

**Bhotkhola Rural Municipality**  
**Office of The Rural Municipal Executive**  
Hatiya, Sankhuwasabha  
Koshi Province, Nepal

**Request For Proposal (RFP)**

For Conducting

Consulting Services for Detailed Engineering Site Survey, Detail Design, Drawing, Cost Estimate & Report Preparation of Chokang To Chusumba Road  
at Ward No. 1, Bhotkhola, Sankhuwasabha.

2025

निर्देशन विमिरे  
योजना शाखा प्रमुख

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प्रमुख प्रशासकीय अधिकारी



## 1. LETTER OF INVITATION

2081/12/28

Dear Standing List Listed Consultants:

1. Bhotkhola Rural Municipality, Office of The Rural Municipal Executive, Hatiya Sankhuwasabha now invites proposals to provide the following Consulting Services:  
Feasibility Study, Detail Engineering Survey, Detail Design, Drawing, Cost Estimate and Report Preparation of Rural Municipal Roads

SN	Name of Road	Length (KM)
1.)	Detailed Engineering Survey ,Detail Design, Drawing, Cost Estimate & Report Preparation of Chokang To Chusumba Road at Ward No.1,Bhotkhola,Sankhuwasabha.	
	<b>Total</b>	

- More details on the services are provided in the attached Terms of Reference.
- 2 A consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP
3. The RFP includes the following documents:
- 1 - Letter of Invitation
  - 2 - Information to Consultants
  - 3 - Technical Proposal - Standard Forms
  - 4 - Financial Proposal - Standard Forms
  - 5 - Terms of Reference (ToR)
  - 6 - Standard Forms of Contract
4. Please inform us, upon receipt:
- (a) That you received the letter of invitation; and
  - (b) Whether you will submit a proposal alone or in association.

  
For Chief Administrative Officer

## INFORMATION TO CONSULTANT



### 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 licenses 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.

### 2. Clarification and Amendment of RFP Document

- 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 or electronic mail to the Client's address indicated in the Data Sheet.
- 2.2 The proponent will respond by cable, paper mail 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.
- 2.3 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 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.

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### 3. Preparation of Proposal

#### Technical Proposal (TP)

- 3.1 Consultants are requested to submit a proposal Sub- Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
  - i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
  - ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
  - iii. 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.
  - iv. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
  - v. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms:
  - i. A brief description of the consultant's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the client, location and duration of the assignment, contract amount, and consultant's involvement.
  - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client.
  - iii. A description of the methodology and work plan for performing the assignment.
  - iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
  - v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
  - vi. Any additional information requested in the Data Sheet.
- 3.5 The Technical Proposal shall not include any financial information.

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## 5. Proposal Evaluation

- 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 Proposal

- 5.3 The Evaluation Committee (EC), 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 & the Data Sheet.

### Public Opening and Evaluation of Financial Proposal

- 5.5 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.
- 5.6 The Evaluation Committee (EC) will determine whether the Financial Proposals are complete.

## 6. Negotiation

- 6.1 Consultant whose proposal received the highest score will be called by the client for negotiation. 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 6.3, 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 - 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 its 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 7 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.



## Financial Proposal (FP)

- 3.6 In preparing the Financial Proposal (FP), the consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. 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 if applicable), 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.

## 4. Submission, Receipt and Opening of Proposal

- 4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and 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.




## 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 Consultant

- 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 carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- give or propose improper inducement directly or indirectly,
  - distortion or misrepresentation of facts
  - engaging or being involved in corrupt or fraudulent practice
  - Interference in participation of other prospective bidders.
  - coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - 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.
  - 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

  
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## 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 or SCC

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

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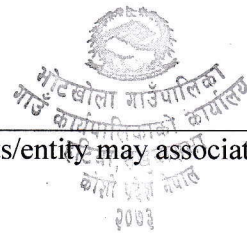
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## DATA SHEET



A. General	
ITC Clause Reference	
2.1	<p>The name of the Client is: <b>Bhotkhola Rural Municipality, Office of The Rural Municipal Executive, Hatiya, Sankhuwasabha.</b></p> <p>The method of selection is: <b>Quality and Cost Based Selection (QCBS)</b></p>
2.2	<p>The name, objectives, and description of the assignment are:</p> <p><b>Name:</b> Consulting Services for Detailed Engineering Survey, Detail Design, Drawing, Cost Estimate &amp; report Preparation of Chokang To Chusumba Road at Ward No. 1, Bhotkhola, Sankhuwasabha</p> <p><b>Objective:</b> To Prepare Detailed Engineering Survey, Detail Design and Cost Estimate of Municipal Roads as per ToR attached herewith.</p>
2.3	<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>Name: Bhotkhola Rural Municipality, Office of The Rural Municipal Executive, Hatiya, Sankhuwasabha</p> <p>Address: Hatiya, Sankhuwasabha</p> <p>Telephone No. : 9843027419</p>
2.4	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p> <p>Please refer to Section 7, TOR</p>
13.1	<p>Clarifications may be requested <b>3 days</b> before the submission date</p> <p>The address for requesting clarifications is:</p> <p>Client's Name: Office of The Rural Municipal Executive, Bhotkhola Rural Municipality, Sankhuwasabha</p> <p>Address : Hatiya, Sankhuwasabha</p> <p>Phone/Fax: 9843027419</p> <p>E-mail: <a href="mailto:bhotkholamun@gmail.com">bhotkholamun@gmail.com</a></p>
9.1	<p>Proposals should be submitted in the following language(s): <b>English</b></p>

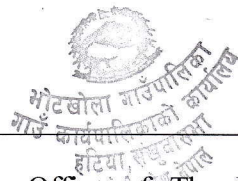




14.1.2	<p>(i) Standing List listed consultants/entity may associate with other listed consultants: No</p> <p>(ii) Estimated total cost of the assignment for the Assignment: 6,50,000.00 /- (Inclusive of VAT)</p> <p>(iii) The minimum required experience of proposed professional key staff is: N/A</p> <p>(iv) Reports that are part of the assignment must be written in the following language(s): English</p>
12.1	Proposals must remain valid <b>90</b> days after the deadline of proposal submission date.
17.0	<p>17.3 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."</p> <p>17.5 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]"</p> <p>17.7 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal. For QCBS, FBS and LCS, if the Technical and Financial Proposals are not submitted in separate sealed envelopes as required, the Client shall reject the Proposal.</p>

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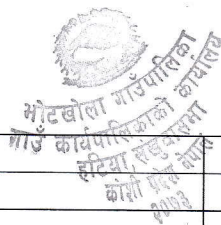


17.8	<p>The proposal submission address: Office of The Rural Municipal Executive, Bhotkhola Rural Municipality, Hatiya, Sankhuwasabha</p> <p>Information on the outer envelope should also include : RFP number and name of work.</p> <p>Proposals must be submitted no later than 2082/01/11 on or before 12:00 Noon.</p> <p>The address to send information to the Client is: Bhotkhola Rural Municipality, Office of The Rural Municipal Executive, Hatiya, Sankhuwasabha</p>																																																																																																																		
21.1	<p>The number of points to be given under each of the evaluation criteria are:</p> <table border="1"> <thead> <tr> <th data-bbox="431 821 526 856">S.NO.</th> <th data-bbox="526 821 976 856">Description of work</th> <th colspan="2" data-bbox="976 821 1338 856">Total Marks</th> <th data-bbox="1338 821 1456 856" rowspan="2">Remarks</th> </tr> <tr> <th></th> <th></th> <th data-bbox="976 856 1135 892">Head Marks</th> <th data-bbox="1135 856 1338 892">Sub-head Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 892 526 961">1</td> <td data-bbox="526 892 976 961"><b>Specific experience of the Consultants (as a firm) related to the assignment</b></td> <td data-bbox="976 892 1135 961">10</td> <td data-bbox="1135 892 1338 961"></td> <td data-bbox="1338 892 1456 961"></td> </tr> <tr> <td data-bbox="431 961 526 1031">1.1</td> <td data-bbox="526 961 976 1031">Preparation of DPR of one or more roads which have atleast 10 Km length each</td> <td data-bbox="976 961 1135 1031"></td> <td data-bbox="1135 961 1338 1031">10</td> <td data-bbox="1338 961 1456 1031"></td> </tr> <tr> <td data-bbox="431 1031 526 1100">1.2</td> <td data-bbox="526 1031 976 1100">Preparation of DPR of one roads which have at least 5 Km length</td> <td data-bbox="976 1031 1135 1100"></td> <td data-bbox="1135 1031 1338 1100">5</td> <td data-bbox="1338 1031 1456 1100"></td> </tr> <tr> <td data-bbox="431 1100 526 1182">2</td> <td data-bbox="526 1100 976 1182"><b>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</b></td> <td data-bbox="976 1100 1135 1182">35</td> <td data-bbox="1135 1100 1338 1182"></td> <td data-bbox="1338 1100 1456 1182"></td> </tr> <tr> <td data-bbox="431 1182 526 1218">2.1</td> <td data-bbox="526 1182 976 1218"><b>Transfer of knowledge</b></td> <td data-bbox="976 1182 1135 1218">10</td> <td data-bbox="1135 1182 1338 1218"></td> <td data-bbox="1338 1182 1456 1218"></td> </tr> <tr> <td data-bbox="431 1218 526 1253"></td> <td data-bbox="526 1218 976 1253">Good</td> <td data-bbox="976 1218 1135 1253"></td> <td data-bbox="1135 1218 1338 1253">10</td> <td data-bbox="1338 1218 1456 1253"></td> </tr> <tr> <td data-bbox="431 1253 526 1289"></td> <td data-bbox="526 1253 976 1289">Fair</td> <td data-bbox="976 1253 1135 1289"></td> <td data-bbox="1135 1253 1338 1289">6</td> <td data-bbox="1338 1253 1456 1289"></td> </tr> <tr> <td data-bbox="431 1289 526 1325"></td> <td data-bbox="526 1289 976 1325">Satisfactory</td> <td data-bbox="976 1289 1135 1325"></td> <td data-bbox="1135 1289 1338 1325">2</td> <td data-bbox="1338 1289 1456 1325"></td> </tr> <tr> <td data-bbox="431 1325 526 1360">2.2</td> <td data-bbox="526 1325 976 1360"><b>Comments and Suggestions on TOR</b></td> <td data-bbox="976 1325 1135 1360">5</td> <td data-bbox="1135 1325 1338 1360"></td> <td data-bbox="1338 1325 1456 1360"></td> </tr> <tr> <td data-bbox="431 1360 526 1396"></td> <td data-bbox="526 1360 976 1396">Good</td> <td data-bbox="976 1360 1135 1396"></td> <td data-bbox="1135 1360 1338 1396">5</td> <td data-bbox="1338 1360 1456 1396"></td> </tr> <tr> <td data-bbox="431 1396 526 1432"></td> <td data-bbox="526 1396 976 1432">Fair</td> <td data-bbox="976 1396 1135 1432"></td> <td data-bbox="1135 1396 1338 1432">3</td> <td data-bbox="1338 1396 1456 1432"></td> </tr> <tr> <td data-bbox="431 1432 526 1467"></td> <td data-bbox="526 1432 976 1467">Satisfactory</td> <td data-bbox="976 1432 1135 1467"></td> <td data-bbox="1135 1432 1338 1467">1</td> <td data-bbox="1338 1432 1456 1467"></td> </tr> <tr> <td data-bbox="431 1467 526 1503">2.3</td> <td data-bbox="526 1467 976 1503"><b>Approach and Methodology</b></td> <td data-bbox="976 1467 1135 1503">10</td> <td data-bbox="1135 1467 1338 1503"></td> <td data-bbox="1338 1467 1456 1503"></td> </tr> <tr> <td data-bbox="431 1503 526 1539"></td> <td data-bbox="526 1503 976 1539">Good</td> <td data-bbox="976 1503 1135 1539"></td> <td data-bbox="1135 1503 1338 1539">10</td> <td data-bbox="1338 1503 1456 1539"></td> </tr> <tr> <td data-bbox="431 1539 526 1575"></td> <td data-bbox="526 1539 976 1575">Fair</td> <td data-bbox="976 1539 1135 1575"></td> <td data-bbox="1135 1539 1338 1575">5</td> <td data-bbox="1338 1539 1456 1575"></td> </tr> <tr> <td data-bbox="431 1575 526 1610"></td> <td data-bbox="526 1575 976 1610">Satisfactory</td> <td data-bbox="976 1575 1135 1610"></td> <td data-bbox="1135 1575 1338 1610">3</td> <td data-bbox="1338 1575 1456 1610"></td> </tr> <tr> <td data-bbox="431 1610 526 1646">2.4</td> <td data-bbox="526 1610 976 1646"><b>Work Plan &amp; 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Description of work	Total Marks		Remarks			Head Marks	Sub-head Marks	1	<b>Specific experience of the Consultants (as a firm) related to the assignment</b>	10			1.1	Preparation of DPR of one or more roads which have atleast 10 Km length each		10		1.2	Preparation of DPR of one roads which have at least 5 Km length		5		2	<b>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</b>	35			2.1	<b>Transfer of knowledge</b>	10				Good		10			Fair		6			Satisfactory		2		2.2	<b>Comments and Suggestions on TOR</b>	5				Good		5			Fair		3			Satisfactory		1		2.3	<b>Approach and Methodology</b>	10				Good		10			Fair		5			Satisfactory		3		2.4	<b>Work Plan &amp; Manning Schedule</b>	10				Good		10			Fair		5			Satisfactory		3		3	<b>Qualification and experience of the key staffs for the assignment</b>	45		
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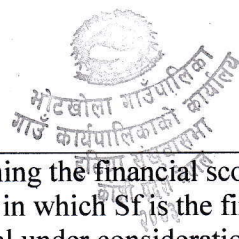
	3.1	<b>Qualification of the key professionals in relevant field (marks will be equally distributed among the key professionals)</b>	18		
		<b>Team Leader (Highway Engineer)</b>	3		
		Master's degree in Highway/Transport Engineering@100%		3	
		Bachelor's degree in Civil Engineering@60%		1.8	
		<b>Geotechnical Engineer/Engineering Geologist</b>	3		
		Master's degree in Geotechnical Engineering or equivalent@100%		3	
		Bachelor's degree in Civil Engineering@60%		1.8	
		<b>Civil Engineer/Structural Engineer</b>	3		
		Master's degree in Structural Engineering@100%		3	
		Bachelor's degree in Civil Engineering@60%		1.8	
		<b>Hydrologist</b>	3		
		Master's degree in Water Resource Engineering@100%		3	
		Bachelor's degree in Civil Engineering@60%		1.8	
		<b>Environmental/Environmental Engineer</b>	3		
		Master's degree in Environmental Engineering or equivalent@100%		3	
		Bachelor's degree in Civil Engineering@60%		1.8	
		<b>Sociologist/Socio-Economist</b>	3		
		Master's degree in Sociology/Economy or equivalent@100%		3	
		Bachelor's degree in Economics/ Sociology Or equivalent @60%		1.8	
	3.2	<b>Experience of the key professionals in relevant field (marks will be equally distributed among the key professionals)</b>	21		
		<b>Team Leader (Highway Engineer)</b>	3.5		
		Minimum 7 years		3.5	
		Minimum 5 years		2.8	
		Minimum 2 years		2.1	
		<b>Geotechnical Engineer/Engineering Geologist</b>	3.5		
		Minimum 5 years		3.5	
		Minimum 3 years		2.8	
		Minimum 2 years		2.1	
		<b>Civil Engineer/Structural Engineer</b>	3.5		
		Minimum 5 years		3.5	
		Minimum 3 years		2.8	
		Minimum 2 years		2.1	





		<b>Hydrologist</b>	3.5		
		Minimum 5 years		3.5	
		Minimum 3 years		2.8	
		Minimum 2 years		2.1	
		<b>Environmental/Environmental Engineer</b>	3.5		
		Minimum 5 years		3.5	
		Minimum 3 years		2.8	
		Minimum 2 years		2.1	
		<b>Sociologist/Socio-Economist</b>	3.5		
		Minimum 5 years		3.5	
		Minimum 3 years		2.8	
		Minimum 2 years		2.1	
	3.3	<b>Experience in similar terrain</b>	6		
		<b>Team Leader (Highway Engineer)</b>	1		
		3 Projects		1	
		2 Projects		0.8	
		1 Projects		0.6	
		<b>Geotechnical Engineer/Engineering Geologist</b>	1		
		3 Projects		1	
		2 Projects		0.8	
		1 Projects		0.6	
		<b>Structural Engineer/Civil Engineer</b>	1		
		3 Projects		1	
		2 Projects		0.8	
		1 Projects		0.6	
		<b>Hydrologist</b>	1		
		3 Projects		1	
		2 Projects		0.8	
		1 Projects		0.6	
		<b>Environmental/Environmental Engineer</b>	1		
		3 Projects		1	
		2 Projects		0.8	
		1 Projects		0.6	
		<b>Sociologist/ Socio Economist</b>	1		
		3 Projects		1	
		2 Projects		0.8	
		1 Projects		0.6	
	4	<b>Suitability of the transfer of knowledge, program or training</b>	10		
		Good		10	
		Fair		8	
		Satisfactory		6	
		<b>Total (1+2+3+4)</b>	<b>100</b>		

The minimum Technical Score required to pass: **60 (Sixty) Points**



27.1	<p>The formula for determining the financial scores is the following: [Either <math>S_f = 100 \times F_m/F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration, or another proportional linear formula]</p> <p>The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 80% and P (Financial Proposal) = 20%</p>
28.1	<p>The address for negotiations is: Bhotkhola Rural Municipality, Office of The Rural Municipal Executive, Hatiya, Sankhuwasabha.</p>
30.4	<p>The assignment is expected to commence on 7 days after the date of agreement at respective project location.</p>

सङ्खुवासभा  
गाउँ कार्यपालिका



### 3. TECHNICAL PROPOSAL FORM

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

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प्रमुख अधिकारी  
नियुक्ति



### 3A. TECHNICAL PROPOSAL SUBMISSION FORM



Date : .....

To,  
Chief Administrative Officer,  
Bhotkhola Rural Municipality,  
Office of The Rural Municipal Executive,  
Hatiya, Sankhuwasabha  
Koshi Province, Nepal

Dear Sir,

We, the undersigned, offer to provide the consulting services for preparation of Detail Engineering Field Survey and Report preparation of Rural Roads in accordance with your Request for Proposal dated 2082/1/06 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

Office's Seal:

A handwritten signature in black ink over a blue official stamp. The stamp is partially legible and appears to be from the same municipality as the one at the top of the page.

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**3B. CONSULTANT'S REFERENCES**

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

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

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

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

---

On the Terms of Reference:

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

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

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



**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT, TRANSFER OF KNOWLEDGE AND TECHNOLOGY**

योगेश्वर धिमिरे  
योजना शाखा प्रमुख

प्रमुख शाखा प्रमुख

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff:		
Name	Position	Task

2. Support Staff:		
Name	Position	Task

विमिरे  
योजना शाखा प्रमुख

प्रमुख प्रशासकीय अधिकारी



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

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

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

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

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

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

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

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

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

**Key Qualifications:**

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

**Education:**

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

**Employment Record:**

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

**Languages:**

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

**Certification:**

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

Date: \_\_\_\_\_

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

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

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

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प्रमुख

### 3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL



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

Full-time:

Reports Due:

Activities Duration:

Part-time:

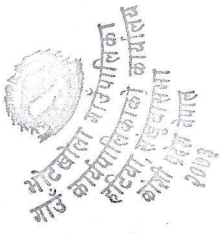
Signature:

(Authorized representative)

Full Name:

Title:

Address:



### 3H. ACTIVITY (WORK) SCHEDULE

#### A. Training and Field Study Items

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

#### B. Completion and Submission of Reports

Reports	Date
Inception Report	
Field Report	
Draft Report	
Final Report	



#### 4. FINANCIAL PROPOSAL FORM

4A. Financial Proposal submission form

4B. Summary of costs

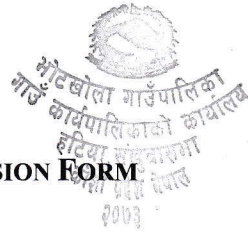
4C. Cost included in BoQ

निर्देशाधीन  
योजना शाखा प्रमुख

प्रमुख  
प्रमुख प्रशासकीय अधिकारी

**4A. FINANCIAL PROPOSAL**

**SUBMISSION FORM**



Date: .....

To  
Chief Administrative Officer  
Bhotkhola Rural Municipality,  
Office of Municipal Executive,  
Hatiya, Sankhuwasabha  
Dear Sir,

We, the undersigned, offer to provide the consulting services for Preparation of Detail Engineering Field Survey and Report Preparation of Different Rural Roads in accordance with your Request for Proposal dated 2082/01/06 And our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount(s) in words and figures]. This amount is inclusive of the local taxes except Value Added Tax (VAT), which we have estimated at [Amount(s) in words and figures].

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

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:  
Office's Seal:

निर्देशन प्रमुख  
योजना प्रमुख

प्रमुख प्रशासकीय अधिकारी



#### 4B. SUMMARY OF COSTS

Particulars/ Items	Amount(s) in NRs.
Cost of the Field Survey (A)	
Cost of the Office Work (B)	
Miscellaneous Cost (C)	
Total (A+B+C) without VAT	
Value Added Tax @ 13%	
Total Amount of Financial Proposal (Including VAT)	

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#### 4C. COST INCLUDED IN BOQ

##### A. Cost of the Team Members Field & Office Work

S.N.	Team Members	Unit	Required Quantity			Rate/Month (NRs.)	Total(NRs.)
		m-m	Office	Field	Total		
		m-m					
		m-m					
Sub Total (A)							

##### B. Cost of the Support Staff at Field & Office Work

S.N.	Team Members	Unit	Required Quantity			Rate/Month (NRs.)	Total(NRs.)
			Office	Field	Total		
Sub Total (B)							

##### C. Miscellaneous Cost

SN	Items	Unit	Required quantity	Rate (NRs.)	Total Cost
Sub Total (C)					

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## TERMS OF REFERENCE

### FOR PREPARATION OF DETAIL PROJECT REPORT (DPR) CONSISTING OF DETAILED ENGINEERING SURVEY, DESIGN, DRAWING COST ESTIMATE & REPORT PREPARATION OF ROAD INVENTORY OF PROPOSED ROADS.

#### 1.0 Introduction

Nepal having poverty-stricken rural countryside communities, rural development is one of the main agenda of development. The ultimate goal of rural development is attainment of sustainable livelihood and improved well-being of rural people. In the absence of better access to the goods and services that they value the same suffers. Rural people's needs for sustainable livelihood and improved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services.

The consulting service has to conduct detail engineering survey, design and prepare detail drawings and cost estimate according to base on the 'DoLI' Technical guideline (Nepal Rural Road Standards) including criteria fulfilling in Annex A.

#### 1.1. Objectives

The overall objective of the consulting services is to prepare conduct detailed engineering survey, design and prepare detailed drawings and cost estimate of rural roads of the rural municipality. The consultant should follow the DoLI's Norms, Specifications and design standard.

The specific objectives, but not necessarily limited to the following, are:

- Analyze the existing situation on topographic map as well as on field.
- Conduct detailed engineering survey of the alignment and its corridor.
- Conduct hydrological studies for cross drainage works and fixing of embankment height.
- Design the road details.
- Prepare working drawings.
- Prepare cost estimate with analysis of rates.
- Prepare survey and design reports.

#### 1.2. Scope of Services

The consulting service is to provide high quality professional services for detail engineering survey, design and prepare detail drawings and cost estimate according to the 'DoLI Technical guideline (Nepal Rural Road Standards) on Planning and DoLI's design standard, Design and Construction of Rural Roads'. The consultant shall carry out the necessary field works along the alignment. The team personnel to be mobilized for field visit and schedule of field tasks should be prepared and should be included in the proposal. The center line should be set out with proper establishment of bench marks, as far as possible following the existing trail or alignment. The consultant shall then carry out further survey works necessary for detailed design of the road. The consultant shall be responsible for the analysis and interpretation of the data. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the following:



### 1.2.1. Engineering Details (Field Survey)

- The horizontal alignment of the road (i.e. Centre line) should be determined within the survey strip of proposed corridor of the optimum alignment between control points specified as a result of the engineering investigation.
- Accurate traverse line shall be run along the route selected.
- In case of improvement of existing road, efforts should be made to adjust the alignment so as to match the existing road track wherever possible.
- Strip of sufficient width (10m on either side) to accommodate cut/fill and for possible shift in the Centre line at the final design shall be surveyed.
- Traverse survey shall be done by Total station/Theodolite with angles using double reversed method.
- Appropriate and accurate method shall be adopted for the distance measurement between two consecutive transit stations.
- Transit stations shall be pegged and numbered following a sequential order.
- Features like buildings, monuments, cremation center and graveyards, temples, power and telephone lines, pipelines, existing roads and trails shall be located by offset measurements from the traverse line.
- Cross section shall be taken at 10-15 m interval and at closer intervals in places having abrupt slope changes or different soil type.
- Classification of soil chainage wise is absolutely necessary.
- Benchmarks shall be fixed at every 500 m intervals or at 1000 m intervals in special cases. Benchmarks shall also be fixed at bridge and culvert sites.
- Check all levels with the levels of established Benchmarks by fly leveling for accuracy.
- Single datum preferably geodetic survey datum shall be used to tie up all levels.
- Grid survey at 1 or 2 m intervals may be necessary at places of sharp curves of difficult places and at all bridge sites.
- Data information should be taken on all gullies, depressions, streams and rivers where cross drainage structures are required.
- Every retaining structures, breast structures, drainage structures, slope protection measures should be supported by justification and photographs.
- Road Inventory with details such as: existing retaining walls, check dams, chutes, pipe and slab culverts, causeways, drain, rehabilitation of existing canal works and other structures and the consultant shall produce road inventory drawings as per DoLI or other appropriate formats.

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### 1.2.2. Environmental Consideration

The basic intention of environmental consideration is to develop the best possible rural road in the given environmental settings. Environmental consideration basically addresses two aspects: risks or threats, which are the likely damages to the environmental quality, services and natural wealth; and opportunity or potential in the given natural setting for road works to harness the same. Environmental considerations should, therefore, focus on avoiding or minimizing damages and, at the same time, promoting sensible use of opportunities to improve the natural environment. So, during the detail site visit consultant should prepare the site specific Environmental Management Plan (EMP) of the proposed roads. The EMP should be prepared as per prescribed format by DoLI.

### 1.2.3. Engineering Design Calculation

Engineering design must be shown with calculation. The format should be described properly declaring the meaning and source of variable, constants and multiplication factors should be referenced and justified. Technical Guidelines on Planning, Design and Construction of Rural Roads provided by DoLI should be strictly followed in design works. The road should be designed according to all weather road (well graded gravel surface)

### 1.2.4. Preparation and Presentation of Project Documents

All project data and information collected during the above survey should be compiled as a project document. The project document should comprise of:

- Report
- Cost Estimate, and
- Construction Drawings

#### 1.2.5.1. Report

It contains the following:

##### a) Background Information

- Name of the work and its scope of activities
- Authority and plan provision
- History, geography, climate, etc.
- Necessity, or other words, project justification

##### b) Road's Salient Features

- Route selection
- Alignment
- Environmental considerations
- Right of way, roadway, carriageway and other cross-sectional elements
- Salient features of road structures
- Present / anticipated traffic

**c) Road Design and Specification**

- Road design
- Pavement design (Gravel Surface)
- Protection works (other than cross - drainage works)
- Specifications

**d) Drainage facilities including cross-drainage structures**

- Discuss investigations carried out
- Give details of the surface / sub-surface drains and drainage measures, attach design calculations / drawings.
- Highlight and propose special measures to check soil erosion and environment.
- Discuss the proposals on small cross-drainage structures i.e. Culverts / causeways.
- In case of improvement of existing roads, list out the cross-drainage structures proposed to be improved.
- State whether any standard designs were followed.

**e) Materials, Labor and Equipment**

- Type, quantity and specifications of materials required and their availability.
- Type, number and skills of labor required and its availability.
- Type, number and specifications of tools/equipment/plants required.

**f) Rates**

- Give reference to the schedule of rates of the year adopted.
- Highlight the items for which suitable rates are not available in the schedule and for such items give reference to the analysis of rates attached to the estimate.

**g) Construction Schedule**

- Mention the proposed system of work execution to be adopted
- Mention the proposed project period.
- Discuss the prevailing and anticipated constraints to project implementation
- Draw up a construction schedule in the form of bar chart along with the responsible parties. This should be done after scheduling the activities according to the Critical Path Analysis.

**h) Miscellaneous**

- Indicate the camping, store and office requirements.
- Mention identified diversions and borrow pit.
- Mention arrangements for water supply and other site amenities.
- Indicate proposed roadside plantation and wayside amenities.
- To prepare the EMP



### 1.2.5.2. Cost-Estimate

The project's cost-estimate should provide all financial requirements and it should be realistic too. In the project's cost-estimate, it is ensured that all

- The work items are carefully listed.
- The quantities are determined to a reasonable degree of accuracy, and
- The rates provided are workable.

The cost -estimate should consist of

- A general abstract of cost , and
- The detailed cost - estimate for each major activity as described below.

General abstract of cost provides the total cost of the scheme along with a general break-down given under the

Following major heading:

- Site clearance
- Earthwork
- Sub-bases
- Bases
- Surfacing
- Cross drainage and other structures
- Provision for tools, equipment and plants
- Provision for contingencies
- Work charges of the establishment
- Quality control, etc.

The detailed cost-estimate for each major activity consists of

- Abstract of cost
- Estimate of rates for work items not covered by relevant schedule of rates and
- Chart of quarry / material sources

Where the project work is proposed to be executed in stages, the cost – estimate should be prepared for each stage separately. The cost- estimates for respective stage should be presented in a logical sequence.

### 1.2.5.3. Construction Drawings

The construction drawings should clearly show and interpret the proposed works in relation to the existing features with other necessary information for accurate translation of the proposed in the field. All the drawings should follow a uniform standard with regard to:

- Size
- Scale, and
- Details

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### a) Drawing size

Drawing should be of adequate size to accommodate a reasonable length of the road or an independent structure such as a culvert in full details but, at the same time, should not be incontinently large which may require many folds.

The appropriate size of a drawing sheet is 297 mm x 420 mm corresponding to A3 size which can easily be stitched in a folio. The standard size of the folded compact is 297 mm x 210 mm.

To facilitate the stitching of drawings into a folio, a margin of 40 mm should be kept on the left hand side of the drawing sheets.

The following working drawings shall be prepared for implementation of the works using computer software or manually as appropriate:

- General plan of project site showing the distance from the project area to construction materials and quarry sites in appropriate scale. Road plan in 1:1000 scale, which shall include detailed working drawings and setting out data such as centre line coordinates, deflection angles and other parameters of horizontal alignment setting
- Description card (D-card) with full details of benchmarks and points along centre line, minimum of 4 reference points per km i.e on an average one peg in each 250 m including location sketches, level and coordinates as appropriate.
- Profile at H1:1000 and V1:200 (for hills) or V1:100 (for plains) scale indicating existing ground situations, proposed designs, existing soil type, lengths and type of drains and mass manage and haulage plan.
- Cross-sections incorporating structures at 1:200 scale at all Centre line pegs at 20-25 m interval or less and 10 m either side of Centre line with existing ground situations, proposed designs and data such as existing ground level, proposed ground level, area of cut, area of fill, soil type and drain type etc.
- Detailed working drawings and setting out data - Centre line coordinates, deflection angles and other relevant data of horizontal alignment setting.
- Similarly, vertical alignment setting data.
- Typical working drawings for all other structures.
- Earthwork quantities (cut and fill) shall be prepared on spread sheet computer program based on cross-sections
- Bill of Quantity should be broken down and grouped contract package wise.

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## b) Component of a set of Project Drawings

- i) Locality map-cum-site plan
  - Key map also called as locality map
  - Index map also called as site plan

Key map and index map are usually drawn in a single sheet and this sheet forms the first sheet in the folio of project drawings.

Where the length of the road is substantially long, locality map and site plan are separated in such a manner that locality map is accommodated in one sheet and the site plan on a series of sheets.

The locality map or "Key Map" should be drawn to a scale of 1:250,000 and should have a bird's eye view of the proposed work with respect to the

- Road network serving the area
- Important town / village centers, and
- Other prominent places

The site plan or "Index Map" should be drawn to a scale of 1:25000 and should show the project road with chain ages and its immediate neighborhood covering the important physical such as hills, rivers, tracks, main trails, etc.

The sheet which contains the locality-cum-site plan should have a legend to explain the abbreviations and symbols used in subsequent drawing sheets. Alternately, the legend could be shown on a separate sheet at the beginning of the folio.

- ii) The elements in a rural road are generally same for most of the length. They are:

- Width of carriageway
- Width of roadway, i.e. formation width
- Width of shoulder
- Right of way
- Side slopes
- Pavement cross fall

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It is desirable to show the above mentioned elements as a typical section instead of repeating the same details on every cross-section.

- iii) The cross-sections of the road should be presented serially according to the chainage starting from 0+000. Each sheet should accommodate a number of cross-sections.
- iv) Standard design and drawings of cross-drainage structures should be used wherever possible, thus avoiding repetitive design/drawing work for similar structures. The drawings should be prepared for all:
  - Cross-drainage structures
  - Retaining walls
  - Breast walls, and
  - Other road side structures

The drawings should show clearly the details of foundation, proposed materials, etc. and should be prepared on a scale which is large enough to accommodate all details comprehensively.

#### **1.2.5.4. Bill of Quantities**

Bill of quantities of a project should cover all the required items listed in the cost estimate. All the details of labor and materials should be given as a break-down under respective work item. In general, quantities of the work items and their units should be given in the approved format.

#### **1.2.5.5. Schedules of Labor and Materials**

Schedules of labor and materials are essential, in advance, for construction planning and management purposes.

#### **1.3. Use of Computer and Design software**

Consultants are encouraged to use computers and appropriate design software. The consultant should submit the soft (electronic) copy of reports of the total output of the works.

#### **1.4. Liaison with engineer in-charge**

The consultants are required to maintain close liaison with the Municipality Engineer. Draft design for alignment, earthwork and pavement design and other technical aspects of the design shall be discussed with the Client Engineer for approval prior to proceeding with the final detailed design.

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## 1.5. Client's Proposed Composition of Staff

### a) Professionals:

Team Leader  
Structural Engineer/Civil Engineer  
Geologist/Geo tech engineer  
Environmental  
Socio Economist  
Hydrologist

### b) Support Staffs

Surveyor/ Sub Engineer  
Auto CAD Operator  
Computer Engineer  
Account/ Admin Staff  
Helper

## 1.6. Qualification and Experience:

**a) Team Leader:** The Team Leader will take the overall responsibility for the execution of the work in accordance with the TOR and also for the co-ordination of all professional inputs. He will be responsible to the Client. He will also maintain close contact with the CAO of the Rural Municipality to ensure that the contract is implemented in accordance with the government's policies and objects.

The team leader should have a Bachelor's degree in civil engineering and should preferably have a Master's Degree in the field of Highway/Transportation. He should have minimum 2 years of specific experience in similar nature of works as design/construction supervision of road projects.

**b) Structure/Civil Engineer:** should have wide experience and expertise in planning, detail engineering surveying, designing and construction of rural roads, including:

- ❖ Must have completed Bachelor's Degree in Civil Engineering.
- ❖ More than 2 years' experience in planning, detail engineering survey, design and construction supervision of roads.
- ❖ Must be registered in Nepal Engineering Council.

### c) Geologist/Geo tech engineer:

- ❖ Must have completed Bachelor's Degree in Geology/Geo tech Engineering or B.E in civil Engineering and Priority would be given to master's in related field
- ❖ More than 2 years' experience in related field.
- ❖ Must be registered in Nepal Engineering Council.

### d) Environmentalist:

- ❖ Must have completed Bachelor's Degree in Civil Engineering and Priority would be given to master's in related field
- ❖ More than 2 years' experience in related field.

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❖ Must be registered in Nepal Engineering Council in case of engineering background.

**e) Hydrologist**

- ❖ Must have completed Bachelor's Degree in Engineering Must Preferably Master In Water Resource Engineering With More than 5 years' experience in related field.
- ❖ Must be registered in Nepal Engineering Council

**f) Socio-economist**

- ❖ Must have completed Bachelor's Degree in Sociology or Economy.
- ❖ More than 2years' experience in detail engineering survey, design and construction supervision of rural roads

### 1.7. Duration of the Study and Reporting

The duration for the assigned task is Two month. The consultant shall submit the following reports:

**i) Inception report:** The consultant shall submit 1 (One) copies of Inception report within 1 week of signing the contract agreement for the consulting services.

**ii) Draft report:** The consultant shall submit 1 (One) copy of the draft report within 4 weeks of signing the contract agreement for the consulting services. The report should have three volumes. **Volume I** should contain the Main report and **Volume II** should contain Cost estimate and **Volume III** should contain detail engineering drawings, maps and contract documents (bidding documents, Technical specifications of each packages)

**iii) Final report:** The consultant shall submit 2 (Two) copies of Final reports within 30 (Thirty) days after receiving comments, incorporating comments and suggestions on the draft reports. The report should be also in Two Volumes of each, as mentioned for draft report. The final report and maps should be in hard as well as in soft copies in Pendrive.

Note :- Before replacing proposed staff approval is required from client.

### 1.8 Indicative Reporting Outline

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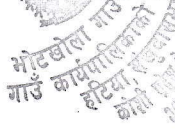
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- 6 Conclusion
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### 1.9. Proposal Submission

The consultants shall submit technical and financial proposals under two-envelope system. The technical and financial proposals must be enclosed in separate wax sealed envelopes, clearly mentioning the type of proposal (Technical and Financial) and name of the task on the envelope. Then both the sealed envelopes must be enclosed in an outer waxed sealed envelope, clearly stating the name of proposal, purchaser's address and the firms' name and address.

### 1.10. Payment Schedule

The payment schedule will be as per the following:

After the Contract Agreement = 25 % of the Total Contract Amount.

After submission of the Draft Report = 25 % of the Total Contract Amount.

After submission and approval of the Final Report = 50 % of the Total Contract amount.

### Notes:

- a) The standards are mainly adapted from Nepal Rural Road Standards (NRRS), 2013. However, in some cases separate standards are proposed where NRSS standards are found to be inadequate or missing.
- b) VPD - Vehicles per Day (VPD) as per definitions of NRRS, 2013.
- c) Main objective of the capping layer is to increase CBR of sub grade to at least 10%. Locally available suitable materials will be used for the capping layer.

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