|-------|
| कृषि(खेती तथा पशुपालन)                  |       |       | व्यापार |       |       | जागिर |       |       | ज्याला मजदुरी |       |       | उद्योग |       |       |
| महिला                                   | पुरुष | जम्मा | महिला   | पुरुष | जम्मा | महिला | पुरुष | जम्मा | महिला         | पुरुष | जम्मा | महिला  | पुरुष | जम्मा |
|   |       |       |         |       |       |       |       |       |               |       |       |        |       |       |

.....?

७३. तपाईंको परिवारका कुनै सदस्य रोजगारीका लागि घरबाट विदेश गएका छन् भने तलको विवरण दिनुहोस् :

| विदेश गएकाको संख्या |       |       | गएको मुलुकको नाम |                 | गएको अवधि (वर्षमा) |             |
|---------------------|-------|-------|------------------|-----------------|--------------------|-------------|
| महिला               | पुरुष | जम्मा | भारत             | अन्य (-खुलाउने) | ५ भन्दा कम         | ५ भन्दा बढी |
|                     |       |       |                  |                 |                    |             |

७४. तपाईंको परिवारका १६ वर्षसम्मका बालबालिका अरुको घरमा काम गर्न बसेका छन् ?

१) छन् २) छैन

यदि छन् भने क) बालक संख्या ..... ख) बालिका संख्या.....

७५. बालबालिकाहरु घरबाहिर काम गरेको भए गरेको ठाउँमा के कस्तो समस्या भोग्ने गरेका छन् ?

क) गालीगलौज ख) कुटपिट ग) खानामा भेदभाव घ) यौन शोषण ड) मनोवैज्ञानिक तनाव च) खेलमा भेदभाव वा खेल नदिने छ) अन्य .....

७६. तपाईंको परिवारमा बालबालिकाले कमजोरी गरेमा के गर्नु हुन्छ ?

क) गाली ख) कुटपीट ग) खानामा बन्देज घ) कोठामा थुन्ने ड) सम्झाउने च) हेप्ने,निन्दा गर्ने वा मनोवैज्ञानिक तनाव दिने छ) अन्य .....

७७. तल उल्लेखित विषयमा छोरा र छोरीमा कुनै भेदभाव गर्ने गर्नुभएको छ ?

क) शिक्षामा ख) खानपिनमा ग) घरेलुकाममा घ) पोशाकमा

७८. तपाईंको परिवारका बालबालिकाहरुले विद्यालयमा गल्ती गरेमा निम्न यातना पाउने गरेका छन् ?

क) कान समातेर उठबस ख) कुटपीट ग) कक्षा कोठाबाट निष्कासन घ) बेन्चमा उभ्याउने छ) अन्य .....

७९. तपाईंको परिवारलाई आफ्नै उत्पादन/आम्दानीले वर्षमा कति महिना खान पुग्छ ?

क) ३ महिना भन्दा कम खान पुग्ने ख) ३-६ महिना खान पुग्ने ग) ६-९ महिना खान पुग्ने घ) ९-१२ महिना खान पुग्ने ड) बचत हुने च) अन्य.....

८०. तपाईंको परिवारमा कसैले ऋण लिएको छ ?

१. छ २. छैन

यदि छ भने ऋण कहाँबाट लिनुभयो ?

क) बैंक वा वित्तिय संस्था ख) सहकारी संस्था ग) समूह वा सामुदायिक संस्था

घ) साहू महाजन ड) अन्य .....

८१. ऋण लिएको भए कुन उद्देश्यका लागि लिनु भएको हो ?

क) घरायसी कार्य वा घर खर्च ख) कृषि तथा पशुपालन व्यवसाय गर्न ग) उद्योग व्यापार घ) वैदेशिक रोजगारी ड) सामाजिक तथा धार्मिक कार्य गर्न च) शिक्षा छ) विवाह, व्रतबन्ध वा यस्तै व्यावहारिक खर्च ज) गोबरग्यास, सोलार, विजुली आदि राख्न भ) औषधि उपचार ञ) अन्य .....

८२. तपाईंको परिवारका कुनै सदस्य स्थानीय स्तरका कुनै संघसंस्थामा वा समूहमा आवद्ध हुनुहुन्छ ?

क) सामुदायिक संस्था ख) कृषक समूह ग) सामुदायिक संस्था

घ) सहकारी संस्था ड) नागरिक सचेतना केन्द्र च) परम्परागत समूह छ) अन्य .....

### खण्ड ७ बालबालीका

८३. ५ वर्ष मुनिका बालबालिकाले पोषिलो खाना खान पाउँछन् ?

क) पाउँछन् ख) पाउँदैनन्

८४. तपाईंले बालबालिकालाई वर्षमा कति जोर लगा दिनुहुन्छ ?

क) १ जोर ख) २ जोर ग) ३ जोर ४) ४ जोर वा सोभन्दा बढी

८५. बालबालिका बस्ने, पढ्ने कोठा अलग्गै छ ?

क) छ ख) छैन

८६. मानिस बस्ने घर (मूल घर) र गाईवस्तुहरु बाँध्ने गोठ अलग्गै छ ?

क) छ ख) छैन ग) गोठ अलग्गै भए पनि गोठमाथि पनि सुत्ने गरेको छ

८७. बालबालिका बिरामी पर्दा तुरुन्त उपचार गर्ने आर्थिक क्षमता छ ?

क) छ ख) छैन

८८. तपाईंको परिवारका १ वर्ष मुनिकाको मासिक र १ वर्ष भन्दा माथि ५

वर्ष सम्मका बालबालिकाहरुको त्रैमासिक रुपमा तौल लिने गरिएको छ ?

क) छ ख) छैन

५ वर्ष मुनिका बालबालिकाको तौल (वजन)

| क्रस | उमेर(महिनामा) | तौल (वजन) | कुपोषण (कम तौल)छ | पोषणयुक्त(ठिक तौल) छ |
|------|---------------|-----------|------------------|----------------------|
|      |               |           |                  |                      |
|      |               |           |                  |                      |

८९. तपाईंको परिवारको बालबालिकाहरुमा यौनशोषणको कुनै घटना घटेको छ ?

क) छ ख) छैन

९०. तपाईंलाई बाल अधिकारको बारेमा जानकारी छ ?

क) छ ख छैन

९१. परिवारमा बालबालिकासंग सम्बन्धित कुनै विषयमा निर्णय गर्दा उनीहरूलाई पनि सहभागि गराउने गर्नु भएको छ ?

क) गराउने गरेको छ ख) गराउने गरेको छैन

९२. तपाईंको परिवारका कुनै बालबालिका बालगृह वा कुनै संस्थामा बसेका छन् ?

क) छन् ख) छैनन्

९३. तपाईंको परिवारका कुनै बालबालिका सडक बालबालिकाको रुपमा रहेका छन्

क) छन् ख) छैनन्

९४. तपाईंको परिवारमा कुनै बालबालिकामा लागु पदार्थ दुर्व्यसनको लत रहे नरहेको स्थिति के छ ?

| लिङ्ग  | धूम्रपान गर्ने संख्या | नसालु पदार्थ सेवन गर्ने संख्या | कुनै कुलत नरहेको संख्या | जम्मा संख्या |
|--------|-----------------------|--------------------------------|-------------------------|--------------|
| बालक   |                       |                                |                         |              |
| बालिका |                       |                                |                         |              |

९५. तपाईंको परिवारका बालबालिकाहरु बालक्लब / संगठन आदिमा आवद्धता रहेका छन् ?

(सकेसम्म सम्बन्धित बालबालिकाहरुसंग पनि सोध्ने)

| लिङ्ग | स्कूलमा आधारित | समुदायमा आधारित | श्रमिक बाल क्लब | आवद्ध नभएको |
|-------|----------------|-----------------|-----------------|-------------|
|       |                |                 |                 |             |
|       |                |                 |                 |             |

९६. तपाईंलाई बालरोग तथा खोपहरुको विषयमा जानकारी छ ?

क) छ ख) छैन

९७. वित्तिको २ वर्ष भित्र जन्मेका बालबालिकाको विवरण

| लिङ्ग  | जन्मेको जम्मा संख्या | जन्मने वित्तिकै विगौति दूध खुवाएको संख्या | जन्मने वित्तिकै विगौति दूध नखुवाएको संख्या | ६ महिना सम्म आमाको दूध मात्र खुवाएको संख्या | ६ महिनासम्म आमाको दूध र अन्य खानेकुरा पनि खुवाएको संख्या | २ महिना वा सो भन्दा कम मात्र आमाको दूध खुवाएको संख्या |
|--------|----------------------|---|--|---|--|---|
| बालक   |                      |   |  |   |  |   |
| बालिका |                      |   |  |   |  |   |
| जम्मा  |                      |   |  |   |  |   |

९८. तपाईंको परिवारका बालबालिका पढ्ने विद्यालयमा अपाङ्गता भएका विद्यार्थीका लागि विशेष शिक्षाको सुविधा छ ?

क) छ ख) छैन ग) थाहा छैन

९९. तपाईंको परिवारमा निम्न कार्यहरु प्राय : कसले गर्दछ ?

| कार्य                            | महिला | पुरुष |
|----------------------------------|-------|-------|
| घर व्यवहारसम्बन्धि विषयमा निर्णय |       |       |

|                              |  |  |
|------------------------------|--|--|
| घरायसी काममा संलग्न          |  |  |
| बैकमा खाता संचालन            |  |  |
| उपभोक्ता समितिमा सहभागिता    |  |  |
| विद्यालय व्यवस्थापन सहभागिता |  |  |
| उद्योग व्यापारमा सहभागिता    |  |  |

१००. गत एक वर्ष भित्र बाढी, पहिरो असिना जस्ता दैवी प्रकोपबाट पिडित हुनुहुन्छ ?

क) छ ख) छैन

यदि छ भने : कुन प्रकोप बाट पिडित हुनुहुन्छ ? र कति क्षति भएको थियो ?

| दैवी प्रकोपको नाम | भएको क्षति (रकम रु) |
|-------------------|---------------------|
|                   |                     |
|                   |                     |
|                   |                     |

१०१. तपाईंको परिवारको बालबालिका घरेलु कामदार वा बाल श्रमिकको रुपमा काम गर्छन् भने , काम गरेको ठाउमा कुनै यौन शोषण हुने गरेको छ ?

क) छ ख) छैन

१०२. एक वर्षभित्र तपाईंको परिवारमा बालबालिका उपर हिंसा तथा सामाजिक कुरिती सम्बन्धी निम्न कुनै घटना घटेका छन्/छैनन् ?

क) दाइजो सम्बन्धि ख) बहुविवाह ग) घरायसी हिंसा घ) बालविवाह  
ङ)बलात्कार च) महिला/बालबालिका बेचबिखन छ) कुनै पनि घटना नघटेको

१०३. पाँच वर्षमुनिका र ६ वर्षदेखि १८ वर्षसम्मका बालबालिकाको जन्म दर्ता गराएको विवरण

| ५ वर्ष मुनिका बालबालिका |              |                          |                           | ६ देखि १८ वर्षसम्मका बालबालिका |                          |                           |
|-------------------------|--------------|--------------------------|---------------------------|--------------------------------|--------------------------|---------------------------|
| लिङ्ग                   | जम्मा संख्या | जन्म दर्ता गराएको संख्या | जन्म दर्ता नगराएको संख्या | जम्मा संख्या                   | जन्म दर्ता गराएको संख्या | जन्म दर्ता नगराएको संख्या |
| बालक                    |              |                          |                           |                                |                          |                           |
| बालिका                  |              |                          |                           |                                |                          |                           |
| जम्मा                   |              |                          |                           |                                |                          |                           |

१०४.वितेको १ वर्षभित्र तपाईंको परिवारमा ५वर्षमुनिका कुनै बालबालिकाको मृत्यु भएको छ ?

१) छ २) छैन

इदि छ भने कति जनाको मृत्यु भएको थियो र के कारणबाट मृत्यु भएको थियो ?

| लिङ्ग  | मृत्यु भएको जम्मा संख्या | मृत्यु हुनाको कारण |
|--------|--------------------------|--------------------|
| बालक   |                          |                    |
| बालिका |                          |                    |

१०५. एक वर्षमुनिका बालबालिकालाई खोप लगाएको विवरण

| लिङ्ग         | जम्मा संख्या -<br>number of<br>children_ | वि.सी.जि.लगाए<br>को संख्या | डी.पि.टि.१<br>लगाएको सं<br>ख्या | डी.पी.टी.<br>२<br>लगाएको<br>संख्या | डी.पी.टी.३<br>लगाएको संख्या | दादुरा/रुवेला<br>विरुद्धको खोप<br>लगाएको संख्या | हेपाटाईटिस बी<br>विरुद्धको खोप<br>लगाएको संख्या |
|---------------|--|----------------------------|---------------------------------|------------------------------------|-----------------------------|---|---|
| बालक संख्या   |  |                            |                                 |                                    |                             |   |   |
| बालिका संख्या |  |                            |                                 |                                    |                             |   |   |
| तेश्रो लिंगी  |  |                            |                                 |                                    |                             |   |   |
| जम्मा         |  |                            |                                 |                                    |                             |   |   |

१०६. ५ वर्षमुनिका बालबालिकालाई वर्षको २ पटक भिटामिन ए, जुकाको औषधि र पोलियो थोपा खुवाएको विवरण

| लिङ्ग         | जम्मा संख्या | भीटामिन ए खुवाएका<br>बालबालिकाको संख्या | जुकाको औषधि खुवाएका<br>बालबालिकाको संख्या | पोलियोथोपा खुवाएका<br>बालबालिकाको संख्या |
|---------------|--------------|---|---|--|
| बालक संख्या   |              |   |   |  |
| बालिका संख्या |              |   |   |  |
| जम्मा         |              |   |   |  |

१०७. दुई बालबालिका चिन्ह भएको आयोडिनयुक्त नुन प्रयोग गर्ने गर्नुभएको छ ?

क) छ ख) छैन

१०८. बित्तिको १ वर्षभित्रको तपाईंको परिवारमा रहेका गर्भवती महिलाको स्वास्थ्य अवस्था बारे जानकारी

| गर्भवती आमाको<br>विवरण | गर्भवती परीक्षण<br>गरेको पटक(संख्या) | आईरन चक्की को<br>प्रयोग (<br>चक्की संख्या) | टी.टी.खोप<br>लगाएको संख्या | प्रसूति भए<br>नभएको | प्रसूती कहाँ भएको -तलको<br>कोठामा नम्वर लेख्ने)<br>१.स्वास्थ्य संस्थामा<br>२. घरमा स्वास्थ्य<br>कर्मीको सहयोगमा,<br>३. घरमा स्वास्थ्य<br>कर्मीको सहयोग विना | न्वजात शिशुको<br>जाँच<br>गराएको संख्या |
|------------------------|--------------------------------------|--|----------------------------|---------------------|---|--|
| गर्भवती १              |                                      |  |                            |                     |   |  |
| गर्भवती २              |                                      |  |                            |                     |   |  |
| गर्भवती ३              |                                      |  |                            |                     |   |  |

१०९. अनौपचारिक शिक्षामा बाल -विद्यालय शिक्षाबाट वंचित (१० देखि १४ वर्ष सम्मका ) सहभागिता

| अनौपचारिक शिक्षा<br>लिईरहेका | संख्या |
|------------------------------|--------|
| बालक                         |        |
| बालिका                       |        |
| जम्मा                        |        |

११०.गएको ३ वर्षभित्र तपाईंको परिवारमा कसैको विवाह भएको भए सो को विवरण दिनुहोस् ।

| विवाह भएको | कति जना | विवाह गर्दाको उमेर कति<br>वर्षको थिया |
|------------|---------|---------------------------------------|
| महिला      |         |                                       |
| पुरुष      |         |                                       |



|       |  |  |
|-------|--|--|
| जम्मा |  |  |
|-------|--|--|

१११. तपाईंका घरका १८ वर्षभन्दा कम उमेरका कतिजना बालबालिका देहायको निकायमा प्रतिनिधि वा सदस्य रहेका छन् ?

| विवाह भएको | स्थानीय निकाय | स्थानीय योजना तजुमावा कार्यान्वयन समिति | स्थानीय स्वास्थ्य संस्था व्यवस्थापन समिति | स्थानीय विद्यालय व्यवस्थापन समिति | स्थानीय बाल समुह वा बाल क्लब, बालमैत्री स्थानीय शासन समिति वा बाल संजाल |
|------------|---------------|---|---|-----------------------------------|---|
| बालक       |               |   |   |                                   |   |
| बालिका     |               |   |   |                                   |   |
| जम्मा      |               |   |   |                                   |   |

### खण्ड ८ पशुसेवा सम्बन्धि तथ्याङ्क प्रस्नावलि

११२. गोठ रहेको जग्गा

क) निजि ख) भाडामा ग) सरकारी घ) अन्य

११३. भाडामा भए करारनामा अनुसारको

जग्गा धनिको नाम थर ठेगाना, .....

भाडा वा निजि जग्गाको क्षेत्रफल .....

भाडाको वार्षिक दर .....

११४. पशुपालनको विवरण :

क) गाई ख) भैसी ग) वाखा घ) कुखुरा ङ) बंगुर च) अन्य

११५. फार्म संचालन भएको मिति : .....

११६. फार्म संस्थागत / व्यक्तिगत के हो ? .....

११७. कुन निकायमा दर्ता भएको हो ? .....

११८. स्थाई लेखा नं. भएको / नभएको .....

भएको भए स्थाई लेखा नंम्बर .....

११९. पशुहरुको एकिकन संख्या विवरण

१) गाई ..... २) भैसि ..... ३) वाखा ..... ४) कुखुरा ..... ५) बंगुर

..... ६. अन्य .....

१२०. घाँसे खेति भए/नभएको

भएमा क्षेत्रफल कति .....

जग्गा भाडामा वा निजि ..... / भाडामा भए वार्षिक भाडा दर .....

जग्गा धनिको नाम, थर ठेगाना .....

१२१. कृषि ऋण लिए/नलिएको .....

१२२. लिएको भए ऋण लिएको रकम .....

लिएकोभए कुन मितिमा लिएको .....

१२३. पशुविमा भए / नभएको .....

१२४. कुनै संस्था निकायवाट सहयोग / अनुदान प्राप्त भए/नभएको ? .....

१२५. नियमित खोप लगाएको/नलगाएको .....

१२६. लगाएको भए कुन कुन खोप लगाएको छ ?

क) एच.एस.र वि.क्यू. ग) एफ.एम.डी.घ) पि.पि.आर. ङ) अन्य

१२७. नियमित आन्तरिक परजिवि विरुद्ध औषधि प्रयोग भए नभएको .....?
१२८. तपाईंको पशुलाई खुवाउने दानाको स्रोत  
क)स्थानीय ख)वजार ग)अन्य
१२९. तपाईंको फार्मको वार्षिक उत्पादन के र कति ?  
क) .....ख) .....
१३०. उत्पादित सामानको कहाँ खपत हुन्छ ?  
क)स्थानीय स्तर ख) शहर ग)अन्य
१३१. तपाईंको फार्ममा कामदार संख्या .....?  
क) पारिवारिक .....ख) कामदार..... ग)  
अन्य.....
१३२. पशुको वार्षिक मृत्युदर ?  
क)गाई (संख्यामा).....ख) भैसी(संख्यामा).....ग)  
वाखा(संख्यामा).....घ)वंगुर(संख्यामा).....ङ) कुखुरा(संख्यामा)..... (   
च)अन्य.....
१३३. पशु उपचार सेवा  
क)निजि क्लिनिक ख) सरकारी ग ) आफै
१३४. पशुव्यावशायीले संम्बन्धित विषयमा कुनै तालिम, डिग्री, योग्यता लिनुभएको छ .....?
१३५. तपाईं यो पशु व्यावशाय गर्न पूर्व वैदेशिक रोजगारीमा जानुभएको थियो.....?
- १) थियो भने कुन देशमा .....?
१३६. तपाईंको पशु व्यवसाय वाट खुद वार्षिक आम्दानी कति हो .....?
१३७. के तपाईं यो पेशामा सन्तुष्ट हुनुहुन्छ .....?
१३८. प्राकृतिक गर्वाधान वा कृत्रिम गर्वाधान मध्ये के गराउनु हुन्छ .....?
१३९. मासुपसल भए दर्ता भए नभएको .....?
१४०. दर्ता भए स्थाई लेखा नम्बर.....?
१४१. डिफिज छ छैन .....?
१४२. डेरी पसल भए दर्ता भए नभएको .....?
१४३. दर्ता भए स्थाई लेखा नम्बर कति हो .....?
१४४. दैनिक दुध कति खपत हुन्छ .....?
१४५. तपाईं सँग दुधको प्रोडक्ट के के छ .....?
१४६. दुधको स्रोत के के हो .....?

### **खण्ड ९ सहकारी संम्बन्धि प्रस्नावली**

१४७. सहकारी संम्बन्धि जानकारी छ/ छैन.....?
- तपाईं मासिक वचत गर्नुहुन्छ ? गर्छु/गर्दिन.....?

१४८. तपाईंको घरबाट सहकारीमा कति जनाले वचत गर्ने गरेका छन्  
.....?

मसिक बचत कति रु.....

१४९. तपाईंको घरबाट सहकारी संस्थाको संचालक पदमा कोही हुनुहुन्छ ?  
हुनुहुन्छ भने महिला कति .....

पुरुष कति .....

कुन कुन पदमा हुनुहुन्छ .....

१५०. सहकारी संस्थाबाट तपाईंको आर्थिक स्तरमा वृद्धि भएको छ / छैन ?  
.....?

१५१. सहकारी संस्थाबाट ऋण लिने गर्नुभएको छ / छैन .....

१५२. तपाईं कतिवटा सहकारी संस्थामा अवद्ध हुनुहुन्छ ? .....

१५३. तपाईं कस्तो खालको संस्थाको सदस्य हुनुहुन्छ ?

क) वचत तथा ऋण ख) बहुउद्देश्यीय सहकारी संस्था ग) कृषि सहकारी घ) महिला  
द्वारा संचालित समूह

१५४. सहकारी संस्थाबाट ऋण लिएको कारण तपाईंको घर, जग्गा लिलाम भएको छ  
?

छ/ छैन.....?

१५५. तपाईं साधारण सभामा जानुहुन्छ ? .....

### **खण्ड १० कृषि सम्बन्धी**

१५६ कुनै कृषि समूह संग आवद्ध हुनुहुन्छ ?

छ / छैन

१५७. छ भने कुन समूह संग आवद्ध हुनुहुन्छ ?

१५८. विउ विजन पसल छ / छैन ?

१५९. छ भने रजिष्ट्रेशन / नविकरण छ/ छैन ?

१६०. कृषि व्यावसायमा संलग्न हुनुहुन्छ ? छ/ छैन

१६१. छ भने व्यावसायको नाम :

क्षेत्रफल :

१६२. सिंचाईको श्रोत के हो ?

क) कुलो ख) नहर ग) ट्युबवेल घ) ईनार

१६३. कुन कुन रोग किराहरुले वालिमा क्षति पु-याई रहेको छ ..... नाम  
लेख्ने

यति धेरै सूचना दिनुभएकोमा धन्यवाद ।

सूचना दाताको नाम

सूचना संकलकको नाम :

प्रमाणित गर्नेको नाम

सही :

सही :

सही :

सूचना लिएको मिति

### संस्थागत प्रस्नावली

१. संस्थाको नाम ठेगाना :.....
२. संस्थाको दर्ता मिति :.....
३. संस्थाको दर्ता नम्बर :.....
४. दर्ता भएको कार्यालय :.....
५. प्यान नं.....
६. चालु आ. व. को कर चुक्ता छ / छैन ?.....  
कुन आ.व.को कर चुक्ता प्रमाणपत्र छ ?.....  
कर चुक्ता नभएको भए कारण .....
६. कार्यक्षेत्र कहाँ कहाँ हो ?  
क) टोखा न. पा. ख) अन्य.....
७. संस्थाको घर आफ्नै हो की भाडामा हो ? .....
८. आफ्नै हो भने घर को नक्सा पास छ / छैन ? .....
९. भाडामा भए बाषिक / मासिक कति तिर्नु हुन्छ ? रु.....
१२. यो संस्थाबाट सामाजिक कार्यहरु केही भए गरेका छन् / छैनन् ? .....
१३. छन् भने के के कार्यक्रमहरु गर्नु भएको छ ?  
१.....  
२.....
१४. यो कार्यक्रम बाट लाभान्वित जनसंख्या कति हो .....
१५. वार्षिक कारोबार कति हुन्छ ?  
आम्दानी रु..... खर्च रु.....
१६. यो संस्थाबाट के के सुविधा उपलब्ध छ ?  
१.....  
२.....  
३.....
१७. यस संस्था बाट लाभान्वित जनसंख्या (दैनिक , मासिक, वार्षिक)  
.....
१८. सेयर सदस्य छन् / छैनन्  
छन भने क) साधारण सेयर संख्या .....  
ख) अन्य सेयर संख्या.....
१९. कार्यरत जनशक्तिको विवरण :

| क्र सं | नाम | ठेगाना | शैक्षिक योग्यता | सम्पर्क नं | संस्थामा कार्य सुरु गरेको मिति | कैफियत |
|--------|-----|--------|-----------------|------------|--------------------------------|--------|
|        |     |        |                 |            |                                |        |
|        |     |        |                 |            |                                |        |
|        |     |        |                 |            |                                |        |

माथि उल्लेखित कोलम आवश्यकता अनुसार थप्न सकिने छ ।

२०. संस्थाको कार्यसमितिको विवरण :

| क्र सं | नाम | ठेगाना | महिला | पुरुष | सम्पर्क नं | कैफियत |
|--------|-----|--------|-------|-------|------------|--------|
|        |     |        |       |       |            |        |
|        |     |        |       |       |            |        |
|        |     |        |       |       |            |        |

माथि उल्लेखित कोलम आवश्यकता अनुसार थप्न सकिने छ ।

२१. टोखा नगरमा दर्ता छ / छैन .....

२२. दर्ता भए दर्ता नम्बर र मिति .....

२३. संस्थाको सम्पर्क व्यक्तिको

क) नाम थर ..... ख) पद ..... ग) सम्पर्क नम्बर

.....

२४. संस्थाको प्रकृति

क) शैक्षिक ख) स्वास्थ्य ग) गै.स.स. घ) निजि कम्पनी ङ) बैंक च) सहकारी संस्था  
छ) भेटनरी ज) कृषि झ) होटल ञ) पत्रकारीता ट) पसल

### २४.क) शैक्षिक संस्था सम्बन्धि प्रस्नावली

१. विधार्थीको विवरण

| सि.नं | कक्षा | छात्रा संख्या | छात्र संख्या | जम्माविधार्थी संख्या | कैफियत |
|-------|-------|---------------|--------------|----------------------|--------|
| १     |       |               |              |                      |        |
| २     |       |               |              |                      |        |
| ३     |       |               |              |                      |        |
| ४     |       |               |              |                      |        |

माथि उल्लेखित कोलम आवश्यकता अनुसार थप्न सकिने छ ।

२. शिक्षक सम्बन्धी विवरण

| सि.नं | शिक्षकको नाम थर | शैक्षिक योग्यता | स्तर | शुरु नियुक्ति मिति | पुरुष संख्या | महिला संख्या | जम्मा शिक्षक संख्या |
|-------|-----------------|-----------------|------|--------------------|--------------|--------------|---------------------|
| १     |                 |                 |      |                    |              |              |                     |
| २     |                 |                 |      |                    |              |              |                     |
| ३     |                 |                 |      |                    |              |              |                     |

माथि उल्लेखित कोलम आवश्यकता अनुसार थप्न सकिने छ ।

३. खानेपानी बालमैत्री छ/छैन .....

४. शौचालय बालमैत्री छ/छैन .....

५. कक्षाकोठा बालमैत्री छ/छैन .....
६. बालबालिकाको लागि खाजाको व्यवस्था छ/छैन ? .....

### २४(ख).स्वास्थ्य सम्बन्धि प्रस्तावली

१. यो कुन स्तर को स्वास्थ्य संस्था हो ?  
 क) प्राथमिक स्वास्थ्य केन्द्र ख) इलाका स्वास्थ्य चौकी ग)  
 जिल्ला स्तरिय स्वास्थ्य संस्था घ) निजी क्लीनिक ड) अन्य
२. यो स्वास्थ्य संस्थाबाट कुन कुन रोगको उपचार हुन्छ ?  
 १.....  
 २.....  
 ३.....  
 ४.....
३. उपचारका लागि आधुनिक उपकरणहरु के के छन् ?  
 १.एक्स रे मेसिन २. भिडियो एक्सरे ३)अल्ट्रा साउण्ड ४) अन्य आधुनिक  
 उपकरण
४. कति बेडको क्षमता छ :.....
५. कति जना चिकित्सक वाट सेवा प्रदान गर्नु हुन्छ :.....

### २४(ग).भेटीरीनरी

१. यो संस्था बाट पशुहरुको कुन कुन रोगको उपचार हुन्छ ?  
 रोगको नाम १.....  
 २.....  
 ३.....
२. यो कुन स्तर को उपचार केन्द्र हो ?  
 १.गाउँ स्तरीय २) इलाका स्तरीय ३) जिल्ला स्तरीय ४) अन्य
३. आधुनिक उपचार उपकरण हरु के के छन् ?
४. उपचार उपकरण को नाम  
 १.....  
 २.....  
 ३.....

५. कति क्षमता छ :.....
६. कति जना चिकित्सक वाट सेवा प्रदान गर्नु हुन्छ :.....

### २४(घ). कृषि

१. यो संस्था बाट आधुनिक कृषि प्रविधिहरु के के उपलब्ध छन् ?  
 १.....  
 २.....  
 ३.....
२. आधुनिक कृषि औजारहरु के के उपलब्ध छन् कृषकहरुको लागि ?  
 १.....

- २.....
- ३.....
३. मल, बिउ, किटनासक औषधि, के के उपलब्ध छन् कृषकहरुको लागि ?
- मल
- १.....
- २.....
- ३.....
- बिउ
- १.....
- २.....
- ३.....
- किटनासक औषधि
- १ .....
- २.....
- ३.....

#### २४(ड). . होटल/गेष्ट हाउस/पार्टी प्यालेस

१. कति जनालाई दैनिक रुपमा सेवा प्रदान गर्नु हुन्छ र
- क) खाना र वास .....ख) खाना मात्र .....ग) वास मात्र.....

#### २४(च). . पत्रकारीता

१. पत्रकारीता कुन विषय संग सम्बन्धित छ ?
- १)आर्थिक २) सामाजिक ३) खेलकुद ४) कृषि ५) अन्तराष्ट्रिय ६) अन्य
२. पत्रिकाको किसिम
- १) दैनिक २) साप्ताहिक ३) पाक्षिक ४)मासिक ५) त्रैमासिक ६) अन्य
३. पत्रकारीता
- १) रेडियो २) टेलिभिजन ३) अनलाइन ४) अन्य

#### २४(द).पसल

१. के को पसल हो ? .....
२. समस्या हरु के के पाउनुभएको छ ?
- १.....
- २.....
- ३.....
३. समाधानका उपायहरु के के हुन सक्छन् ?
- १.....
- २.....
- ३.....
- ४.....

## वैज्ञानिक ठेगाना प्रणाली

हाम्रो देशको धेरै जसो शहरहरू जस्तै नगरपालिका, साना सहर आदिहरूमा द्रुततरुप शहरीकरण भैरहेको छ, यसरी अव्यवस्थित रूपमा विकास भएका शहरहरूको घरहरू पहिल्याउन गाह्रो पर्ने भएको हुनाले सोहि अवस्थालाई सुहाउने एक सरल र वैज्ञानिक ठेगाना प्रणाली प्रयोग गर्नुपर्ने रहेकोछ । प्रायजसो द्रुततर गतिमा विकास भईरहेको नगरपालिकाहरूका सन्दर्भमा वैज्ञानिक ठेगाना प्रणालीको अभाव महशुस गरिएको छ । शहरीकरण संगसंगै थुप्रै नया घरहरूको निर्माण हुने, भईरहेका घरहरूको संरचनामा परिवर्तन हुने र नया बाटाहरूको निर्माणले गर्दा शहरी स्वरुपभनभन जटिल हुँदै गईरहेकाले शहरहरूका घरहरू सजिलै पहिचानगर्नको लागि एउटा सरल, बुझिने र लचिलो ठेगाना प्रणाली तथा नक्साहरूको आवश्यकता महशुस गरिएको छ ।

विभिन्न सेवाप्रदायक निकायहरूले आफ्नो सेवा सुविधा प्रवाहको उद्देश्यले आफ्नै किसिमले घर नम्बर राख्ने गरेकाले घर नम्बर मा एकरुपता नहुँदा नगरपालिकाहरूको ठेगाना पद्धतीमा अन्योलको स्थिती पैदा भएको छ । यसका साथै स्थानीय कर संचालनलाई पनि वैज्ञानिक ठेगाना प्रणाली बढी आवश्यक छ । यसैले व्यवस्थित तथा दिगो शहरी विकासको लागि नेपालका नगरपालिकाहरूमा सरल, व्यवहारिक, लचिलो तथा वैज्ञानिक ठेगाना प्रणाली लागु गर्नुपर्ने आवश्यकतालाई महशुस गरी सबै नगरपालिकाहरूलाई वैज्ञानिक ठेगाना प्रणाली लागुगर्न सजिलो होस भन्ने अभिप्रायले शहरी विकास तथा भवन निर्माण विभागले ठेगाना प्रणाली निर्देशिका तयार गरेको छ ।

## मेट्रिक ठेगाना प्रणालीका विषेशताहरू

- क) घरको नम्बर बाटोको शुरु बिन्दुबाट दुरीको आधारमा दिईने ।
- ख) प्रयोगकर्ताले दुरीको अन्दाजमा आफुले खोजेको घर पत्ता लगाउन सक्ने ।
- ग) घर र घडेरीहरू थपघट हुँदा पनि घर नम्बर प्रवाहमा कुनै असर नपर्ने ।
- घ) बाटोको संकेत नम्बरको आधारमा बाटो र घर नगरको कुन क्षेत्रमा छ भनेरअन्दाज गर्न सकिने ।
- ङ) घर नम्बर घर थपिँदा वा टुक्रिँदा पनि निरन्तर रूपमा एउटै किसिमको प्रवाह हुने र यसको एक रुपतामा कायमै रहने र साथै तिनीहरूको तथ्याङ्क लगायत भू(सन्दर्भ (न्भय(चभाभचभलअप्लन) प्रणालीमा राख्न संभव हुने ।
- च) स्थानीय कर संकलन गर्न र घर परिवारहरूको सूचना प्रणाली कायम गर्न मद्दत मिल्ने ।
- छ) यो ठेगाना प्रणाली अरु संस्थाहरूको प्रयोगको लागि पनि उपयुक्त हुने ।

## ठेगाना प्रणालीको विकास र कार्यान्वयन

मेट्रिक ठेगाना प्रणालीको विकास र कार्यान्वयनको लागि क्रमबद्धरुपमा देहायका चरणहरू (Phase) अपनाईने छन ।

- १ ठेगाना क्षेत्र विभाजन
- २ बाटो नाम र नम्बर प्रणाली
- ३ घर नम्बर प्रणाली
- ४ वैधानिकता



## ठेगाना क्षेत्र विभाजन

यस अन्तर्गत नगरपालिकालाई भौगोलिक र भौतिक विकासको आधारमा विभिन्न क्षेत्रहरूमा विभाजन गर्नु पर्दछ । यो विभाजन शहरी व्यवस्थापन र विकास योजनाको लागि आवश्यक नभए पनि ठेगाना प्रणालीको लागि भने मुख्यतः बाटोलाई पहिल्याउन सजिलोको लागि हो । बाटोको संकेत नम्बर प्रत्येक क्षेत्रको लागि अलग अलग हुने हुँदा कम्प्युटर सूचना प्रणालीमा बाटो संख्याको आकार व्यवस्था गर्न सजिलो हुन्छ । क्षेत्र विभाजन गर्दा सकेसम्म बढी स्थायित्व हुने प्राकृतिक तत्वहरू जस्तै नदी, खोला, सडकबाट गरिनु पर्दछ । क्षेत्र विभाजन गर्दा वडा सिमानासंग मेल खाने हुनु पर्दछ । जस्तो: बजार क्षेत्र, कार्यालय क्षेत्र, पहाडी क्षेत्र आदी ।

### बाटो नाम र नम्बर प्रणाली

यस चरणमा प्रत्येक बाटोहरूलाई नामाकरण गरिन्छ र कम्प्युटर प्रणालीमा व्यवस्थित किसिमले राख्न बाटो संकेत नम्बर दिईन्छ । यसरी दिईएको बाटो नम्बरले बाटो सम्बन्धी सूचना व्यवस्थापनमा मद्दत पुग्दछ । त्यसपछि बाटोको किसिम र पश्चिमोत्तरबाट पूर्व दक्षिण तर्फ उपसंख्या दिइन्छ । बाटो नम्बरको सुरुवात क्षेत्र नम्बरले गरिने भएकाले बाटो हेर्ने वित्तिकै कुन क्षेत्रको भन्ने पत्ता लाग्दछ ।

### घर नम्बर प्रणाली

मेट्रिक ठेगाना प्रणालीमा घर नम्बर घर सम्म पुगिने बाटोसंग सम्बन्धित हुन्छ । अतः घर नम्बर घर संग जोडिएको बाटोको शुरु बिन्दु देखिको मुलढोका वा द्वारसम्मको मिटरमा नापिएको दुरी हो । यसबाट बाटो पत्तालाने वित्तिकै घर कति टाढा छ भन्ने अनुमान गर्न सकिन्छ । मूलढोकाले घरको पहिचान गराउने भएकाले भविष्यमा घर टुक्रिदा पनि घर नम्बरको क्रमिकता कायमै रहन्छ । यसरी नापिने दुरीले घरको अवस्थिति मात्र जनाउने भएकाले यो दुरी दशमलवमा वा नापेर आएको अंक थ्याक्दै हुनु जरुरी छैन । घर नम्बर जहिले पनि पूर्ण अंकमा दिइन्छ ।

घर नम्बर दिँदा बाटोको बायाँपट्टी बिजोडी र दायाँपट्टी जोडी नम्बर दिइन्छ । यो घर नम्बर प्रणालीको सामान्य सिद्धान्त भए पनि स्थलगत अवस्थिती माथि उल्लेख गरेको भन्दा भिन्न स्थिति पनि हुन सक्दछ ।

### घर नम्बर प्रणाली

मेट्रिक ठेगाना प्रणालीमा घर नम्बर घर सम्म पुगिने बाटोसंग सम्बन्धित हुन्छ । अतः घर नम्बर घर संग जोडिएको बाटोको शुरु बिन्दु देखिको मुलढोका वा द्वारसम्मको मिटरमा नापिएको दुरी हो । यसबाट बाटो पत्तालाने वित्तिकै घर कति टाढा छ भन्ने अनुमान गर्न सकिन्छ । मूलढोकाले घरको पहिचान गराउने भएकाले भविष्यमा घर टुक्रिदा पनि घर नम्बरको क्रमिकता कायमै रहन्छ । यसरी नापिने दुरीले घरको अवस्थिति मात्र जनाउने भएकाले यो दुरी दशमलवमा वा नापेर आएको अंक थ्याक्दै हुनु जरुरी छैन । घर नम्बर जहिले पनि पूर्ण अंकमा दिइन्छ ।

घर नम्बर दिँदा बाटोको बायाँपट्टी बिजोडी र दायाँपट्टी जोडी नम्बर दिइन्छ । यो घर नम्बर प्रणालीको सामान्य सिद्धान्त भए पनि स्थलगत अवस्थिती माथि उल्लेख गरेको भन्दा भिन्न स्थिति पनि हुन सक्दछ ।

## वैधानिकता

क) स्थानीय स्वायत्त साशन ऐन, २०५५ ले नगरपालिकाहरूलाई ठेगाना प्रणाली अध्यावधिक गर्ने अधिकार दिएको छ । (स्थानीय स्वायत्त साशन ऐन, २०५५ को परिच्छेद ३, धारा ९६ को दफा (त्र) उपदफा १३ बमोजिम)

ख) स्थान र बाटोको नामकरण संवन्धि विवादहरु हुन सक्ने भएको हुनाले यि नामहरुलाई नगरपालिकाले औपचारिक स्क्ती प्रदान गरेपछि सामान्यतः फेर्न पाईदैन । यसरी दिइने नाम स्थानीय चलन चल्ती, ऐतिहासिकता र स्थानीय वासिन्दाहरुसंगको परामर्श तथा छलफलबाट मात्र दिईनु पर्दछ । एक भन्दा बढी वडा वा ठेगाना क्षेत्र मा विस्तार भएर जाने सडकको नाम नगरपालिका नगरपरिषदले राख्नु पर्ने हुन्छ । कुनै कारणवश नाम फेर्नु पर्ने भएमा नगरपालिका बोर्डको औपचारिक निर्णय आवश्यक पर्दछ ।

ग) नगरपालिकाले वितरण गरेको घर नम्बर ठेगाना प्रयोजनको लागि मात्र भएकाले यसले घर जग्गाको स्वामित्व लगायत अन्य प्रयोजनको लागि वैधानिकता प्रदान गर्ने छैन ।

घ) घरको भित्ता वा खम्बामा नगरपालिकाबाट सडक नाम पाता टाँस गर्दा वा लगाउदा कसैले बाधा विरोध गर्न पाइने छैन । बाधा विरोध गर्ने व्यक्तीलाई सार्वजनिक हितको काम गर्दा बाधा पुराएको मानी कार्यवाही गर्न सकिने छ ।

ङ) बाटोको नाम पाता नगरपालिकाको सार्वजनिक संपत्ती भएकाले यसलाई नास गर्ने, यस माथि विज्ञापन लगायत अन्य वस्तुहरु टाँस्ने, छोप्ने र क्षय गर्ने कार्यलाई सार्वजनिक सम्पत्ती नष्ट गरे सरह मानी कारवाही गर्न सकिने छ । सार्वजनिक जानकारीको लागी उपयोग गरिने बाटो नाम पाता व्यक्तिगत घर पर्खालमा राख्न नगरपालिकाको अधिकार हुने छ ।

च) ठेगाना प्रणालीलाई अद्यावधिक राख्न नगरपालिकामा ठेगाना इकाई स्थापना गरी सो माफत कार्य अगाडी बढाउन सकिन्छ ।

### बाटोको संकेत

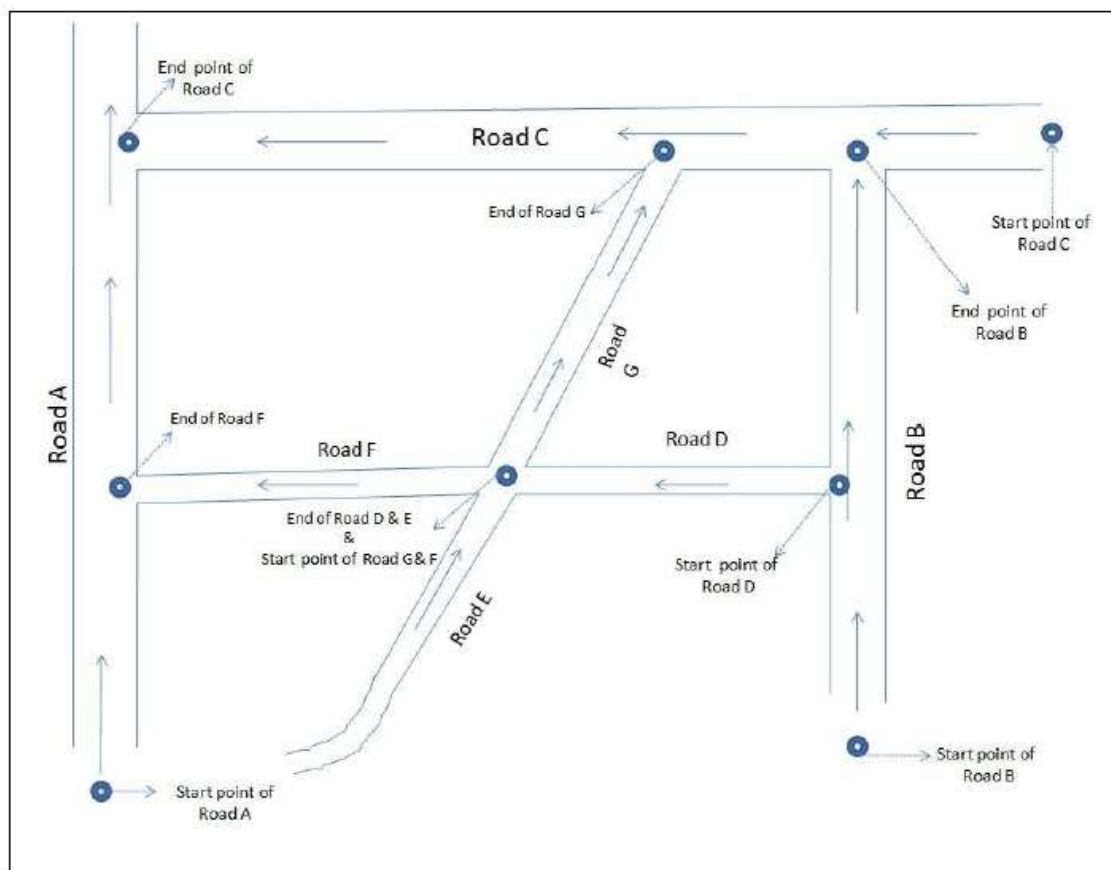
नगरपालिकामा रहेका बाटोहरुको स्तर अनुसार वर्गिकरण गरी तिनीलाई संकेत नम्बर दिनु पर्दछ । तालिका मा ठेगाना क्षेत्र भित्र पर्ने बाटोहरुको संकेत नम्बर उदाहरणको रुपमा दिईएको छ ।

| संकेत नं. | बाटोको वर्गिकरण | चौडाई (मिटर)     | कैफियत |
|-----------|-----------------|------------------|--------|
| १         | राजमार्ग        | ५०               |        |
| २         | पथ              | १५-४९            |        |
| ३         | सडक             | १०-१४            |        |
| ४         | मार्ग           | ३-९              |        |
| ५         | गल्ली           | ३ वा सो भन्दा कम |        |

### बाटोको संकेत अंक

नक्सामा प्रत्येक बाटोलाई ९ अंकले चिनिने छ । त्यस मध्ये शुरूको ७ अंकले बाटोको भौगोलिक अवस्थिती र बाँकी २ अंकले (पहिलो अंकले बाटोको किसिम/बाटो संकेत र दोश्रो अंकले बाटो संख्या) बाटो जनाउदछ ।

उदाहरणका लागि ३२९२३९९(४५ ले शुरूको ७ अंकले सडकको भौगोलिक अवस्थिति (९×९ किलोमिटर ग्रिड) ,४ ले मार्ग र ५ ले उत्तर पश्चिम कुना बाटोको पाचौं सडक जनाउदछ ।



### बाटोको किसिम र नाम

ठेगाना प्रणालीको लागि प्रत्येक बाटोको नाम हुनु आवश्यक छ । बाटोको नाम दिनु नगरपालिकाको दायित्व भित्र पर्दछ । हाल भैरहेको बाटाहरुको नाम कायमै राखिने छ । नयाँ विस्तार भएको क्षेत्रमा धेरै ठाउँहरुमा बाटोको नाम राखिने छैन । अतः बिना नामका बाटाहरुको नाम राख्न निम्न प्रकृयाहरु सुझावको रुपमा प्रस्तावित गरिएका छन् ।

- परम्परागत नामहरु लाई यथावत राखिने छन् ।
- मुख्य बाटोलाई मुख्य ठाउँको आधारमा नाम दिईने छ । जस्तै शंखमुल जाने बाटो लाई शंखमुल मार्ग ।
- सबै बाटोहरुलाई स्थानीय र मौलिक नाम दिनु पर्ने छ ।
- सामान्यतः हरेक बाटोको सम्पूर्ण लम्बाई भरी एउटै नाम हुनु पर्दछ ।
- बाटोको नाम त्यसले जोडेको अन्तिम प्रचलित ठाउँको नाम राख्न सकिने छ । जस्तै विश्वविद्यालय जाने बाटोलाई विश्वविद्यालय मार्ग राख्न सकिन्छ ।
- बाटोको नाम राख्दा कुनै राजनैतिक असर पर्ने गरी राख्नु हुदैन ।
- कुनै पनि जिउँदो व्यक्तिको नाम बाट राख्नु हुदैन ।
- अनुसूची (९) मा नगरपालिकाहरुको लागि लागि बाटोको वर्गिकरण प्रस्ताव गरिएको छ ।

## घर नम्बर प्रणाली

निम्न लिखित नियमहरूको आधारमा घर नम्बर प्रणाली निर्धारण गरिनु पर्दछ ।

क) यस ठेगाना प्रणालीमा प्रत्येक भवनलाई मौलिक (Unique) नम्बर दिईन्छ । यस नम्बर घरमा पुग्ने बाटो तर्फको मुल ढोका वा द्वार सम्मको दुरीको आधारमा दिईने छ ।

ख) हरेक घरमा प्रवेश गर्ने ढोका वा द्वार र बाटोको सुरु बिन्दु (Datum Point) सम्मको बीच बाटोको दुरी मिटरमा नापिने छ । बाटोको सुरु देखी अन्तसम्म घर नम्बर बढ्दै जाने छ तर यो वृद्धि नम्बर क्रमिक रुपले भन्ने हुने छैन । दुरीको आधारमा घर नम्बर बढ्ने भएकाले घर नम्बर २,४,६,८ आदीको आधारमा क्रमवद्ध रुपमा नबढी दुरी अनुसार २,८,१०,२४,३० आदी हुन सक्दछ ।

उदाहरणको लागि यदि दुईवटा घरहरूको बिच बाटोमा दुरी बाटोको सुरु बिन्दु देखी करिब १८ र २४ मीटरहरूमा छन भने तिनीहरूले क्रमशः १८ र २४ घर नम्बर प्राप्त गर्दछन । यदी बाटोको दायाँ तिर रहेको घरको दुरी ११.६ मिटरमा छ भने त्यस घरलाई १२ नम्बर र सोही दूरीमा रहेको बाटोको बायाँ तिरको घरलाई ११ नम्बर दिईने छ । नम्बर दिदा दशमलव वा भिन्न (Decimal or Fraction) नम्बरमा दिईने छैन ।

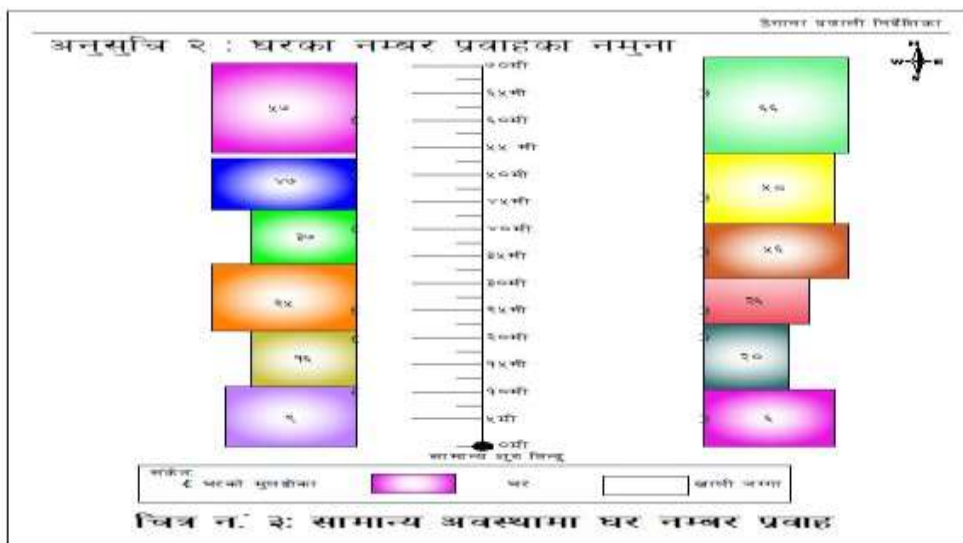
ग) प्रत्येक घरको एउटा मात्र मूल ढोका वा द्वार मानिने छ र एउटै मात्र नम्बर दिईने छ ।

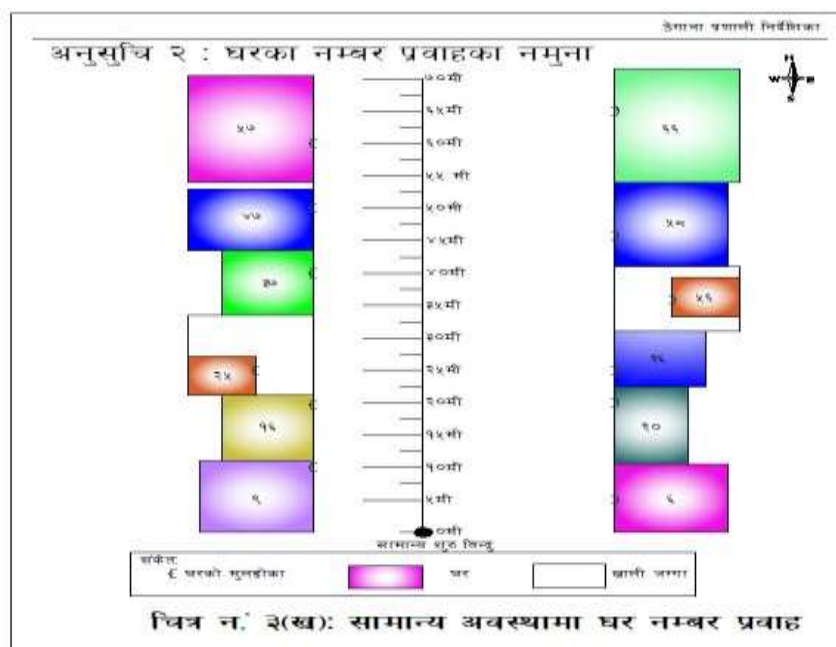
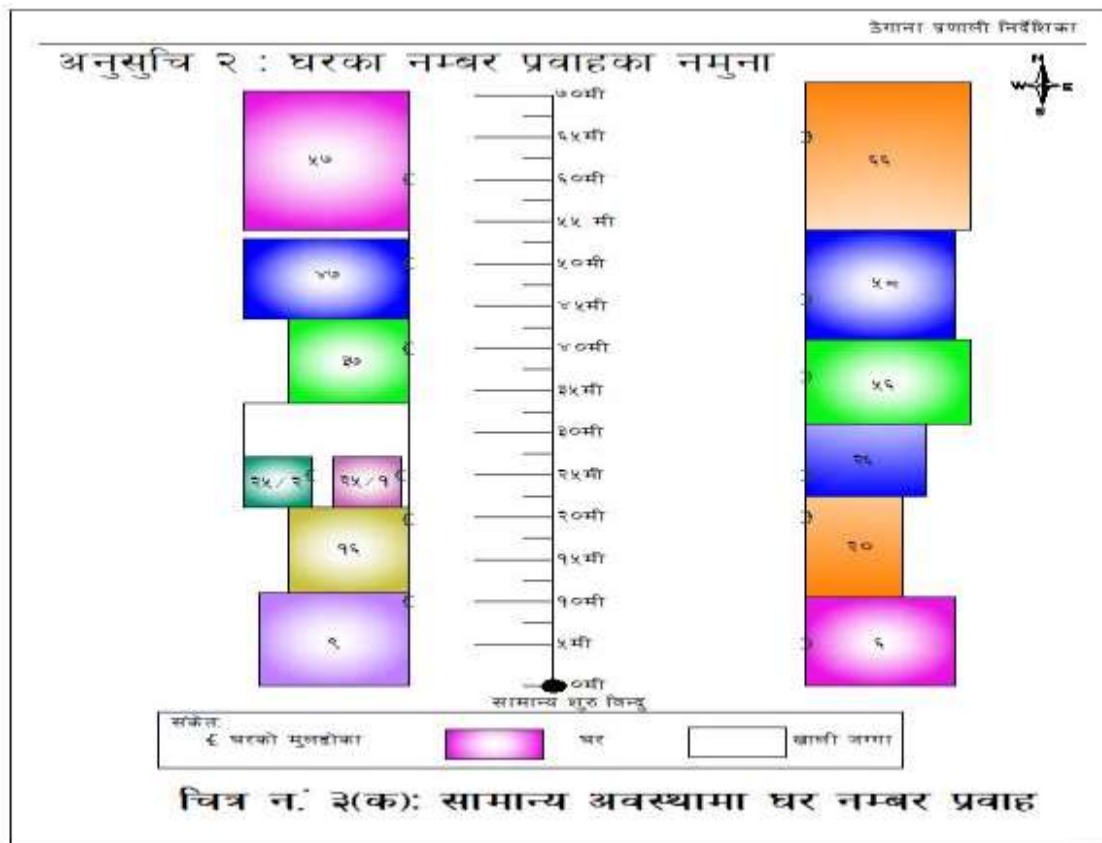
घ) घरहरूको नम्बर जोडी र विजोडी नियम अनुसार दिईने छ । जोडी नम्बरहरू बाटोको दायाँ र विजोडी नम्बरहरू बाटोको बायाँ तर्फका घरहरूलाई दिईने छ ।

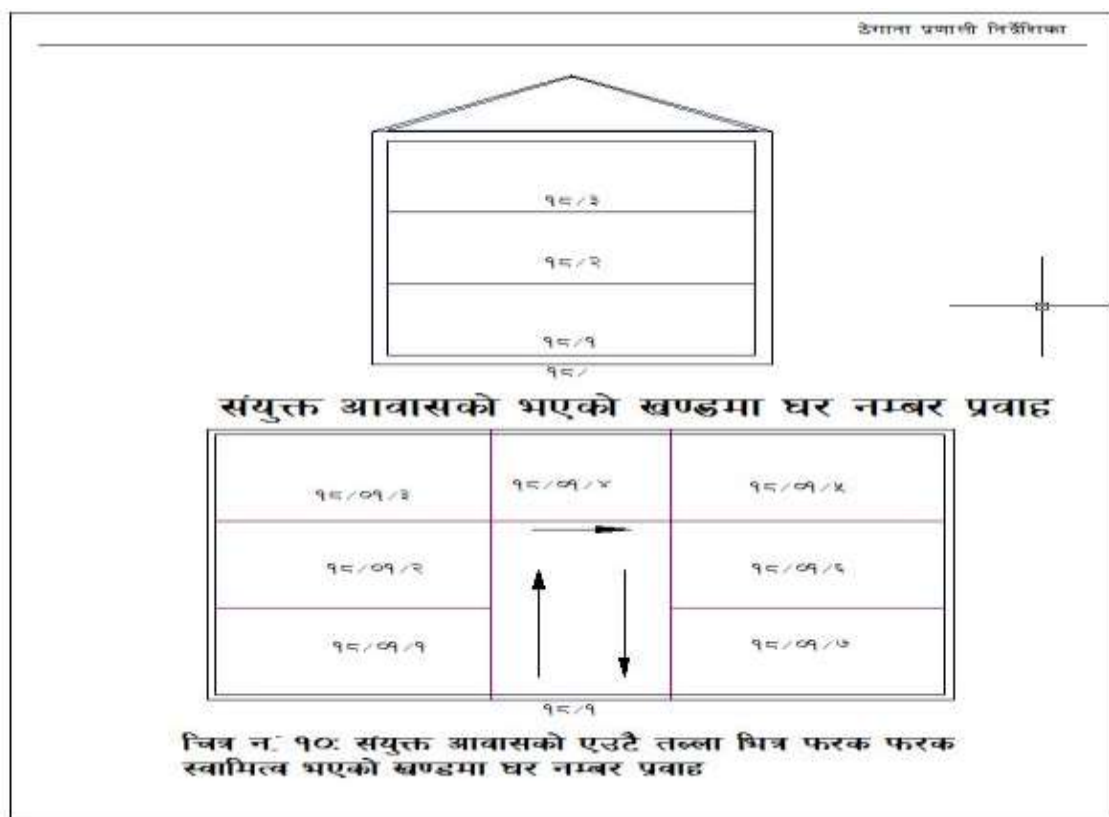
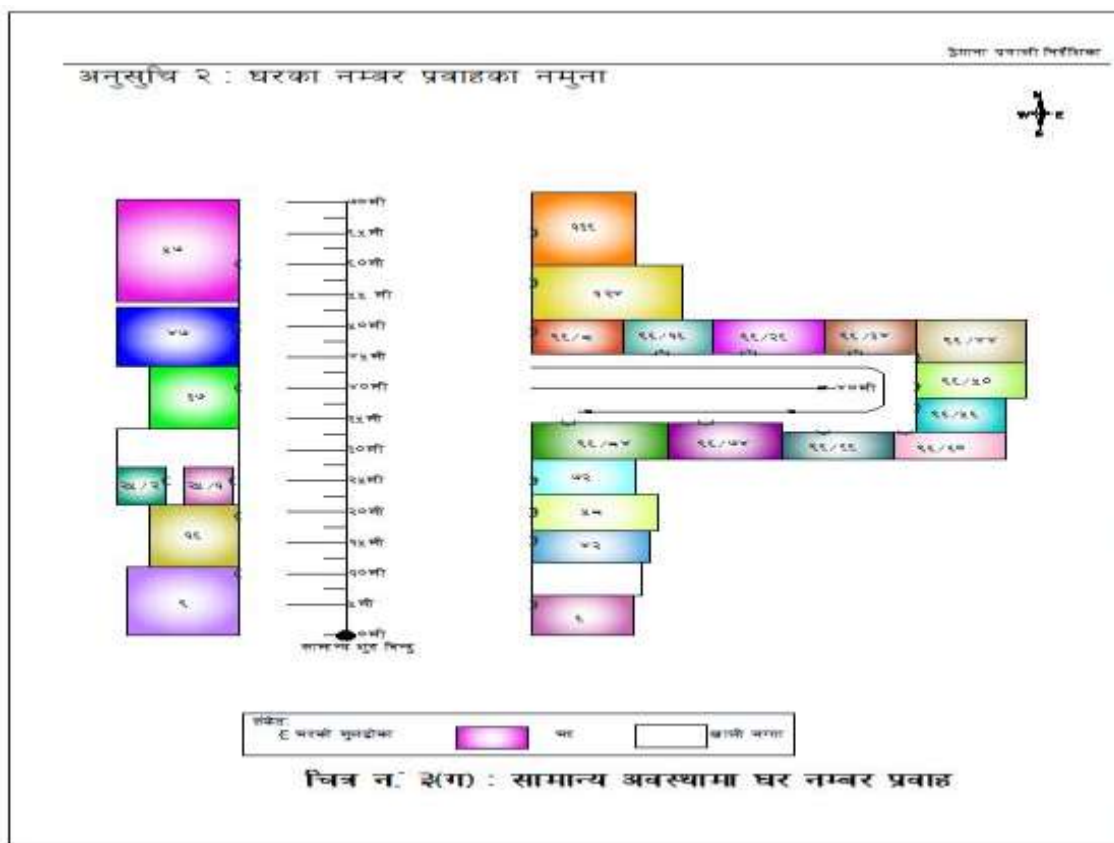
ङ) नया बन्दै गरेको र भवन बनाउने इजाजत प्राप्त नभएसम्म खाली घडेरीहरूलाई घर नम्बर दिईने छैन । खाली जग्गामा घर बनाइयो भने घरधनीले घर नम्बर प्राप्त गर्नको लागि संवन्धित नगरपालिकामा सम्पर्क गर्नु पर्दछ ।

### नक्सामा दुरी मापन र घर नम्बर दिने तरिका

पहाडका भिराला जग्गामा फिताले शुद्धसंग दूरी नाप्न सकिदैन । त्यस्ता नगरपालिकाहरूमा नक्साबाट दूरी नापेर घर नम्बर दिईन्छ । तराईका नगरपालिकाहरूमा नक्सा उपलब्ध नभएको अवस्थामा फिताले दूरी नापेर घर नम्बर दिन सकिन्छ । यदी नक्शाको माप १:५००० छ भने १ मि.मि.नक्शाको दूरी जमिनमा ५००० मि.मि. (५ मिटर) हुन्छ । उदाहरणको लागि, बाटोको दायाँ रहेको एउटा घरको मूल ढोका वा द्वार दूरी १०.१ मि.मी. छ भने जमिनमा ५०.५ मिटर हुन्छ, अर्थात दायाँतिरका घरको नम्बर ५० हुने छ । त्यही ५०.५ मिटर दूरीमा रहेका बाटोको बायाँतिरका घर नम्बर भने ५१ हुने छ ।







## 10 वृहत र एकीकृत शहरी विकास योजना प्रक्रियालाई व्यवस्थापन तथा संयोजन र निर्देशन गर्न निम्न बमोजिमको निर्देशक समिति गठन गर्ने

अध्यक्ष - नगर प्रमुख

सह अध्यक्ष - नगर उप प्रमुख

सदस्य - ११ वटै वडा अध्यक्ष

सदस्य - विषयगत कार्यालयहरुका प्रमुख वा प्रतिनिधि (आवश्यकता अनुसार )

सदस्य - जिल्ला समन्वय समिति प्रतिनिधि

सदस्य - नगरपालिका शाखा प्रमुखहरु

सदस्य सचिव - प्रमुख प्रशासकीय अधिकृत

निर्देशक समितिलाई आवश्यक सल्लाह सुझाव लिनको लागि आमन्त्रित सदस्यको रुपमा विज्ञहरुलाई बोलाउन सकिने निर्देशक समिति र परामर्श दातालाई सहजीकरण, समन्वय र वडा स्तरमा छलफल र तथ्याङ्क संकलन गर्न सहजिकरण गरि वडा स्तरको शहरी विकास योजना तयार गर्नका लागि वडा स्तरमा वडा अध्यक्षको संयोजकत्वमा वडा निर्देशक समिति गठन गर्ने वडा सदस्यहरु वडा निर्देशक समितिका पदेन सदस्य वडा निर्देशक समितिले आवश्यक सल्लाह सुझाव लिनको लागि आमन्त्रित सदस्यको रुपमा विज्ञहरुलाई बोलाउन सकिने छ र वडा सचिव वडा निर्देशक समितिको सदस्य सचिव हुने छ ।

## **Section 6. Standard Form of Contract**

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# **STANDARD FORM OF CONTRACT**



# Agreement

Between

**Tokha Municipality Office**

Tokha, Kathmandu

**And**

.....

**Of**

***Consulting Services for Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality***

**Date: .....**

**MEMORANDUM OF AGREEMENT**

(To be filled up after the Contract is awarded)

**THIS AGREEMENT**, made on the 2073/.... /..... between **Tokha Municipality Office herein after called as ""client")** of the one part and the Consulting Firm or JV ..... (Herein after called as "the **Consultant**") the other part.

WHEREAS, the client is desirous that certain **Professional Engineering Services should be performed viz.** Consulting Services for Services of Metric Addressing System for Implementing Metric system within Municipal Wards **and has accepted a proposal by the firm for the performance of such services for the total amount of NRs** ..... (In words:..... ) **Excluding all Vat and Tax.**

| Contract No. | Name of the Work  |
|--------------|---|
|              | <i>Prepare IUDP, Update of MTMP, Metric Addressing System for Implementing Metric system within Municipal Wards and Develop Software for Update Information of Tokha Municipality</i> |

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
  - Memorandum of Agreement
  - Special provisions (if any)
  - Appendices (if any)
  - Checklists (if any)
  - Addenda (if any) to the documents (a) through (g)
  - Instructions to consultant (if any)
  - Quotation and Negotiation Documents (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 **6 Months**
- In consideration of the payments to be made by the **client** to the **Consultant** as are as Follows

| No. of Installment | Time period  | Payment in % of Total Bid Amount | Report submitted by the consultant and accepted by Municipality |
|--------------------|--|----------------------------------|---|
| First              | within 4 (Four) weeks started from the date of signing of the Agreement                          | 30%                              | Inception report 2 set hard copies                              |
| Second             | Within 16 (Sixteen) weeks started from the date of the submission of the Inception report.       | 50%                              | Draft-final report 2 set hard copies                            |
| Third and final    | Within 4 (Four) weeks after receiving Municipality Comments and suggestions on the draft report. | 20%                              | final report 3 set hard copies                                  |

5. The **client** hereby agrees to pay the Firm in consideration of the performance of the services and amount at the manner prescribed by the Agreement.
6. If any changes or Addition in above mentioned works as well as mentioned on Quotation rate will be increased by certain percentage after negotiation.

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

FOR THE CLIENT

FOR THE CONSULTANT

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

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

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

## Section 7. Cost Estimate

Tokha Municipality Office

Tokha, Kathmandu

| Cost Estimate  |  |      |      |            |              |         |
|--|--|------|------|------------|--------------|---------|
| Name of Project :Consulting Services for IUDP, Update of MTMP and Metric Addressing System for Implementing Metric system within Municipal Wards |  |      |      |            |              |         |
| S. N.  | Description  | Unit | Nos. | Unit Rate  | Amount       | Remarks |
| <b>A</b>   | <b>Remuneration</b>  |      |      |            |              |         |
| 1  | Team Leader Urban Planner / Transporation  | MD   | 180  | 3,079.80   | 554,364.00   |         |
| 2  | Deputy Team Leader Urban Planner / Transporation   | MD   | 150  | 3,079.80   | 461,970.00   |         |
| 3  | Sociologist/Community Development Expert   | MD   | 120  | 2,745.00   | 329,400.00   |         |
| 4  | GIS Expert   | MD   | 120  | 2,745.00   | 329,400.00   |         |
| 5  | Civil Engineer -2  | MD   | 240  | 2,745.00   | 658,800.00   |         |
| 6  | Architect / Urban Planner  | MD   | 120  | 2,745.00   | 329,400.00   |         |
| 7  | Computer Engineer / IT Experts /BIT  | MD   | 150  | 2,745.00   | 411,750.00   |         |
| 8  | Sub Engineer- 4  | MD   | 480  | 2,311.20   | 1,109,376.00 |         |
| 9  | Computer Operator (Auto CAD)-2   | MD   | 240  | 2,311.20   | 554,688.00   |         |
| 10   | Data Colector (Enumentor)-15   | MD   | 1350 | 1,200.00   | 1,620,000.00 |         |
| 11   | Tape Man/Chain Man-5   | MD   | 450  | 800.00     | 360,000.00   |         |
| 12   | Unskilled Labour-5   | MD   | 450  | 500.00     | 225,000.00   |         |
| <b>Sub Total of A</b>  | <b>6,944,148.00</b>  |      |      |            |              |         |
| <b>B</b>   | <b>Out- Of Pocket Expenses</b>   |      |      |            |              |         |
| 1  | Stationery, Printing, Photocopy  | LS   | 1    | 100,000.00 | 100,000.00   |         |
| 2  | Hirring Equipments (Tablet-5 Nos, GPS- 4 Nos, Pedo Meter-5, Camera- 4, Total Station-1, Level Macine -1, Others) | Nos  | 18   | 27,000.00  | 486,000.00   |         |
| 3  | Communication, Transportation  | LS   | 1    | 125,000.00 | 125,000.00   |         |

|                       |  |     |       |            |                      |  |
|-----------------------|--|-----|-------|------------|----------------------|--|
| 4                     | Other Miscellaneous (Meeting and Others)   | LS  | 1     | 100,000.00 | 100,000.00           |  |
| 5                     | House Number plate Size (15"×8 " ) metal plate with complete Set   | Nos | 30000 | 275.00     | 8,250,000.00         |  |
| <b>Sub Total of B</b> | <b>9,061,000.00</b>  |     |       |            |                      |  |
|                       | Total (A+B)  |     |       |            | <b>16,005,148.00</b> |  |
|                       | 13 % Vat   |     |       |            | 2,080,669.24         |  |
|                       | <b>Grand Total</b>   |     |       |            | <b>18,085,817.24</b> |  |
|                       | <b>In Words: Eighteen Million Eighty Five Thousand Eight Hundred Seventeen Rupees and Twenty four Paise</b>                                      |     |       |            |                      |  |
| <b>Note:</b>          |  |     |       |            |                      |  |
|                       | Consultant's Basic Salary Per Day Considered as 2.7 times the salary of equivalent GoN Official (Ref. DoLIDAR Norms for Consulting Survey Works) |     |       |            |                      |  |
|                       | Team Leader (Equivalent to Gazetted 2nd Class) = $2.7 \times 34220 / 30 = 3079.8$  |     |       |            |                      |  |
|                       | Engineer, Architect or equivalent = $2.7 \times 30500 / 30 = 2745$   |     |       |            |                      |  |
|                       | Sub Engineer or equivalent = $2.7 \times 25680 / 30 = 2311.20$   |     |       |            |                      |  |